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Keystone Conference Recommendations Regarding Continuing Education for Authorized Clergyperson, Including Boundary and Diversity Training.

The importance of continuing education is integral to nurturing faithful and effective authorized ministers within the United Church of Christ. Since Association Committees on Ministry have ultimate authority on matters of standing, authorization, and support, the Conference can only recommend the following requirements around continuing education for adoption by associations. The rationale for a new policy across the Associations for widespread adoption is rooted in a desire for consistency of requirements across our Conference, where most of our authorized ministers will spend most of their ministry. Authorized ministers are required to follow their Association's guidelines on continuing education requirements. Authorized Ministers who continually learn are more faithful and effective in leading their congregations and the settings in which they serve.

To facilitate the continual education of authorized clergypersons within the newly formed Keystone Conference in 2026, we recommend the following to our Associations for adoption:

Diversity Training

Requirement: Three hours of Diversity training every three years.

The Keystone Conference will provide various trainings on the many kinds of diversity, including at least one training a year focused on Anti-Racism. The Conference will offer Diversity training at the Annual Conference.

Boundary Training

Requirement: Six hours of Boundary Training every three years.

At least two Basic Boundary Trainings (3-6 hours) will be offered once a year, with at least one of them being online. The Conference will also provide various types of boundary training beyond the basic boundary training. The Conference will offer boundary training at its annual meeting.

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Continuing Education

Requirement: Forty-five hours of Continuing Education every three years.

Fulfilling this requirement can be done in a variety of ways, including the following:

- *Books studies with others focused on theological, pastoral topics, and best practices in/for ministry.
- *Time spent within Communities of Practice, with a maximum of one-half of the time spent in COP hours a year allowed.
- *Attendance spent in workshops or presentations at events like the Mercersburg Convocation or at Conference and Association gatherings. Time must be noted for each of these events.
- *On-Your-Own Book studies with a theology or ministry focus, with a maximum of five hours allowed per book.
- *If a certificate of completion is not offered or available, or a copy of the registration for the event, a short half-page description of the workshop and its impact on the participant/reader and their ministry.
- *Participation in Keystone Conference training/continuing education events will be noted in attendance record keeping. Still, the authorized minister is required to keep track of their continuing education, including boundary and diversity training.

Tracking Continuing Education

The reporting and tracking of all forms of continuing education is the responsibility of authorized ministers. Authorized ministers must keep copies of their registrations and certificates of completion of continuing education training or events.

It is *recommended that the completion of all authorized minister annual reviews be completed by November 30th each year starting in 2026, so that reports on completed trainings by clergy can be shared with each Association Committee on Ministry by mid-December. Authorized ministers will do this reporting via a computer link set up by the Conference.

All items marked with an *asterisk are ones that each Association can modify to meet its own needs and requirements.

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