

**THE ANGLICAN CHURCH OF CANADA**

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

**June 2010  
Amended November 2013**

## **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) The participating dioceses and employers are the Members of the Plan and are subject to the provisions of this Canon and the regulations appended hereto or made pursuant to section 6.b).
- b) Membership shall be limited to the dioceses and other employers referred to in section 1.a).

#### **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.
- b) The Continuing Education Fund shall be funded by the Members.

#### **4. Accounts**

- a) Clergy who are on the register of a Member employer, may have an account with the Continuing Education Plan to record contributions to the Fund, in respect of each clergy person and payments made for their education or training.
- b) Lay persons who are in paid employment of a Member, upon application by the lay person and the employer, may have an account with the Continuing Education Plan to record contributions to the Fund in respect of each lay person and payments made for his or her education or

**Amended Nov  
2013.  
Effective Jan  
2014**

training.

- c) Persons who become eligible for an account with the Plan after reaching sixty years of age may choose to have **or not to have** such an account.
- d) When an employee ceases paid employment with a Member, the employee's account will be frozen for a period of 12 months. If the employee resumes paid employment with a Member within 12 months his or her account will be reinstated at the level it was at when the employee ceased paid employment. If the employee resumes paid employment with a member more than 12 months after ceasing paid employment, a new account will be established.
- e) Employees who retire are not eligible to make claims under the Plan, unless they continue to work in some capacity for a Member.
- f) An account for an eligible clergy or lay person will be opened on the first day of the first month after commencing 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 or made pursuant hereto.
- 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 thereto 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 at which time 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.

**8. Effective Date**

This Canon and the appended Regulations, as amended by the General Synod in 2010, are deemed to have come into force on January 1, 2008.

**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.