

2016 - 2020 Quadrennium

CONTINUING EDUCATION GRANT APPLICATION
Orders of Ministry – Elders and Deacons in Full Connection
California-Pacific Annual Conference

Date of Application: _____

1. Personal Information

Name: _____ Social Security Number: _____

Mailing Address: _____

Email Address: _____

Church Phone: _____ Home Phone: _____

Appointment: _____ District: _____

Year of Ordination: Deacon in Full Connection: _____ Elder in Full Connection: _____

2. Continuing Education Grant Request

Name of Class/Event: _____

Place of the Class/Event: _____

Date of the Class/Event: _____

Continuing Education Grants may be made for registration/tuition, housing and meals, travel, required books/ materials and other expenses. Grants shall not exceed \$1,000.00 per quadrennium per clergy person nor shall any one grant exceed 80% of the cost of any event. As limited funds make it necessary, preference will be given to those who have not received any funds in the quadrennium and to those receiving minimum salary.

ANTICIPATED EXPENSES for the Class/Event

Registration/Tuition\$ _____
Housing.....\$ _____
Meals\$ _____
Travel.....\$ _____
Books & Materials\$ _____
Miscellaneous.....\$ _____
TOTAL\$ _____

ANTICIPATED INCOME for the Class/Event

Personal.....\$ _____
Local Church\$ _____
Other: _____ \$ _____
TOTAL\$ _____

Requested Grant from Continuing Education Funds\$ _____

This figure must be \$1,000.00 or less and no more than 80% of the Class/Event expenses.

OVER

Important: Include here (or attach to this application) a paragraph on what you expect this class/event will contribute to your ministry. If possible, attach a copy of a brochure/description for this class/event.

Have you discussed this with your Staff-Parish Relations Committee/Supervisory group? Yes No
Is your church making regular payments to its Ministerial Education Fund apportionment? Yes No

3. Continuing Education Information

Previous Continuing Education experiences in the last two (2) years:

Class/Event	Sponsoring Agency/Institution	Date

Previous grants from the Continuing Education Fund during this quadrennium.

Class/Event	Amount of Grant Received

Applicant's Signature: _____

Please mail this original application and one copy of this form to the Continuing Education Chairperson:

Rev. Kathy Cooper-Ledesma
6817 Franklin Avenue, Los Angeles, CA 90028-4401

Application Process:

1. If you have previously received funds, the evaluation of your previous Continuing Education Event must be on file before a new request can be approved.
2. Requests are considered only in advance of the event/class.
3. Once the application has been received and approved, it takes approximately 20-25 working days before you receive the check from the Conference Treasurer's Office.

Questions regarding this process may be directed to Rev. Kathy Cooper-Ledesma by email to revkathy@hollywoodumc.org or by calling (323) 874-2104.

Continuing Education and Spiritual Growth are an important part of the professional responsibility which clergy members are expected to fulfill and which represent a primary basis of continued eligibility for elders for annual appointment (¶1351, 2012 *Book of Discipline*). The Ministerial Education Fund (MEF), an apportioned fund which is part of your congregation's connectional giving, supports clergy members as they grow in competence and effectiveness through continuing education and spiritual growth. As you apply for these funds, Orders hopes you will encourage your congregation to support MEF through apportionments.