

# **THE ANGLICAN CHURCH OF CANADA**

## **CONTINUING EDUCATION PLAN CANON XII & THE REGULATIONS**

**June 2007**

**Amended Jan. 2008**

**Amended May 2008**

## **CANON XII**

### **CONTINUING EDUCATION PLAN**

#### **1. Continuing Education Plan of The Anglican Church of Canada**

- a) There shall be a plan to provide resources for continuing education of the clergy and lay persons who are employed by dioceses and other employers who are affiliated with the Anglican Church of Canada. The sole purpose of the Plan is to provide education or training for such clergy or lay persons in order to improve their work or work-related skills and abilities.
- b) The plan shall be called the 'Continuing Education Plan of The Anglican Church of Canada' and is hereinafter referred to as the "Continuing Education Plan" or the "Plan".
- c) The Administrator of the Continuing Education Plan shall be the Pension Office unless the Pension Committee determines otherwise.

#### **2. Membership**

- a) Those participating dioceses and other employers referenced in section 1.(a) above, that are assessed under paragraph 2(b) above shall be "Members" of the Continuing Education Plan and shall be subject to the provisions of Canon XII and its regulations.
- b) No clergy or lay person is eligible to be a Member of the Plan.

#### **3. Continuing Education Fund of The Anglican Church of Canada**

- a) There shall be a fund designated as the 'Continuing Education Fund of The Anglican Church of Canada', hereinafter referred to as the "Continuing Education Fund" or the "Fund", for the purpose of providing benefits in accordance with the regulations approved by the Council of General Synod.
- b) The Continuing Education Fund shall be funded by the Members.

#### **4. Accounts**

- a) Bishops and members of the clergy who are on the register of a diocese participating in the Plan, may have an account recorded with the Continuing Education Plan in order to monitor contributions to the Fund, in respect of a particular clergy person and payments made for his or her education or training.
- b) Lay workers in paid employment of a Member, upon application by the

lay person and the employer, may have an account with the Continuing Education Plan in order to monitor contributions to the Fund in respect of a particular lay person and payments made for his or her education or training.

- c) Persons who become eligible for an account with the Plan after reaching sixty years of age may choose not to have such an account.
- d) When an employee ceases paid employment with a Member, the account will be frozen for a period of 2 years. In the event of return to work for a participating employer within 2 years of ceasing participation, his/her account will be reactivated at the level it was upon leaving. After 2 years, a return to work will result in a new account being established.
- e) When an employee retires, he/she is no longer eligible to make claims under the Plan, unless continuing to work in some capacity for a Participating Employer.
- f) Each account originates on the first day of any month. An applicant becomes eligible for an account at the beginning of the first month after the date of the commencement of continuous employment with a Member.

## **5. Administrative Unit**

- a) There shall be a Continuing Education Plan Administrative Unit responsible for the operation of the Plan, subject to the authority of the Council of General Synod. It shall report to the Council of General Synod through the Pension Committee.
- b) The Continuing Education Plan Administrative Unit shall consist of:
  - i) the Executive Director of the Pension Office Corporation; and
  - ii) representatives of five Members of the Plan appointed by the Pension Committee at its first meeting following each regular session of the General Synod and as vacancies occur.
- c) The functions of the Unit shall be: to advise the Administrator on matters of policy; to authorize payment of special and sabbatical grants, and expenses incurred in the administration of the Plan; and, from time to time, to propose changes in regulations to the Pension Committee.
- d) The Administrative Unit may delegate authorization of the payment of special and sabbatical grants and expenses to the Administrator.

## **6. Policy and Regulations**

- a) The policy and operation of the Plan shall be governed by the regulations appended to this Canon.

- b) The Council of General Synod may from time to time alter or replace the regulations or any of them or make new regulations. The regulations or amendments shall be effective from the date fixed by the Council of General Synod and shall remain in effect until the next session of the General Synod when they will cease to be in effect unless confirmed by the General Synod.

## **7. Collection and Disbursement of Funds**

- a) Members shall remit their assessments to the Administrator.
- b) The Continuing Education Fund shall be held by the Trustees appointed pursuant to Canon VIII.
- c) Payments out of the Fund for the cost of education or training of clergy or lay persons shall be authorized by the Administrator.
- d) Withdrawals from the Fund for special and sabbatical grants and to defray expenses incurred in the administration of the Plan and the Fund shall be authorized by the Administrative Unit or the Administrator if so delegated.

## **CONTINUING EDUCATION PLAN - CANON XII**

### **REGULATIONS FOR THE OPERATION OF THE CONTINUING EDUCATION PLAN**

#### **1. Assessments**

- a) The assessments to sustain the fund shall be \$450 per year from each member in respect of each of the Member's account holders.
- b) Assessments shall be paid quarterly and remitted within 30 days of the expiry of such period.

#### **2. Funding from the Plan**

- a) A clergy or lay person may apply to the Administrator to obtain reimbursement for eligible education or training costs for his or her work, in respect of:
  - i) expenses for any continuing education program or course of study,
  - ii) the purchase of books or other study materials, or equipment,
  - iii) the purchase of computer hardware or software.
- b) An application for reimbursement must be approved by the applicant's bishop (or the bishop's deputy), or the director of the organization or

department, as the case may be.

- c) The Administrator shall establish the form of application to be used under this section.

### **3. Shared Cost of Education or Training**

- a) Where the Administrative Unit approves an application under section 2, the reimbursement to the applicant will be paid to the extent of 75% from the Fund in respect of the applicant's account and 5% from the general assets of the Fund.
- b) The applicant shall pay the remaining 20% of the cost of his or her education or training.
- c) The Administrative Unit may:
  - i) suspend the operation of subsection a),
  - ii) reduce the percentage of a payment to be paid out of the general assets of the Fund if it determines that the level of the general assets of the Fund will not support the continued application of subsection a), or
  - iii) increase the percentage of a payment to be paid out of the general assets of the Fund if it determines that the level of the general assets of the Fund will support the increase.

### **4. Special Grants and Sabbatical Grants**

- a) From time to time, as resources permit, special grants may be authorized by the Administrative Unit in addition to payments under section 2.
- b) Special grants of \$300 or less may be authorized by the administrator in consultation with the chair of the Administrative Unit or the designate of the chair.
- c) From time to time, as resources permit, sabbatical grants may be authorized by the Administrative Unit for periods of full-time study of not less than eight weeks duration, after five years of eligibility in addition to payments under section 2.
- d) The Administrative Unit may establish:
  - i) guidelines to apply in considering applications for special grants and sabbatical grants, and
  - ii) the methods by which the Administrative Unit will consider and decide upon such applications.
- e) The Administrative Unit may delegate any of its authority under

subsection a) or b) or c) to the Administrator.

- f) The Administrator may establish the form of application to be used for special grants and sabbatical grants.

**5. Education Leave**

Absence for continuing education from a parish or other place of employment shall be procured by the customary diocesan/organizational procedures.

**6. Cessation of Participation**

- a) The Administrator shall pay to those individual clergy or lay persons who were formerly members of the Plan the remaining amount of contributions made by such persons to the Fund as at December 31, 2007, after payment of approved expenses to December 31, 2007.
- b) The remaining accumulated contributions from the Members shall stay in the Fund.