

## **Continuing Education Plan General Synod Canon XII**

Whether it is sharpening a skill or scholarly pursuit for professional development – you can exercise your mind with the help of the Church’s Continuing Education Plan. Since it began in 1971, the Continuing Education Plan (CEP) has given hundreds of clergy and lay employees the opportunity to develop their skills and enrich their working lives.

All full-time stipendary clergy automatically have a CEP account opened on their behalf on their first day of employment with a participating diocese/employer. Lay employees of the Church or other participating organizations may have an account opened in the plan, with their employer’s approval, on the first day of any month. A healthy inquiring mind contributes to your personal well-being and, by extension, to the well-being of your parish/employer and the Church as a whole.

When you participate in the plan, a CEP account is set up in your name. Benefits accumulate in your account at an annual rate of \$450, which your employer contributes on your behalf. The plan may also pay you a bonus each time you use your account.

As long as the expenditure confers a benefit to your employer, you may use your CEP account to cover up to 75% of the cost of:

- any continuing education program or course of study
- books or other materials and equipment
- computer hardware or software (limited to once every three years.)

**The plan is designed to promote lifelong learning among clergy and lay professional. How to use it, is up to you.**

**Applications can be found: <http://www.anglicanpension.ca/wp-content/uploads/Application-for-Reimbursement-Active-employees-Updated-Mar-8-2016-fillable.pdf>**

**Please send completed application and supporting receipts to Church House, attention Jennifer McLaughlin**

### **Sabbatical grants**

Once you have been in the plan for at least five years, depending on the policy of your diocese/employer, you may apply for full-time study leave. Resources permitting, you may be granted up to \$3,000 in order to complete eight or more weeks of consecutive study.

Applications for sabbatical grants are available from your diocesan office/employer or the Pension Office. You will be asked to provide the following information:

- Study goals
- How work will be supervised
- How work will be evaluated
- Pertinence to future employment in the Church
- Budget