

GUIDELINES FOR CONTINUING EDUCATION GRANTS

The primary purpose for the Continuing Education Fund is to encourage clergy, lay professionals (people employed by a parish or an agency of the diocese) and volunteer lay leaders in the Diocese of Pennsylvania to enhance their skills and abilities for ministry.

1. The goals of the Continuing Education Fund are:
 - a. to encourage clergy and lay professionals in their work in the congregation or the diocese;
 - b. to provide educational experience that will expand the minister's understanding of the Gospel;
 - c. to train for new ministry in new settings and/or new directions within present work and environment;
 - d. to provide educational and training experiences for key lay leaders who are active, financially supporting communicant members of a parish as recommended by the priest in charge or where there is no priest, the warden.

2. Application Procedures for All Applicants:
 - a. The grant application may be obtained by contacting Stephanie Hesbacher at Church House, either by phone or email (stephanieh@diopa.org).
 - b. The application must be filled out completely, including full description of the course or program. (Please include a copy of the program brochure.)
 - c. Applications will be returned if not filled out properly.
 - d. For approval, applications must be submitted two weeks in advance of the Continuing Education meeting date.
 - e. Grant application must be received and approved prior to the Continuing Education event.
 - f. Applications (for amounts not exceeding five hundred dollars) may be approved by the Continuing Education chairperson in consultation with the Bishop's office.
 - g. Please note that grants do not cover the expenses of spouses or partners.
 - h. Recipients must complete an evaluation form which includes a summary of expenses.

3. For Laity who provide volunteer leadership for their congregation or for the diocese, applicants must also have their applications approved and signed by the priest in charge of their congregation or by the diocesan bishop. The application must include:
 - a. affirmation that the applicant has been an active, pledging member of the congregation for at least six months;
 - b. a statement describing specifically in what way this training would help to build up the Body of Christ;
 - c. a statement describing how the priest in charge or bishop will draw on the leadership of the applicant in the ministry of the congregation or diocese.

4. The following factors are taken into consideration before any application is approved:
 - a. that travel funding be limited, especially when a similar workshop or experience is available closer to the Diocese;
 - b. that travel funding not exceed the cost of the conference itself, except under special circumstances;
 - c. that the application reflect the financial commitment of the applicant and congregation, vestry, or church agency employing the applicant. If contributions from the applicant would be a hardship, then please provide an explanation.
 - d. The Continuing Education fund is not able to fund degree programs.