



COMMISSION ON MINISTRY

APPLYING FOR CONTINUING EDUCATION FUNDS

GUIDELINES

- Any member of the clergy or lay employee in the Diocese of Rochester may apply.
- The maximum amount that will be granted per request is \$1000.
- For clergy, the parish will generally contribute \$500 or 1/3 of the cost of the program, whichever amount is less. Parish contributions in support of lay applicants are encouraged.
- The applicant should also make a personal contribution of \$250 or 1/6 the cost of the program, whichever is less.
- The COM will generally not make grants to the same individual more than once in a calendar year.
- The COM generally does not make grants to the same individual in successive calendar years, although exceptions may be made depending upon the volume of applicants or in the case of multi-year programs.

PROCEDURE

- Applications may be obtained either from the Diocesan House, the diocesan website or from the current chairperson of the Continuing Education Grants Committee of the Commission on Ministry.
- Applications should be sent at least two months in advance of need. The Commission on Ministry usually meets on the second Tuesday of each month. (The COM does not meet in July or August.)
- For clergy, following your educational experience, the canons require that you record you continuing education with the Commission, whether or not it is supported by COM funds. A form is available on the diocesan website. The Commission also requests that you send a brief summary of the workshop/course and your evaluation of the experience to the chairperson of the Commission. This information will be kept in our files and will be available to individuals seeking similar training/education in the future.

OTHER CRITERIA

Continuing Education grants from the Commission on Ministry (COM) are intended to support specific educational goals that advance the work of the Church by developing clergy and lay staff professionally and spiritually. Subject matter should be relevant to the applicant's professional role within the Church. Please be specific about your educational plans and goals when preparing your grant application.

There is a wide range of educational endeavors that the Commission may choose to support with grant funds; examples include, but are not limited to:

- Structured educational events such as classes, conferences, or symposia
- Private courses of study or research on relevant subjects that require specific financial support
- Scholarly undertakings such as writing a book or journal article
- The educational portions of clergy sabbaticals (not travel expenses, supply clergy costs, or supplies)
- For clergy, any other educational activities that the Diocese of Rochester determines will qualify for Continuing Education participation requirements under Canon III.9.1.
(However, the awarding of a grant from the COM is not to be taken as an assurance that the granted program will necessarily satisfy Continuing Education requirements.)

The COM members strive to be good stewards of the available grant funds. Based on these guidelines and the intent of the Continuing Education grant program, the Commission will exercise its discretion to determine whether or not to approve a COM continuing education funding request in full or in part.



PROPOSAL FOR CLERGY/LAY EMPLOYEE GRANT

Commission on Ministry

APPLICANT INFORMATION

NAME _____

ADDRESS _____

TITLE and PARISH (or Agency)

PHONE _____

PROGRAM INFORMATION

Name of program:

Brief Description of Program:

Agency Sponsoring Program:

Location of Program:

Dates of Program:

1. What do you expect to achieve by participation in this study?

2. With whom have you consulted in relation to this study? (Wardens, Bishops, advisors, etc.)

3. Does this proposal fit into a long-term goal for ministry? If so, how?

PROJECTED COST OF PROGRAM

Tuition and Fees \$ _____

Board _____

Room _____

Travel * _____

Miscellaneous * _____

TOTAL PROGRAM COST \$ _____

** Please give details of travel and miscellaneous costs below. Use an additional sheet, if necessary.*

RESOURCES

Personal Contribution \$ _____

In general, the Commission will expect the applicant to make a personal contribution of \$250 or 1/6 the cost of the program, whichever is less.

Parish (Agency) Contribution _____

In general, for clergy, the Commission will expect the parish to contribute \$500 or 1/3 the cost of the program, whichever is less. Parish contributions in support of lay employee applicants are encouraged.

Other Sources _____

Funding requested from Commission on Ministry: _____

TOTAL RESOURCES \$ _____

Signature of Applicant:

Date funds are needed:

FOR COMMISSION USE

Date of Commission Action on Request:

Amount granted:

Comments:

(Signed) Chair of Continuing Education