

### *Retraining*

CEP members who are experiencing a career crisis and wish to leave the employ of the participating diocese/employer 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 membership in the CEP.

### **ANNUAL STATEMENTS**

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

### **IF YOU LEAVE THE PLAN**

If you retire or leave the employment of the participating diocese/employer, you may withdraw your personal contributions. If you continue to offer your services to the participating diocese/employer after your retirement, you may continue to access these funds for continuing education, as long as it is of benefit to your employer.

Upon termination of employment, you may leave your money in the Plan for up to 2 years in case of a return to active Plan membership, or you may request your funds to be refunded.

In the event of your death, your personal contributions will be paid to your estate. Employer contributions will remain in the Continuing Education Plan.

### **CEP ONLINE**

CEP Online has access to 300+ websites to help Plan members 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: 416-924-9192  
Toll free: 1-800-265-1070  
Fax: 416-968-7689

or write to:

**The Administrator  
The Continuing Education Plan  
The Pension Office Corporation  
80 Hayden Street  
Toronto, Ontario  
M4Y 3G2**

or e-mail to:

[con-ed@national.anglican.ca](mailto:con-ed@national.anglican.ca)

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# **EXERCISE YOUR MIND**



# **C O N T I N U I N G E D U C A T I O N P L A N**

**THE  
ANGLICAN CHURCH  
OF  
CANADA**

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

### WHO MAY JOIN

All members of the clergy automatically join the CEP on their first day of employment with a participating diocese/employer. Lay employees of the Church or other participating organizations may join the plan, with their employer’s approval, on the first day of any month.

### HOW IT WORKS

When you join the plan, a CEP account is set up in your name. Benefits accumulate in your account at an annual rate of \$600. Your employer contributes 75% and you contribute 25%.

The plan pays you a bonus each time you use your account.

**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.**

### USE OF BENEFITS

As long as the expenditure confers a benefit to your employer, you may use your CEP account to cover the cost of:

- any continuing education program or course of study
- books or other materials and equipment
- computer hardware or software

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

### 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 it 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 members living in remote areas. Special grants may also be made to participating dioceses/employers for educational events and retraining.

#### *Disparity of opportunity*

If you wish to apply for a special grant on the basis of disparity, 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 membership 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.**

#### *Special events*

Special event grants enable dioceses and participating organizations to mount educational events such as staff development days and special seminars for CEP members. 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.