

SUMMARY OF PROCEDURES FOR APPLYING FOR GRANTS
from
THE THEOLOGICAL EDUCATION FUND FOR CLERGY AND LAITY
and THE SABBATICAL AND ADVANCED DEGREE/CERTIFICATION
ACCRUAL FUND
Diocese of Easton

Theological Education Fund for Clergy and Laity

- 1) Application should be made on the form supplied by the Commission on Ministry, with supporting information about the program, costs, and how the program will contribute to the ministry of the person applying.
- 2) In normal circumstances, the Diocese can fund one-third of the proposed costs, not to exceed \$500.
- 3) Early application, with all the supporting information is very helpful.

Clergy Sabbatical and Advanced Degree/Certification Fund

- 1) Development of a well-defined plan with vestry, well in advance of the proposed sabbatical leave. This plan should include plans for costs, supply clergy and pastoral care to the parish, and details of the proposed sabbatical program and how it will benefit the applicant's ministry.
- 2) Application for funding should be presented to the COM well in advance of the proposed leave, on the form supplied by the COM.
- 3) Normally, the parish is expected to pay for supply clergy during the sabbatical. However, under unusual circumstances, supply clergy (and other parish) costs may be included in the sabbatical funding proposal, if the parish is unable to bear these costs. In cases where the parish cannot follow the normal procedures, documentation of financial need should be included in the sabbatical funding application.
- 4) Attention is called to:
 - the recommendation that sabbatical provisions should be detailed in a cleric's letter of agreement with the parish, and
 - to the "accountability" section of the policy statement.