**Presbytery of Milwaukee**

**Leadership Development Task Force**

growing leaders

with energy, intelligence, imagination, and love

Continuing Education Reimbursement Policy in Presbytery of Milwaukee

Full-time and part-time teaching elders, commissioned ruling elders, and Christian educators in the Presbytery of Milwaukee may apply to the Presbytery for funds to assist the applicant in participating in continuing education opportunities, subject to the following terms and conditions. Other congregational leaders may also apply for funds to assist the applicant in participating in continuing education.

1. The Presbytery of Milwaukee will consider the following requests for funding of continuing education opportunities, subject to all the terms and conditions of this policy:
* Requests to attend an event or program expected to enhance the personal and professional skills or knowledge of the applicant with respect to his or her current ministry.
* Requests to attend an event or program expected to assist the applicant in developing skills for future ministry assignments.
1. The applicant shall file an application in writing with the Leadership Development Task Force on a form provided for this purpose. The application shall
* State the name, date, and location of the event or program for which assistance is requested;
* State the anticipated benefits of the event or program to the applicant, to the applicant’s current ministry setting, and to the Presbytery of Milwaukee;
* Relate the event or program to the applicant’s personal/professional goals;
* State the amount requested, allocated between transportation, tuition, room and board, materials, and other specified costs;
* State the amount proposed to be contributed by the applicant’s current church or other ministry setting (must be at least 25%);
* State the amount proposed to be contributed by the applicant personally;
* Include a copy of a program brochure, website link, or other program description.
1. An applicant may receive only one award per every other calendar year. The amount of the award is at the discretion of the Leadership Development Task Force. There is no assurance that any particular request will be granted, either in whole or in part
2. If granted, the maximum award will be $500.
3. Applicants with access to continuing education benefits must apply them first to the event or program for which funding is sought.
4. Within 30 days of attendance at the continuing education event, the applicant shall submit a report to the Leadership Development Task Force evaluating the event and its value to themselves, their current ministry setting, and to the presbytery.
5. Unless otherwise agreed with the applicant, presbytery will pay funds under this policy only upon the applicant’s submission of documentation satisfactory to the Leadership Development Task Force, such as receipts and cancelled checks.

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**Application for Continuing Education Reimbursement**

Name: full name

Address: street address

 city, state, zip

Telephone: 000-000-0000 office, home, or cell

000-000-0000 office, home, or cell

E-mail: example@example.com

Current ministry assignment: congregation name, etc.

I am a [ ]  Teaching Elder

 [ ]  Commissioned Ruling Elder

 [ ]  Christian Educator

 [ ]  other congregational leader describe: Click here to enter text.

Do you have continuing education benefits as part of your terms of call? Select

If yes, they must be applied first to the cost of the program or event for which assistance is sought.

I am applying for funds to attend the following continuing education event or program:

(state name, date, location, and attach brochure, website link, or other program description)

Name: **event name**

Date from: Click here to enter a date. to: Click here to enter a date.

Location: venue name

 city, state

Attach brochure or attach program description below.

Click here to enter text.

**Program cost**

Conference fee or tuition $000.00

Transportation $000.00 explanation: miles x mileage rate, ticket costs, etc.

Room and board $000.00 explanation: nightly rate, etc.

Books and materials $000.00

Other $000.00 explanation: other expense description(s)

Total cost $**000.00**

Amount to be contributed by applicant’s church or other ministry setting $000.00

Amount to be contributed by applicant personally $ 000.00 (description)

Amount requested from the Leadership Development Task Force (maximum: $500): $000.00

If award is granted I agree within 30 days of attendance to submit a report to the Leadership Development Task Force evaluating the program or event and its value to me, my current ministry setting, and to the presbytery. Unless otherwise agreed, funds will be paid upon submission of satisfactory documentation (cancelled checks and itemized receipts).

Please add a statement of anticipated benefits of continuing education program or event to the applicant, to the applicant’s current ministry setting, and to the Presbytery of Milwaukee. Include a statement of how this event or program relates to the applicant’s personal or professional goals.

Click here to enter text.

Signature:

Date: Click here to enter a date.