

THE UNITED REFORMED CHURCH

APPLICATION FOR APPROVAL AND REIMBURSEMENT OF THE COSTS OF EDUCATION FOR MINISTRY PHASES 2 AND 3

1. Those eligible for Education for Ministry Support

- Ministers and Church Related Community Workers (CRCWs) on the payroll (however EM2/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 **Education for Ministry Grant** is not available.
- Non-Stipendiary Ministers in appointments recognised by the District.

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 **Education for Ministry (phases 2 and 3)** in consultation with the Assembly Secretary for Education and Learning.

2. What can grants be used for?

- The purpose of EM2/EM3 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/EM3.

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 for United Reformed Church EM2/EM3 Support. 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/EM3.

5. How are grants paid?

Grants authorised by the synod officer responsible for EM2/EM3 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 Church House Education and Learning

6. Reports and Records

Following your course, we ask you to return the **R1** report form to the synod officer responsible for EM2/EM3. 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 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.

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**APPLICATION FOR APPROVAL AND REIMBURSEMENT OF THE COSTS
OF EDUCATION FOR MINISTRY PHASES 2 AND 3**

A GRANT FOR EDUCATION FOR MINISTRY PHASES 2 AND 3

This application should be submitted to the Synod officer responsible for EM2/EM3, 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:

.....

Email:

Tel. No.: Synod:

PASTORATE (or other appointment)

COURSE / PROGRAMME - For which financial assistance is requested (give sufficient details to indicate the usefulness of the course as well as its date and length). Also attach any relevant literature about the course.

Date of last EM2/EM3 Course attended and Course Content:

Signed:Date:

Please fill in Course Costs overleaf.

TOTAL ESTIMATED COST OF COURSE – to be completed by the Minister/CRCW

For Course fee.....Accommodation cost.....
 Travel costMileage (@ lower Inland Revenue rate).....
 Books cost.....Other costs (give details).....
 **TOTAL £**.....

Information on Assistance requested/approved from other possible sources		
Name of source	Amount Requested	Amount approved
Local Church		
District		
Trust Funds and other sources (please give details)		

To be completed by the Synod Training Officer

I support this application and recommend a grant of: £

Synod Contribution: Proportion% or Fixed Amount £.....

Synod:.....

Signed:.....Date:

Please return this form to:

Your Synod Training/CME Officer who will forward a copy to the Secretary for Education and Learning

PAYMENTS MADE – to be completed by a Synod officer

For Course fee..... Accommodation cost.....
 Travel cost..... Mileage (@ lower Inland Revenue rate).....
 Books cost..... Other costs (give details).....

I confirm that this amount has been paid: TOTAL £.....

Amount to be claimed by Synod from Secretary for Education and Learning

£.....

Synod Officer.....(please print) Signature.....Date.....

CME and Sabbaticals Expenses Claim

You may claim the expenses of your approved course either by instalments or when completed. Please read the notes at Section 5 of form G1/G2 to ensure that you are correctly applying the rules and please enclose all necessary invoices. For personal expenses, i.e. car travel, the details on this form will be sufficient evidence.

Where appropriate, invoices to organisations can be paid directly by Synod otherwise reimbursement will be made to you. If the Synod holds your bank details reimbursement will be made directly into your bank account.

If you have any queries or questions please contact the Synod Financial Officer:

Paul Archer 023 8067 4516 accounts@urcwessex.org.uk
 120, Alma Road, Southampton, SO14 6UW

To the Financial Officer:
 From Revd

Please pay the following expenses with respect to my approved CME/Sabbatical grant for which invoices are enclosed. [Please tick the appropriate box to indicate whether invoices are enclosed and to whom the payment is to be made.]

	Amount £	Invoice enclosed	Make payment to:	
			me	organisation
Course fees				
Accommodation				
Travel: public transport				
Car travel miles @ 25p				
Books etc				
Other costs				

Bank Details:
 Account in the name of:

Sort code Account number

Signed: _____ Date: _____

Is this the final claim to be made for your course? Yes / No

**THE UNITED REFORMED CHURCH
CONTINUING MINISTERIAL EDUCATION
REPORT**

NAME:

ADDRESS

..... TEL. No:

I attended Course on:

Where grades were given, my grades were:

From this course I learned:

I recommend / do not recommend this for other ministers because:

I received a grant of £..... From.....

Signed:

Date:

*Please Return to :
Your Synod Continuing Ministerial Education Training Officer who will forward a copy to the
Secretary of CME*