

**THE PRESBYTERIAN CHURCH IN CANADA**  
**CONTINUING EDUCATION FUND**  
**REGULATIONS GOVERNING APPLICATIONS FOR GRANTS**

1. The purpose of the fund is to provide financial assistance for continuing education to help professional church workers of The Presbyterian Church in Canada to increase their effectiveness in ministerial service.
2. Students in the second or third year of doctoral studies (i.e. Ph.D., Th.D. or Ed.D.) should apply first to the Cameron Doctoral Bursary Fund. Only after a decision has been reached by the Cameron Fund Committee, will an application to the Continuing Education Fund be considered.
3. For continuing education events that are sponsored or recommended by agencies or courts of The Presbyterian Church in Canada, no minimum number of contact hours has been set.
4. Any other course must have a minimum of 15 contact hours of participation and must be sponsored by a recognized institution of learning or by an institution, organization, or association that, when evaluated, meets the accepted criteria ([Continuing Education Regulations](#)).
5. Professional church workers employed in congregations should CONSULT with the Session and others should CONSULT with their supervising person or group as to the timing and the financial arrangements of study leaves.
6. In the case of ministers and diaconal ministers in congregations, in presbytery appointments, or on the appendix to the roll, applications must have the APPROVAL of the Presbytery; in other cases, APPROVAL of a church board or agency is required.
7. The congregation or employer will be expected to contribute a share of the cost of such education. The individual normally will be expected to contribute at least 20% of the total cost. The continuing education allowance provided by the congregation, or employer, including money that has been accumulated, should be applied wholly to the cost of the continuing education for which assistance is being requested from this fund.
8. An individual may receive one grant, or several grants, in any five-year period up to a maximum total of \$1,500. In special circumstances and if funding exists, the maximum grant may be increased to \$2,000. At the end of the calendar year, if money is left in the account, the committee will reconsider any requests made during the year from applicants who are in extended study programs.
9. In any one-year period, if the grant received is \$500 or more, a T4-A will be issued for tax purposes. The applicant will be required to provide their Social Insurance Number before the grant will be issued.
10. Ministry and Church Vocations may refuse any request for assistance if in its judgment the proposed course is not in a field that would fulfill the purpose expressed in (1) above or if funds are low.

*These regulations are not intended to define continuing education, but rather to set the necessary limits for administration of this fund.*

Ministry and Church Vocation, Life and Mission Agency  
50 Wynford Drive, Toronto, Ontario, M3C 1J7  
Telephone: 416-441-1111 or 1 800 619-7301  
FAX: 416-441-2825

For more information, contact Liz Brewer: [ebrewer@presbyterian.ca](mailto:ebrewer@presbyterian.ca), ext. 248

**THE PRESBYTERIAN CHURCH IN CANADA  
CONTINUING EDUCATION FUND  
GRANT APPLICATION FORM**

*Applications will be considered three times during the year. The deadlines for receiving applications are:  
December 1<sup>st</sup>, April 1<sup>st</sup>, September 1<sup>st</sup>*

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Congregation(s)/Employer: \_\_\_\_\_

**STUDY PROGRAM INFORMATION**

Title of Course: \_\_\_\_\_  
Dates of Course: \_\_\_\_\_  
Educational Institution Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Location of Course: \_\_\_\_\_  
Time commitment for course (hours of instruction/directed study). Where applicable, give the number of hours and weeks. \_\_\_\_\_

**DESCRIBE THE BENEFITS EXPECTED FROM THIS COURSE**

For you:

For your congregation/constituency:

You may use this space for any additional information that may be helpful to the committee considering the grant.

**Please attach pamphlets, other descriptive materials and pertinent information on the course and institution or sponsoring body. (Attach a link to website if this information is online.)**

## CALCULATIONS FOR REQUESTED GRANT

Applicants are expected to use any accumulated continuing education allowance owed to them by their congregation or employer and to contribute personally a minimum of 20% towards the costs of the continuing education program. The grant request (subject to certain upper limits) is the portion of the expenses that remains after these have been applied towards the costs.

Since 2002, professional church workers in congregations have been entitled to receive from their congregations a minimum of \$600 per year for continuing education, although higher amounts may be stipulated in the call/guarantee of stipend document. The congregation pays the cost of pulpit supply, where applicable. The entitlement may be accumulated for a 5 year period.

I began serving in my current position in \_\_\_\_\_ (year)

In the last 5 years or the number of years I have been in my current position (whichever is less):

I have been eligible to receive \$ \_\_\_\_\_

I have already used: \$ \_\_\_\_\_

**Accumulated allowance:** \$ \_\_\_\_\_

### EXPENSES

Please provide documents supporting each of the figures you provide below. This includes program registration fees, quotes for accommodation in hotel or retreat centre (when not included in registration fees), number of days travelling for meals estimate, air fare and kilometers if driving.

Tuition/Registration Fees \$ \_\_\_\_\_

Accommodation

# of nights

Total Cost Accommodation \$ \_\_\_\_\_

Meals

# of Breakfasts

# of Lunches

# of Dinners

\$ \_\_\_\_\_

Travel

Total Kilometers \$ \_\_\_\_\_

Other travel (flight, train, etc.) \$ \_\_\_\_\_

Total Travel \$ \_\_\_\_\_

Other (please indicate details below)

\$ \_\_\_\_\_

**Total Anticipated Expenses** \$ \_\_\_\_\_

### Acceptable Supporting documentation:

- E-receipts or scanned copies of receipts for tuition, flights and accommodation
- Indicate the number of days spent in accommodation if not included in registration fees, and whether sharing a room.
- Signify the number of meals anticipated
- Meal Allowance
  - Breakfast \$10
  - Lunch \$12
  - Dinner \$23
  - Daily Max \$45
- If driving, please indicate the number of kilometers travelling
- Mileage = 40 cents per Km

### AVAILABLE FUNDING

Accumulated allowance from congregation/employer \$ \_\_\_\_\_

My personal contribution (minimum 20% of expenses) \$ \_\_\_\_\_

Financial contributions from other sources \$ \_\_\_\_\_

**Total Available Funding** \$ \_\_\_\_\_

**GRANT REQUEST**

Total Available Funding	\$ _____
Less Total Anticipated Expenses	\$ _____
<b>Grant Request</b>	<b>\$ _____</b>

Have you ever received a grant from the fund?      Yes                      No

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Typing your full name acts as a signature)

**CONSULTATION WITH SESSION/EMPLOYER (see #5 in regulations)**

The applicant has consulted with the session or employer about the timing and the study leave accumulated. The maximum financial support from the congregation/employer is accurately reflected in the "Accumulated Allowance" figure noted above.

Clerk of Session or Employer Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(The clerk/employer is also welcome to email Liz Brewer at [ebrewer@presbyterian.ca](mailto:ebrewer@presbyterian.ca) instead of signing this application as a declaration they have been consulted.)

**APPROVAL FROM PRESBYTERY (see #6 in regulations)**

The presbytery has granted permission for the professional church worker to participate in this continuing education program.

Name of Presbytery/Agency: \_\_\_\_\_

Clerk of Presbytery or Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(The clerk/supervisor is also welcome to email Liz Brewer at [ebrewer@presbyterian.ca](mailto:ebrewer@presbyterian.ca) instead of signing this application as a declaration the presbytery/agency has approved.)

Return this form to: Liz Brewer at [ebrewer@presbyterian.ca](mailto:ebrewer@presbyterian.ca)

OR

The Presbyterian Church in Canada  
Ministry & Church Vocations  
50 Wynford Dr.  
Toronto, ON M3C 1J7