

**Board of Ordained Ministry  
Active Service Committee**

Continuing Education Grants Criteria  
Updated and approved December 13, 2017

1. Continuing Education grants are designated for clergy (elders, deacons, probationary members and local pastors) in order to provide supplemental funding for participation in church-related educational activities.
2. Education expenses related to commissioning or ordination requirements, or related to requirements to obtain a local pastor's license, do not qualify for this program.
3. Mandatory events do not qualify for continuing education grants. Programs undertaken for recreational purposes are not eligible for grants.
4. Grants are intended to support individuals, not organizations, events, or programs.
5. Short-term Volunteers in Mission (VIM) trip expenses may be eligible for grants if they meet the criteria of **professional growth**, **advancing learning goals**, and **developing skills for ministry**.
6. Receipts **must** be submitted for event, class or trip before funds will be released. An exception may be considered in some cases.
7. By receiving a grant, you have agreed to submit an evaluation within 3 weeks after completing the event. Failure to do so will affect your ability to receive funding in the future.
8. For questions regarding your application, contact Sejoon Jang at [Bom.ce.grants@gmail.com](mailto:Bom.ce.grants@gmail.com).

## NORTHERN ILLINOIS CONFERENCE BOARD OF ORDAINED MINISTRY

### ACTIVE SERVICE COMMITTEE

Updated and approved December 12, 2017 (all other forms will not be accepted)

### INDIVIDUAL GRANTS FOR CONTINUING EDUCATION

As part of its program to provide continuing education, the Board of Ordained Ministry makes individual grants to assist persons in professional ministry to attend events that meet their needs for **professional growth**, to **advance learning goals**, and to **develop skills for ministry**. These grants support continuing education. Persons appointed to attend school should apply for scholarships from other sources.

Continuing Education funds are available for members of the Northern Illinois Conference or for diaconal ministers and persons who are certified for specialized ministries who serve within the Northern Illinois Conference.

As a requirement for receiving a grant, each person must submit an evaluation answering the following questions and submit it to Adonna Davis Reid within 3 weeks after attending the event.

1. How do you plan to use the learning from this event in your ministry?
2. What skills, if any, did you develop or deepen?
3. Would you recommend the event/course to others? Why or why not?

We encourage all applicants to develop a comprehensive plan for continuing education in consultation with their Staff Parish Relations Committee, District Superintendent, and/or a career assessment center, such as Midwest Ministry Development Center.

Individual grants from the Board of Ordained Ministry are intended to assist applicants to attend events that would otherwise be beyond their resources and the resources of the local church or agency. **Grants are not intended to substitute for the financial responsibility of the local church or agency toward the continuing education of its professional staff.**

## INFORMATION AND INSTRUCTIONS FOR APPLICANTS

- A. Please answer **fully** questions 1 – 12 on the attached application and return the completed form by email to Sejoon Jang: [Bom.ce.grants@gmail.com](mailto:Bom.ce.grants@gmail.com).
- B. Applications are evaluated by the Committee on Continuing Education of the Board of Ordained Ministry. **Grants are made four (4) times each year.** Evaluations will be completed no later than:
- |                   |   |
|-------------------|---|
| <b>April 15</b>   | for applications received from <b>January 1 – March 31</b>    |
| <b>July 15</b>    | for applications received from <b>April 1 – June 30</b>       |
| <b>October 15</b> | for applications received from <b>July 1 – September 30</b>   |
| <b>January 15</b> | for applications received from <b>October 1 – December 31</b> |
- C. Eligible persons may receive up to a maximum of \$1,000 during each quadrennium. **You may apply for a maximum of \$500 in any two-year period.** For example, a person who receives the maximum of \$500 in the first year of the quadrennium is not eligible to apply for additional funds until two years have passed. Then she/he may again apply for up to a maximum of \$500. **You may never apply for more than \$500.** Annual budgeted funds will be divided evenly over four quarters. Any monies not distributed in one quarter will be rolled into the next quarter. Funding is limited. **Actual grants for approved applications may be less than the applicant requested.**
- In the event of a shortage of funds the following priorities shall be applied:
- Applications shall be accepted and reviewed on a first-come, first-served basis.
  - If possible, all applications in a given quarter shall be funded, even if such funding is at a reduced level.
  - Applicants who have never previously received grants will be given priority.
  - Partially completed applications will not be considered.
- D. **It is very important that your responses to the questions provide the information and documentation requested in order to assure a fair evaluation of your request. You must submit receipts with your application.**
- E. Requests for reimbursement of expenses for events that have already taken place will be received **up to thirty (30) days after the event** and will be evaluated on the same basis as applications relating to future events. If later, there is no guarantee the application will be accepted or that the expenses will be reimbursed in full.

PLEASE SAVE FOR FUTURE REFERENCE

**INDIVIDUAL GRANT FOR CONTINUING EDUCATION**

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ IL Zip \_\_\_\_\_

E -mail \_\_\_\_\_

Place of Service \_\_\_\_\_ Conference Relationship: \_\_\_\_\_

1. Briefly describe the continuing education event for which you are requesting this grant.

Name of event \_\_\_\_\_

Location of event \_\_\_\_\_

Date of event \_\_\_\_\_ CEU's if applicable \_\_\_\_\_

Sponsorship \_\_\_\_\_

Leadership and qualifications:

Describe the design and stated goals of the event:

**\*\*\*(INCLUDE A PHOTOCOPY OF A BROCHURE OR OTHER DOCUMENTATION, WHICH INCLUDES REGISTRATION COSTS & DESCRIPTION OF THE EVENT AND ATTACHED RECEIPTS SHOWING PAYMENT.)**

2. Briefly state your major continuing education goals.

With whom have you consulted about these continuing education plans? (P.P.R.C., D.S., career assessment service, etc.)

If the plans for which you are seeking assistance were specifically developed as part of a process of professional evaluation, attach documentation (P.P.R.C. minutes, letter from D.S. or immediate supervisor).

3. What skills for ministry, professional development, knowledge or experience do you expect from this event and how will it help you in ministry? (e.g. counseling skills, personal disciplines, education skills, biblical or theological study, experience of global ministry)

4. List all events for which you received funding during this quadrennium 2009-2012 from the Board of Ordained Ministry, and indicate amounts received.

<u>Date (or year)</u>	<u>Event</u>	<u>Amt. Granted</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

**\*Note eligibility limits in item “C” on the Information and Instruction page.**

5. Indicate the expenses you anticipate for this event:

Room	\$ _____	Other (specify):	
Meals	\$ _____	\$ _____	\$ _____
Tuition	\$ _____	\$ _____	\$ _____
Registration	\$ _____	\$ _____	\$ _____
Materials	\$ _____	\$ _____	\$ _____
Travel	\$ _____	TOTAL EXPENSE	\$ _____

6. Indicate your resources for this event:

Personal funds	\$ _____	
Local Church/Agency	\$ _____	<b>Must be first line for funding*</b>
Other (explain)	\$ _____	
TOTAL RESOURCES	\$ _____	

7. Balance to be funded (#5 minus #6) \$ \_\_\_\_\_  
Grant amount you are requesting \$ \_\_\_\_\_

**\*\* (see eligibility limits in "C" on Information and Instructions page) \*\***

**\*\*\* Applicants are expected to provide personal funds to cover room and meals, plus some part of other costs, and to seek some funds from the local church. If the resources indicated in #7 do not reflect these contributions, please explain. \*\*\* Must be answered**

8. By accepting these funds you are agreeing to write a one or two page evaluation on the event/course that you attended and return it to the Board within three weeks. **Failure to return this evaluation will affect future funding.** Your evaluation should include answers to the following questions:

1. How do you plan to use the learning from this event in your ministry?
2. What skills, if any, did you develop or deepen?
3. Would you recommend the event/course to others? Why or why not?

I will submit an evaluation on this event or class within three weeks of its completion?  
\_\_\_\_\_.

Please return this in a timely manner, no more than three weeks after the completion of the event/course, and send it by email to: Sejoon Jang at Bom.ce.grants@gmail.com.

9. Date of this application \_\_\_\_\_

Date Funds are needed \_\_\_\_\_

**(Please see “Information and Instruction” page for when funds will be available)**

Signature \_\_\_\_\_

IF THERE ARE SPECIAL NEEDS OR CIRCUMSTANCES THAT YOU BELIEVE ARE RELEVANT TO THE EVALUATION OF YOUR APPLICATION, PLEASE NOTE THEM HERE.

**ATTACH YOUR RECEIPTS. NO APPLICATION WILL BE CONSIDERED WITHOUT RECEIPTS.**

**Committee Use Only**

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Decision of Committee \_\_\_\_\_ Date of Notification \_\_\_\_\_