

JOHN KNOX PRESBYTERY

CONTINUING EDUCATION POLICY

Each full-time or part-time call shall include a minimum of two weeks (weekends included) for continuing education. A newly called person shall be eligible for this study leave within his or her first year of ministry.

Each full-time call shall include a minimum of \$600.00 per year for continuing education. Minimum allowance for part-time calls shall be in proportion to that of a full-time call. (Churches needing financial assistance should contact the COM.)

COM recommends that pastors participate in annual study leaves.

Unused time and money for continuing education may be accrued up to a maximum of three (3) years allowance in both time and money. (*See explanation below.)

Before approving plans for continuing education, the session shall discuss with the pastor the needs of both the pastor and the church and then record the purpose of the study leave and the session's approval in the minutes. The pastor shall report to the session at the conclusion of the project.

Report of continuing education shall be included in the Annual Report of the clergy to the presbytery.

When the relationship of a pastor to a congregation is terminated, any accrued continuing education time and funds shall be forfeited.

INTERPRETATION AND IMPLEMENTATION OF (*) ABOVE

In this illustration the budgeted amount for continuing education is \$600. Each year then, the pastor has available the amount agreed upon for that particular year plus any unused amount from the two previous years up to a maximum which is determined by the amount budgeted for the present year plus that for the previous two years.

Example:

	<u>Annual Amt. Budgeted</u>	<u>Left over from previous 2 yrs.</u>	<u>Total Amt. Available</u>	<u>Amount Used</u>
Year 1	\$600	\$ 0	\$600	\$200
Year 2	600	400	1,000	200
Year 3	600	800	1,400	200
Year 4	600	1,200	1,800	200
Year 5	600	*1,200	1,800	

* Although at the end of Year 4 there will be \$1600 in unused funds, only \$1,200 may be carried over to Year 5 since that is the maximum figure established by adding together the annual stipends of Year 3 and Year 4.