



Clergy Continuing Education Grant Application

Granting Criteria

1. Applicant is in good standing, resident, and active in ministry in the Episcopal Church in Minnesota (ECMN).
2. Applicant's request meets all or some of the following expectations:
 - a. Personal work to enhance, deepen, or develop practical skills in congregational development, church growth, homiletics, organizational strategies, liturgy and music, children, youth, young adult, adult education, mission strategies, interim ministry, outreach, and justice ministries.
 - b. Personal experiences (mission trips, councils, personal relationships related to mission activities, etc.) that will be shared with the wider Episcopal Church in Minnesota community that will enhance, deepen, or develop skills in congregational development, church growth, homiletics, organizational strategies, liturgy and music, children, youth, young adult, adult education, mission strategies, interim ministry, outreach, and justice ministries.
 - c. Postgraduate education leading to advanced degree related to one or all of the above.
3. Applicant's intention is to continue deployment within the Episcopal Church in Minnesota for a minimum of two years.
4. Grants are provided primarily to enhance the skillset and secondarily to support the spiritual wellbeing of the applicant.
5. Priority is given to requests that are consistent with current mission commitments (e.g., Mission Opportunities, Millennium Development Goals, homiletics, etc.).
6. Submit your grant application prior to the event, with sufficient lead time for the committee to review in a thoughtful, thorough, and timely manner. *Application should be submitted at least 90 days prior to the event whenever possible.*

Follow-up Expectations

1. Grant recipient is asked to report back to the Bishop within one month of the course completion. This will assist the Bishop in developing a file of continuing education opportunities, promote ways for ministers to share their experience throughout ECMN, and know that the grant was used as intended. Submit a one to two page description of your experience, what you took away from your activity and how you will apply it in your ministry, and whether you would recommend the same course to others. Anticipate that reports will be made public.

2. Grant recipients are encouraged and expected to apply their learning publicly through forums, adult education, lectures, etc. The Bishop may formally set a condition that a public forum be scheduled and completed. On occasion this could be a condition of the grant.

Funding

1. Available funds:

- up to \$750 for Continuing Education
- up to \$1,000 per year, for each of three years of a D.Min. program (application must be made each year for renewal)
- up to \$1,000 for a sabbatical program

2. Funding for the requested grant is generally spread between the individual, the individual's ministry context (employer/faith community), and the Continuing Education grant. Guidelines are generally one third each but flexibility is anticipated by the committee.

3. Grant requests for ongoing programs (e.g. D.Min.) must be made annually. There is no precedent agreement that grants will be extended without subsequent request.

4. Under normal circumstances the money will be sent directly to applicant.

5. Grant money not used as approved must be refunded to the committee.

Application Process

1. Fill out application form (attached) completely. On a separate sheet, please complete the following:

- a. Describe the proposed program of study.
- b. Explain why it is important to you to attend the program.
- c. Describe any previous experience you have had with the subject area.
- d. Explain how you hope to benefit from the program and how this program complements your ministry.

2. A member of the vestry or employing agency should read and sign the proposal, indicating church or agency support of the applicant's participation in the program.

3. Attach written proposal to completed application form.

4. Attach any available brochure describing your proposed program.

5. Mail completed application and supporting documents to:

Clergy Continuing Education Grant Application
The Rt. Rev. Brian N. Prior
Episcopal Church in Minnesota
1730 Clifton Place, Suite 201
Minneapolis, MN 55403

6. Keep a copy of your application for your records.

- 7. If you have questions please contact Karen Olson at karen.o@episcopalmn.org or 612-870-3312.
- 8. Please allow six weeks for processing of the application.



Episcopal Church
in Minnesota

Clergy Continuing Education Application

Check which proposal you are applying for:	
Continuing Education Program	_____
Doctor of Ministry Program	_____
Sabbatical Grant	_____

For Office Use Only:
Date Received:
Amount Requested:
Grant Decision/Date:
Amount Granted:

1. Complete the following information

Name: _____

Address: _____

Phone: _____

Email: _____

Faith community
or vocational situation: _____

Summary of Educational Program(s):

Name of program: _____

Location of program: _____

Sponsoring agency: _____

Dates of program: _____

Total Cost of program: _____

Details of budget for program, including:

Tuition fees: _____	Room/Board: _____
Travel expenses: _____	Other (e.g. books): _____
Total expenses: _____	

Details of financial resources, including:

Personal funds: _____	Faith community: _____
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Grant request: _____ Other: _____
Total resources: _____

2. Attach a separate sheet detailing the program and its benefits, as outlined in number one of "Application Process" which includes the following information:
 - a. Describe the proposed program of study.
 - b. Explain why it is important to you to attend the program.
 - c. Describe any previous experience you have had with the subject area.
 - d. Explain how you hope to benefit from the program and how this program complements your ministry.
3. Attach any supporting brochures or other information about the program.
4. Have a member of the vestry or employing agency read and sign this proposal, indicating faith community or agency support of the applicant's participation in the program.
5. Your signature below indicates:
 - a. your understanding that if the grant is not used as described in this application, you will return it to ECMN.
 - b. your willingness to provide a written report to the committee and be available to share your learning and experience with colleagues in ECMN.

Vestry/Employer Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____