

## **THE UNITED REFORMED CHURCH**

### **APPLICATION FOR APPROVAL AND REIMBURSEMENT OF THE COSTS OF CONTINUING MINISTERIAL EDUCATION**

#### **1.Those eligible for Continuing Ministerial Education (CME) Support**

- Ministers and Church Related Community Workers (CRCWs) on the payroll (however EM3 grants may be available for active ministers after retirement).
- United Reformed Church ministers and CRCWs working in ecumenical posts and paid ecumenically, where the comparable Continuing Ministerial Education Grant is not available.
- Non-Stipendiary Ministers in appointments recognised by the Synod.

It is recognised that there will be people who are not included in the above list. Such people will receive grants at the discretion of the synod officer responsible for Continuing Ministerial Education in consultation with the Assembly Secretary for Education and Learning.

#### **2.What can grants be used for?**

- The purpose of EM2/3 is to develop ministry through work-related practical training, educational, spiritual, and professional development. Grants can only be given for these purposes.
- Grants may not be used for attendance at church assemblies, general church conferences, network meetings or meetings of organisations, unless there is a training element in which case 50% of costs may be provided.

#### **3.How to apply**

- a.Applications should be made well before the beginning of the course. Retrospective applications will not necessarily be met.
- b.Applications should be made on the attached form and sent to the synod officer responsible for EM2/3.

#### **4.Other Sources of Support**

a Other sources of support may be available and you are encouraged to explore these options as well as making application to the United Reformed Church Education for Ministry Fund. Some courses, such as the Refresher Course, are wholly provided and financed by the United Reformed Church. Details of these are available from the synod officer responsible for EM2/3.

## **5.How are grants paid?**

Grants authorised by the synod officer responsible for EM2/3 are paid by the synod in two different ways. Either a) directly upon presentation of invoices (for example a bill from a training institution or from a travel agent) or b) by reimbursement to the minister upon presentation of proof of payment relating to expenditure made. Sometimes you may not be able to get evidence, such as a receipt or invoice, for cash expenses, especially where the amounts are small. If this happens, make a brief note as soon as you can of the amount you spent, when you spent it and what it was for. The Revenue have agreed that receipts for expenditure will not be necessary for train travel of under £20 on any one journey or out of pocket expenses such as car parking or subsistence of under £10.

The Assembly element may then be claimed back by the Synod from the Secretary for Education and Learning at Church House.

## **6.Reports and Records**

Following your course, we ask you to return the **R1** report form to the synod officer responsible for EM2/3. If this form is not returned, you may not be eligible for a grant in the following year.

## **7.Grants**

You may claim the full cost of courses, including travel and books up to £700 (£350 if you are in the Education for Ministry Phase 2 – EM2 - period) each calendar year. If your course continues over more than one calendar year, it will not be possible to award a grant for the whole course in advance. You may, however, submit a further application during the next calendar year.

**THE UNITED REFORMED CHURCH**

**APPLICATION FOR APPROVAL AND REIMBURSEMENT OF THE COSTS  
OF EDUCATION FOR MINISTRY**

**A GRANT FOR EDUCATION FOR MINISTRY (EM2/EM3)**

This application should be submitted to the Synod officer responsible for EM2/3, normally in advance of the beginning of the course to which it relates. The maximum grant is £700 (£350 if you are in the EM2 period) per year. Grants are only available for courses of a vocational/work related educational character.

Name: .....

Address: .....  
.....

Tel. No: ..... Synod: *Thames North*

PASTORATE (or other appointment): .....

**COURSE / PROGRAMME** for which financial assistance is requested:

**Start Date:** ..... **Duration:**..... days  
(for courses that comprise more than one event, eg. part-time degree courses, estimate total days this year)

**Details** (sufficient to indicate the usefulness of the course):  
Attach any relevant literature about the course.

**Date of last EM2/3 Course attended and Course Content:**

Please fill in Course Costs and sign overleaf.

**TOTAL ESTIMATED COST OF COURSE**

*To be completed by Minister/CRCW*

<b>Grant assistance sought</b>	
Course fee(s)	£
Accommodation	£
Travel (non-car)	£
Mileage (car travel)	miles at 25p* /mile £
Books	£
Other costs (give details)	£
<b>TOTAL</b>	<b>£</b>

\* Lower Inland Revenue rate .

*To be completed by Synod Officer*

<b>Payments made</b>
£
£
£
£
£
£
£

<i>Details of assistance sought from other possible sources</i>		
<i>Name of Source</i>	<i>Amount requested</i>	<i>Amount</i>
Local Church		
Belonging to the World Church fund		
Trust Funds and other sources <i>(please give details)</i>		
<b>TOTAL</b>		

Signed: ..... Date: .....

**Please return this form to the Training Officer for Thames North Synod, c/o Sue Russell, Ipalo House, 32-34 Great Peter Street, London, SW1P 2DB**

*To be completed by the Thames North Synod Training Officer*

**Synod Reference**

I support this application and recommend a grant of: £

Synod contribution: Proportion:

or Fixed Amount: £

Signed: ..... Date: .....

*To be completed by Synod Officer (Synod Accountant for Thames North Synod)*

I confirm that payments have been made as recorded above totalling: £

Amount to be claimed by Synod from the Secretary for Education & Learning: £

Signed: ..... Name: (please print) ..... Date: .....