

## REPORTING LIFE LONG LEARNING HOURS

Each individual pastor is responsible for reporting his/her Life Long Learning Hours by means of an individual "lifelong Learning Registry" Account

### TO ESTABLISH YOUR PERSONAL LIFELONG LEARNING REGISTRY

1. Log on: <https://learning.nazarene.org>
2. In the Blue Box entitled "Lifelong Learning Registry" click "Sign-Up"
  - a. Complete the information and establish your registry

### TO REGISTER LIFELONG LEARNING HOURS

1. Be sure you have established your Lifelong Learning Registry
2. Log in to your Lifelong Learning Registry through <https://learning.nazarene.org>
3. Follow prompts to enter Events for Credit District, Denominational, and Nazarene Educational Institutional Events will most likely have an "Event Code".\*  
For other events enter the data manually and then click "create" to register you lifelong learning hours.

\*The Event Code for East Ohio District hosted events will be published in our E-zine, included on promotional materials, or sent via e-mail.

## SIX BEST PRACTICES FOR LIFELONG LEARNERS

1. **THINK SMARTER THAN THE MINIMUM** If you're focusing on how you'll complete 20 hours of lifelong learning over a year's time, you've missed the point of lifelong learning! Instead, focus on what you need to enhance your ministry and yourself as minister.
2. **STRETCH YOURSELF** Look for lifelong learning opportunities that push you into a new area of learning, nudge you out of your comfort zone, and requires that you wrestle with new ideas or gain new skills.
3. **LOOK FOR OPPORTUNITIES, NOT EXCUSES** In most settings, there are many opportunities for lifelong learning, whether in-person or online. Look for offerings by your nearest Nazarene college or university, your district or regional office, professional groups in your community, etc.
4. **AVOID LONELY LEARNING** Whenever possible, learn with others. Learning as part of a group maximizes the benefits of the experience. As the African proverb says, "If you want to go fast, go alone; if you want to go far, go together."
5. **PURSUE BALANCE IN YOUR LIFELONG LEARNING PLAN** A balanced lifelong learning plan involves 1) engaging in a variety of learning activities, such as conferences, webinars, peer-learning activities, seminars, etc., and 2) selecting opportunities that connect with all four development areas: Content, Competency, Context, and Character. Although there are seasons when it is helpful to focus on one or two development areas, it is best to balance your learning activity over time.
6. **REPORT YOUR LIFELONG LEARNING HOURS IMMEDIATELY** When you participate in a lifelong learning activity, note the event descriptions and schedules. This information will help you report accurately. Make it easy on yourself by reporting immediately after the event

## LIFELONG LEARNING HOURS



Resourcing Theological Formation

The 2013 General Assembly voted to adopt new language and new accountabilities aimed at encouraging credentialed ministers, assigned or unassigned, to establish ongoing learning to enhance ministry skills, deepen biblical and theological understanding, and promote personal and family health.

Rather than "Continuing Education", the new language is "Lifelong Learning". The minimum standard is "20 hours" annually. This is to be reported annually by all district licensed and ordained ministers.

The following paragraph (2013-2017 Manual, Church of the Nazarene) states what is expected of all Nazarene ministers, assigned and unassigned. Nazarene ministers officially granted retired status by their respective district assemblies are encouraged to continue lifelong learning endeavors but are exempt from the requirement.

**527.6.** *Once a minister has fulfilled the requirements of a validated course of study for ministry, he or she will continue a pattern of lifelong learning to enhance the ministry to which God has called him or her. A minimum expectation is 20 hours of*

lifelong learning each year...All assigned and unassigned licensed and ordained ministers shall report on their progress in a program of lifelong learning as part of their report to the district assembly. An up-to-date report on his or her lifelong learning program will be used in the church/pastoral review process and in the process of calling a pastor. Failure to complete these requirements for more than two consecutive years shall result in the ordained minister being required to meet with the District Ministerial Studies Board at their regular meeting time. The Ministerial Studies Board shall give guidance to the minister in completing the lifelong learning required. (115, 123, 514.12, 536.15)

Other Manual paragraphs about lifelong learning:

**129.9** *The business of the church board shall be to encourage and support through planning and budgeting the lifelong learning commitment of the pastor and staff.*

**514.** *The core duties of a pastor are to: 514.12. Fulfill the expectations of God and the Church for a program of lifelong learning. (536.15)*

**536.15.** All elders and deacons are expected to be involved in 20 hours of lifelong learning per year, to be administered by the District Ministerial Studies Board.

**231.4.** The District Ministerial Studies Board shall be responsible for the promotion of lifelong learning for ordained ministers and other staff ministers on the district ...

### What Qualifies as Lifelong Learning?

Nazarene ministers are to complete at least 20 hours of lifelong learning each year. Lifelong learning involves participating in opportunities that contribute significantly to the development of their abilities and understanding as a minister of the gospel. Conferences, district training seminars,

continuing education courses from educational institutions or professional groups, webcasts, reading a professional journal, and joining others in reading and discussing a book are examples of activities that qualify as lifelong learning. Such activities qualify whether accessed online or attended in person.

However, the daily practice of ministry (such as pastoral care or sermon preparation), viewing an informative television program or listening to a presentation at a community gathering normally would not qualify as professional development.

### Guidelines for Reporting Lifelong Learning

**1. How many lifelong learning hours do I report for reading a book? As a general rule, report 2 lifelong learning hours for every 75 pages read.** This standard helps to keep the focus on the input received rather than on individual reading speed. In this way, readers of the same resource receive the same number of learning hours. As in the past – reading the entire issue of “Grace and Peace” qualifies for one Lifelong Learning Hour

**2. How many hours do I report for reading a book with a peer group/small group?** When you read a book and discuss its message and meaning for ministry with several peers, the learning value of the experience is far greater than simply reading the book by yourself. Peer group discussion can be held in-person or by using other technology. Report 2 lifelong learning hours for every 75 pages read plus discussion time with those also reading the book.

**3. How many hours do I report for time spent preparing to teach a class in the Course of Study? If you teach a class in the Course of Study, report 10 hours for every 30 hours of reading and research in preparing to teach the class for the first time, or for new reading and research intended to substantially enhance a class you have taught previously. The aim of this guideline is to give “credit” for time spent on**

course development rather than on the administration or teaching of the course.

**4. How many hours do I report for time spent preparing to present a workshop or seminar at a conference? Apply the same guideline given for those preparing to teach a class in the Course of Study.**

**5. How many hours do I report for time spent viewing a webinar? You should report the actual time required to view the webinar in its entirety and only if you were an active participant for the entire webinar.**

**6. How many hours do I report for attending a Conference? Report the number of hours you actually attend workshops, plenary sessions, conference related worship services, and so on.** Time spent in breaks, free-time, etc. should not be reported as lifelong learning hours.

**7. How many hours do I report for completing coursework in a degree program? If you are enrolled and active in a degree program that directly increases your understanding and execution of the ministry to which you are assigned, you should report the program (not each course in the program) as a lifelong learning event each and every year as long as you are enrolled and active. Enter only 20.0 hours for the total number of lifelong learning hours (although you will obviously have many more hours than this!). Continue to report as you normally would any lifelong learning activity outside the coursework required for completion of the degree**

**8. How many hours do I report for participating in a mission trip? A mission trip can be a significant lifelong learning event. Recognizing that mission trips vary greatly in many respects, the general rule is to award 50% of the total “task-engagement hours”. Travel time, discretionary time, etc. would not be included in calculating task engagement hours.**