



## Authorisation for support of Education for Ministry Phases 2 and 3



### 1. Eligibility

Financial support towards Education for Ministry (phases 2 and 3) is available for Ministers of Word and Sacraments and Church Related Community Workers who are considered active if they are on the URC Roll of Ministers and at least one of the following criteria applies:

1. If they are in a pastorate or post for which they are receiving a stipend (either full or part) from the United Reformed Church (eg deployed post, SCM post, Assembly appointment) under the Plan for Partnership;
2. If they are in non-stipendiary service in a recognised ministry post (eg model 1, 2, 3 or 4 or Local NS CRCW);
3. If they are exercising a ministry with another organisation within the gift of the church to the wider church to which they have been inducted by the URC where possible (eg chaplaincy, educational establishment, ecumenical body) and for which they receive a stipend, salary or serve in a voluntary capacity;
4. If they are in a lay post for which they are receiving a salary not under the Plan for Partnership but where the Synod has requested the status of active;
5. If they are providing recognised voluntary service on behalf of the Church (eg Interim Moderator, serving on a synod or area committee, representing the URC on an external body);
6. If they are not in a formal position but whose expertise and experience means that, enjoying the confidence of synod officers, they are asked to undertake pieces of work from time to time;
7. If they are frequently leading worship in a church other than where they are a member (this criterion does not apply in the case of Church Related Community Workers).
8. If they fall under categories 1-7 above but are authorised to perform the functions of ministry on a limited basis as specified in an agreement between the General Assembly and the minister and with the approval of the Accreditations Sub-Committee on behalf of Ministries;
9. If their applications do not fit the criteria 1-7 but are approved by Accreditations Sub-Committee Committee.

It is recognised that there may be people who are not included in the above list. Such people will receive grants at the discretion of the designated synod officer responsible for Education for Ministry (phases 2 and 3), in consultation with the Secretary for Education and Learning.

Ministers from other denominations who are in recognised ministry with a Local Ecumenical Partnership which contains United Reformed Church members are eligible to apply for grants at 50% of the level set for United Reformed Church ministers, provided that they have exhausted similar allowances available to them through their own denomination.

**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, and on very rare argued occasions, specialist equipment. Grants can only be given for these purposes.
- Every request will be subject to an 'application to ministry' test. Applicants must show that the learning for which they are seeking funding has a direct bearing on the ministry which they are currently exercising or which they are preparing to exercise in future.
- Grants are unlikely to be authorised for attendance at church assemblies, general church conferences, network meetings or meetings of organisations unless there is a training element or unless it is a one-off to test if such an event would support future ministry. If the latter is the case, future attendance would be funded by either the place of ministry or the minister.

**3. How to apply**

- a. Applications should be made well before the beginning of the course or event. Retrospective applications will not necessarily be met.
- b. Applications should be made on the attached form and sent to the designated synod officer responsible for EM2/EM3.

**4. Other sources of support**

Other sources of support may be available and these should be explored as well as applying for EM2/EM3 support. Details of such sources are available from the designated synod officer responsible for EM2/EM3.

**5. How are grants paid?**

Grants authorised by the designated 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 the Education and Learning office at Church House.

**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) in each calendar year. If your course continues over more than one calendar year, or the course fee is higher than the annual claim allowance, you may be able to be registered within the Rollover Funding Scheme, which can allow you to borrow ahead or save up to three years EM2/3 funding. Your synod EM2/3 officer will work with you to plan your funding and make your registration with the scheme.

## The United Reformed Church

### Application for authorisation of costs of Education for Ministry Phases 2 and 3

This application should be submitted electronically to the designated synod officer responsible for EM2/EM3, normally no later than one month 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, other than for the continuation of higher degrees and recognised professional qualifications commenced no later than the start of the academic year.

Name:
Address:
E-mail:
Tel. No.:
Synod:
PASTORATE (or other appointment)

#### COURSE / PROGRAMME/ EVENT for which financial assistance is requested

<b>Title:</b>	
<b>Start date:</b>	<b>End date:</b>
<b>Duration:</b>	
<b>Provider Name:</b>	
<b>Provider type (choose one):</b>  Academic Institution <input type="checkbox"/> Formal Learning Provider <input type="checkbox"/> Network <input type="checkbox"/> Synod <input type="checkbox"/> Self <input type="checkbox"/>	
<b>Other and details:</b>  	
<b>Format (choose as many as apply):</b>  Individual Study <input type="checkbox"/> Conference <input type="checkbox"/> Retreat <input type="checkbox"/> Peer Network <input type="checkbox"/> Accredited Course <input type="checkbox"/> Non-accredited course <input type="checkbox"/>	
<b>Other and description:</b>  	

**Content** (please choose up to three types of content):

Bible ☐ Church History ☐ Creativity ☐ Leadership ☐ Mission/Evangelism ☐  
Networking ☐ Retreat ☐ Spirituality ☐ Tools/Techniques ☐ Wellbeing ☐  
Worship/Preaching ☐ Other ☐

**Description of Other:**

**Application to ministry:** Please describe how this learning has a direct bearing on the ministry which you are currently exercising or which you are preparing to exercise in future. Attach any relevant literature.

**Date of last EM2/EM3 course attended:**

**Course content:**

Applicant signature (*may be a photograph*):

Date:

**TOTAL ESTIMATED COST OF COURSE – to be completed by the minister**

Expense	£
Course fee	
Accommodation	
Travel	
Mileage (25p per mile, lower inland revenue rate)	
Books	
Other costs (give details)	
	<b>TOTAL £</b>

**Information on Assistance requested/approved from other possible sources**

Name of source	Amount Requested	Amount approved
Local Church		
Area or other local grouping		
Trust Funds and other sources (please give details)		

**AUTHORISATION – to be completed by the synod EM2/3 officer**

I support this application and recommend a grant of: £		
Synod Contribution: Proportion	%	or Fixed Amount £
Synod:		
Signed:		
Date:		

**PAYMENTS MADE – to be completed by a Synod officer**

For course fee	Accommodation cost
Travel cost	Mileage (25p per mile, lower Inland Revenue rate )
Books cost	Other costs
I confirm that this amount has been paid <input type="checkbox"/>	TOTAL £
<b>Amount to be claimed by Synod from Education and Learning</b>	<b>£</b>
Synod officer(please print):	Signature (may be a photograph):
	Date

The designated synod EM2/3 officer will arrange to forward a copy to: **Education and Learning,  
United Reformed Church, 86 Tavistock Place, London WC1H 9RT**