



# Committee On Continuing Education/Formation

Board of Ordained Ministry | South Carolina Conference | The United Methodist Church

## CEU Guidelines for Coaching, Spiritual Direction & Other Single Leader Lead Growth Opportunity

We are definitely leaning into a new time in our world and ministry. It is the Board Of Ordained desire to help pastors and leaders take advantage of opportunity to challenge and grow in leadership skills and leadership self-care. With that in mind , we want to offer CEU's for some specialized leadership and training.

Who is Eligible? Ordained Elders and Ordained Deacons (Commissioned)

Who Fills out Application? The Vendor(Coach, Spiritual Director)

Who is Processes? Rev. Katherine Haselden Crimm ([khaselden@umcsc.org](mailto:khaselden@umcsc.org)) and the Continuing Education/Formation Committee.

What constitutes a CEU? 1 CEU Unit per 10 contact hours. That is actual hours spent with the vendor. 3 is max that can be awarded.

Expectations to be met before CEU's are granted: All Forms should be filled out with the upmost integrity so that trust will not be lost. If there is an occasion where evidence shows that a false report has been submitted the Vendor's time will not long be able to be used for CEU credit.

### INSTRUCTIONS

- The Application and Checklist should be completed by the Vendor providing/leading the growth opportunity.
- The completed Application and Checklist should sent to [khaselden@umcsc.org](mailto:khaselden@umcsc.org) in December or when your time with client has come to an end.
- The CEU team will approve CEU units based on the time spent and the content of the vendors response.
- The Response checklist form should be signed and dated.
- You , the vendor, will receive a blank CEU form to fill out and send/give to your client.



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## CEU Application and Checklist for Coaching, Spiritual Direction & Other Single Leader Lead Growth Opportunity

### Part 1: APPLICATION

Vendor Name: \_\_\_\_\_

Complete Business Address: \_\_\_\_\_

Business/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Social Media platforms you use to advertise:

Facebook  Instagram  X  TikTok  Website  Email Blast  Other: \_\_\_\_\_

List User names, Address or links to all that you use:

\_\_\_\_\_

Are you a  Counselor  Spiritual Director  Coach  Other ( \_\_\_\_\_ )

*List what 'Other' is and describe on the line below.*

\_\_\_\_\_

Describe the purpose for your leadership with this person (*ie "grow in leadership, decision making, etc."*)

\_\_\_\_\_  
\_\_\_\_\_

Name of your client: \_\_\_\_\_ Church they serve: \_\_\_\_\_

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### Part 2: CHECKLIST

Name of Vendor: \_\_\_\_\_ Role Of Vendor: \_\_\_\_\_

Name Of Client: \_\_\_\_\_ Dates Of Service: \_\_\_\_\_

Date Service Officially Ended: \_\_\_\_\_

*Please Fill Out Check List, Sign, Date & Return To **Rev. Katherine Haselden Crimm** ([khaselden@umcsc.org](mailto:khaselden@umcsc.org)). Once approved a blank CEU Certificate will be sent to you.*

- 1) Client attended \_\_\_\_\_ # of sessions.
- 2) Each session was \_\_\_\_\_ Long.
- 3) Total # of sessions \_\_\_\_\_
- 4) Client was on time: \_\_\_\_\_
- 5) Client engaged well in the process each session \_\_\_\_\_
- 6) Books you suggested: \_\_\_\_\_

7) Any other type of learning opportunity(s) you offered outside of your time with client: \_\_\_\_\_  
\_\_\_\_\_

My signature verifies the truth of my answers as it relates to this client.

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_