

Continuing Education Application  
to the Continuing Education Committee of the Diocese of Minnesota

**GUIDELINES**

**Granting Criteria**

1. Applicant is in good standing, resident, and active in ministry in the Diocese of Minnesota.
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 greater local church community (i.e. within Diocese of MN) 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. Post graduate education leading to advanced degree related to one or all of the above.
3. Applicant's intention is to continue deployment within the Diocese of MN for a minimum of 2 years
4. Grants are provided primarily to enhance the skill set and secondarily to support the spiritual well being of the applicant.
5. Priority is given to requests that are consistent with current diocesan mission commitments (e.g., Mission Strategy, 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 committee within one month of the course completion. This will assist the committee in developing a file of continuing education opportunities, promote ways for ministers to share their experience throughout the diocese, and know that the grant was used as intended. Submit a 1-2 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 committee 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), and Continuing Education grant. Guidelines are generally 1/3 each but flexibility is anticipated by the committee.
3. Grant requests for ongoing programs (e.g. DMin) 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:

The Rev. Rex McKee  
3251 Louisiana Avenue South  
Unit 104  
St. Louis Park, MN 55426
6. Keep a copy of your application for your records.
7. If you have questions please contact Rex McKee  
[rex.mckee@gmail.com](mailto:rex.mckee@gmail.com) 952-920-8440
8. Please allow six weeks for processing of the application.

**Continuing Education Application  
to the Continuing Education Committee of the Diocese of Minnesota**

<b>Check which proposal you are applying for:</b> Continuing Education Program _____ Doctor of Ministry Program _____ Sabbatical Grant _____
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<b>For Office Use Only:</b> Date Received: _____ Amount Requested: _____ Grant Decision/Date: _____ Amount Granted: _____
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**I. COMPLETE THE FOLLOWING INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parish, Agency 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: \_\_\_\_\_ parish subsidy: \_\_\_\_\_

requested diocesan grant: \_\_\_\_\_ other: \_\_\_\_\_

Total resources: \_\_\_\_\_

2. Attach a separate sheet detailing the program and its benefits, as outlined in "Guidelines: Application Process #1" (above)

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 church 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 the Continuing Education Committee.

b) your willingness to provide a written report to the committee and be available to share your learning & experience with colleagues in the Diocese of Minnesota.

Vestry/Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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