

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 thousands of clergy and lay employees the opportunity to develop their skills and enrich their working lives.

WHO MAY PARTICIPATE

All paid 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.

Applications for benefits are available from your diocesan office, your employer or the Pension Office or you can download one from <http://cep.anglican.ca>

USE OF BENEFITS

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

HOW IT WORKS

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 pays you a bonus each time you use your account, provided that the current earnings of the Plan support it. You will be required to pay the remaining cost of the expenditure from your own savings

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.

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, your employer or the Pension Office or you can download one from <http://cep.anglican.ca>. 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

SPECIAL GRANTS

From time to time, special grants may be authorized to reduce disparity of opportunity for employees living in remote areas. Special grants may also be made to participating dioceses/employers for educational events and retraining.

Disparity Grant

If you wish to apply for a disparity event on the basis of distance to accessing educational opportunity, you must first use any funds available in your CEP account. You must also take full advantage of local educational resources and funding. Your length of participation in the CEP will be taken into account when determining the amount of your grant.

The plan is designed to promote lifelong learning among clergy and lay professionals. How to use it is up to you, as long as it will benefit your working life

Salary Source grants

Salary source grants enable dioceses and participating organizations to mount educational events such as staff development days and special seminars for employee groups. Applications should be sent to the Pension Office and should include a description of the event, the budget and how costs are to be shared.

Retraining

CEP account holders who are experiencing a career crisis and wish for retraining may ask the Bishop/Director to apply for a retraining grant on their behalf. These grants are limited to \$2,000 and are available only to those with at least five years of participation in the CEP.

ANNUAL STATEMENTS

A statement is sent to you each year showing contributions and withdrawals from your CEP account.

IF YOU RETIRE OR LEAVE THE PLAN

You are not permitted to use the funds in your account within three months of the date of retirement or termination.

If you retire

However, if you continue to work in some capacity for a participating diocese/employer after your retirement, you may continue to access these funds for continuing education. The work must commence within twelve months of retirement; also the position must be no less than three months in duration and a minimum of 20 hours/week.

If you leave the plan

Your account will be frozen for a period of twelve months after your termination. If you return to work with a participating employer within twelve months, your account will be reactivated at the level it was upon leaving. After twelve months, a return to work will result in a new account being established.

In the event of your retirement, termination or death, all accumulations will remain in the plan.

CEP ONLINE

CEP Online has access to 500+ websites to help participants locate educational opportunities. It also has a list of current courses, seminars and workshops and details about the CEP, application forms and the Canon and the Regulations which govern the Plan.

<http://cep.anglican.ca>

ADMINISTRATION

The Pension Committee is responsible for the administration of the Continuing Education Plan (CANON XII).

For information, you can reach the Pension Office:

Tel: 416-960-2484

Toll free: 1-800-265-1070

Fax: 416-968-7689

or write to:

**The Administrator
The Continuing Education Plan
The Pension Office Corporation
625 Church Street, Suite 401
Toronto, Ontario
M4Y 2G1**

or e-mail to:

con-ed@national.anglican.ca

EXERCISE YOUR MIND



CONTINUING EDUCATION PLAN

**THE
ANGLICAN CHURCH
OF
CANADA**