

Short Term Continuing Education and Spiritual Growth Program Grants  
Ministerial Education Fund (MEF)  
The New England Conference of the United Methodist Church

The purpose of the Short Term Continuing Education and Spiritual Growth Program Grants is to fulfill the intent of paragraph 351.1 in the 2012 United Methodist Book of Discipline, stating that *“Throughout their careers, clergy shall engage in continuing education for ministry, professional development and spiritual formation and growth in order to lead the church in fulfilling the mission of making disciples for Jesus Christ. This shall include carefully developed personal programs of study augmented periodically by involvement in organized educational and spiritual growth activities.”*

To that end, these are the guidelines for granting funds:

1. Grants are available to all clergy under appointment by the New England Conference (including full time local pastors, part time local pastors, provisional members, associate members, diaconal ministers, elders, and deacons.)

Persons on Leave of Absence or Medical Leave or retired clergy (not actively serving an appointment) or clergy on Extension Ministry may request funds and grants will be determined on a per case basis.

Affiliate members should first seek funding from their home conference, but may be considered for financial assistance on a case-by-case basis, with such factors as financial need, and recommendation from the District Superintendent being taken into consideration.

2. Because of the importance of Continuing Education, we are not limiting funds to denominational, national or regional programs, but invite you to consider various possibilities for your growth, including individual study/events to help you acquire new skills/training/transitioning out of ministry events, etc. You will be required to get the approval of your District Superintendent, as noted on the application.

3. Grants do not cover degree programs, Provisional Academy, Local Pastor’s School, CPE programs, long-term study leaves, sabbaticals or spouses or families.

4. We encourage you to send the completed applications to the Continuing Formation & Spiritual Growth Committee four weeks prior to the beginning of the program to ensure you receive a check in time. Incomplete applications will not be considered.

5. Applications must have the signature of approval from the District Superintendent and the Chairperson of the Pastor-Parish Relations.

6. Total financial assistance shall not exceed \$2000.00 per quadrennium (four-year period beginning January 1 following the adjournment of the regular session of The General Conference).

7. Applicant will be expected to contribute toward the program/event and seek funding from other sources, e.g. local church, or employer, in the case of Extension Ministries.

8. The size of grants awarded for each continuing educating program/event will normally be based upon the annual salary of the applicant. The following salary ranges will dictate the maximum percentage of the total cost of the program/event that will be awarded;

**Under \$30,000 = 90%**

**\$30,000 to \$39,999 = 80%**

**\$40,000 to \$49,999 = 70%**

**\$50,000 to \$59,999 = 60%**

**\$60,000 and over = 50%**

These limits may be waived in special circumstances. Applicants should indicate on the application if they feel there are reasons that they should be awarded a higher amount of assistance than allowable according to the above guidelines.

9. Applicants must be enrolled in a program/event that is directly related to their ministry.

10. When it appears that applications for continuing education funds assistance may exceed the available funds, the Committee reserves the right to determine priority of grants.

11. Within a month of the completion of the program for which a grant has been made, we request that you fill out the form on the following page as an evaluation of the program. We are hoping to be able to share effective, quality events with colleagues. Please submit form to the Continuing Education Committee of the Board of Ordained Ministry. Rev. Rebecca Mincieli – [Pastorrebecca@comcast.net](mailto:Pastorrebecca@comcast.net)

12. It is strongly encouraged that persons who have received assistance **inform their congregation of the amount of support they have been given, and that this support is made possible by local churches' payment of the Ministerial Education Fund portion of their annual mission shares.**

10/17

## EVALUATION OF CONTINUING EDUCATION EVENT

The Board of Ordained Ministry is seeking to find effective Continuing Education Events so that we can share this information with colleagues around the conference. As we strive to find programs that are helpful and meaningful to ministry, we appreciate you taking the time to answer the following questions:

Name \_\_\_\_\_ Email \_\_\_\_\_

Name of Event \_\_\_\_\_

Date and Place of Event \_\_\_\_\_

Would you recommend this event to your colleagues? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, why not?

If yes:

In what concrete ways was this event valuable to your ministry?

What, from this experience, can you apply in your current context?

What was not particularly helpful?

APPLICATION FOR SHORT TERM CONTINUING EDUCATION FUNDS  
Ministerial Education Fund (MEF)  
The New England Conference of the United Methodist Church

Date:                      Name:    Phone:    Email:

Address:    City:    State:    Zip:

Conference Status (see guideline #1)

Present Appointment:

Title and brief description of the event for which assistance is being requested: place, sponsor, leaders, type of event, etc. (attach brochure if possible)

Date(s) of program:

Briefly describe how this study meets the intent of paragraph 351. of THE 2012 UNITED METHODIST DISCIPLINE.

Have you received MEF Funds from the Board this quadrennium?    Yes            No            How much?

If a grant is approved, it is preferable that we send a check directly to the organization, identifying you as the recipient. What is the official name of the organization that should appear on the check?

Address for mailing the check:

Should you have already paid for this, please attach the receipt that shows it was paid, and, if the grant is approved, we will send the check directly to you at the name and address you provided above.

Total Cost of event:

Tuition	\$ _____
Room & Board	\$ _____
Books & Materials	\$ _____
Travel	\$ _____

Total \$ \_\_\_\_\_

Resources available

Personal contribution	\$ _____
From Parish	\$ _____
Other sources	\$ _____

Total \$ \_\_\_\_\_

Total assistance requested from MEF Continuing Education funds \$ \_\_\_\_\_

What is your annual salary from the church \$  
What is your annual salary from other sources \$  
What is the source of this additional income \$

Are there special circumstances that you believe should be considered in determining the amount of support you are awarded? Yes No

(If yes, please describe those circumstances on a separate sheet)

Have you asked your local church or employer for financial aid?

Yes \_\_\_\_\_ No \_\_\_\_\_ If not, please explain.

**Endorsement of Committee on Pastor-Parish Relations**

The committee has discussed the matter of our pastor participating in this program/event. Yes No

The committee voted to (circle one) encourage discourage the participation of our pastor.

Comments:

\_\_\_\_\_  
(signature, chairperson) (Date)

**Endorsement of District Superintendent**

I have carefully discussed with the applicant the matter of participation in this program/event. Yes No

I have (circle one) encouraged discouraged the participation of the applicant.

Comments:

\_\_\_\_\_  
(signature, D.S.) (Date)

It is my understanding and agreement that if a grant is made to me from Continuing Education Funds for this program that I will provide the Continuing Education Committee and my Committee on Pastor-Parish Relations with a written evaluation of the event within one month of the end of the experience.

\_\_\_\_\_  
(signature of applicant) (Date)

**Return completed application to:**

Rev. Rebecca Mincieli  
John Wesley United Methodist Church  
270 Gifford St.  
Falmouth, MA 02540  
(508) 548-3050  
[Pastorrebecca@comcast.net](mailto:Pastorrebecca@comcast.net)

11/2017