

PRIEST C.E.U POLICIES AND PROCEDURES

- A. Each priest working in full-time ministry in the Diocese of Crookston is required to participate in 20 hours of continuing education each year. (A year is considered from July 1 – June 30)
- B. One continuing education unit (C.E.U.) is equivalent to the participation in one hour of an educational experience which is conducted by another person. (Individual screening of audio or visual material, while possibly beneficial, does not count as a C.E.U.)
- C. Each priest is expected to participate in the annual Diocesan Spring Priest Day's. The priest can expect a minimum of eight C.E.U.'s at these days. The number may be greater, depending upon the schedule for that particular conference. An announcement will be made at the time of the conference specifying the number of C.E.U.'s to be granted.
- D. The remainder of the 20 C.E.U.'s may be achieved through attendance of any ministry related educational opportunities held within or outside the Diocese of Crookston. If you submit C.E.U.'s gained from other than diocesan sponsored programs, you will be expected to submit a program of itinerary from the event when you submit your end of the year report (See page 152C-D) giving some indication of the number of hours spent in the educational endeavor.
- E. You may submit the form from page 152C-D of the policy manual to the chairperson of the Continuing Education Committee any time during the year, once you have completed your Continuing Education requirements for that year. Each priest is expected to have his form completed and submitted to the chairperson by no later than AUGUST 1 of each year.
- F. All questions concerning appropriate topics qualifying for C.E.U.'s or the number of hours a particular program offers may be addressed to the chairperson of the Continuing Education Committee.

**RETURN THIS FORM TO CHAIR OF CONTINUING EDUCATION
COMMITTEE BY AUGUST 1**

Guidelines for Personnel Policy: C.E.U. Requirements
July 1 – June 30 of each year

Every priest working in full-time ministry in the Diocese of Crookston is required to participate in a retreat and in at least 20 hours of continuing education each year. The chair of the Continuing Education Committee will be responsible for determining what fulfills this requirement. Every priest is expected to inform the Chair by this form of how he has fulfilled these requirements. The Bishop (or his delegate) is responsible for reviewing these records and discussing their responsibilities with those who have not fulfilled the requirement.

Name: _____

Year of ordination: _____

RETREAT

I made my retreat between July 1 – June 30:

_____ June Diocesan Spring Retreat

_____ Other

Place: _____

Dates: _____

Director/Formats: _____

EXTENDED FORMATION PROGRAM

_____ I am interested in pursuing a sabbatical in the next few years and wish to hear more about options. (See pages 152 & 152A for more information.)

CONTINUING EDUCATION UNITS: C.E.U.'S

_____ Diocesan Spring Clergy Days: 12 C.E.U.'s

Other programs: List here the courses, conferences, workshops, or other types of programs which you have participated in during the past year. The number of hours may be determined by counting the actual number of clock hours spent at lectures, presentations, or formal group activities. If you have questions about what may apply as C.E.U.'s, please consult page 152B or the Diocesan Policy Manual.

Event:

Location:

Dates:

#C.E.U. Hours:

Event:

Location:

Dates:

#C.E.U. Hours:

Event:

Location:

Dates:

#C.E.U. Hours

Event:

Location:

Dates:

#C.E.U. Hours
