

## EDUCATIONAL LEAVE FUND

**HISTORY:** In 1979 the Board of Ordained Ministry established the Educational Leave Fund (ELF) on the recommendation that all monies remaining in the Continuing Education Account of the Ministerial Education Fund Budget be placed in an interest bearing account at the end of each fiscal year. The Principle of this account shall be maintained at a minimum no lower than \$150,000. Any amounts above this benchmark balance will remain eligible for use. This fund is managed and administered by the Continuing Formation Committee of the Board of Ordained ministry. **The interest income of** this fund is intended to be made available for scholarship assistance to Elders and Deacons in full connection who desire to take Short Term Study-leaves and Sabbaticals.

### **ADMINISTRATION:**

Grants in aid shall be made only from the interest of the account, and shall be considered as funds are available.

Grants shall be issued to applicants who produce programs designed to fulfill stated personal and professional goals and which include structures for accountability.

Grants shall not exceed one-half of the current DAC plus benefits:

- i. One month leave - (1/12 of 1/2 of DAC plus benefits) To be issued in full at the beginning of the program.
- ii. Three month leave - (1/4 of 1/2 of DAC plus benefits) To be issued in full at the beginning of the program.
- iii. Six month leave - (1/2 of 1/2 of DAC plus benefits) To be issued in two installments, one at the beginning of the program and one at the mid-point in the program.
- iv. One year leave - (1/2 of DAC plus benefits) To be issued in four equal installments at intervals of three months.

### **SABBATICALS (12 months) Availability:**

Available to full-members who have been under full-time appointment for six consecutive years from the time of their reception into full membership.

Available to associate members who have been under full-time appointment for eight consecutive years from the time of their reception into associate membership.

Further leave is possible only after six additional years of service

Financial Support should come from the following sources:

- Local Church.
- Educational Leave Fund administered by the Committee on Continuing Formation of the Board of Ordained Ministry.

Expenses which may be covered by the Educational Leave Fund:

- i. Tuition
- ii. Travel
- iii. Living Costs
- iv. Day care
- v. Direct Educational Expenses

### **How to apply:**

- Apply in writing to the Chairperson of the Continuing Formation Committee of the Board of Ordained Ministry with a copy to the Bishop and District Superintendent at least six months in advance.

Include the following documentation if applicable:

- i. A letter from the District Superintendent.
- ii. A letter from the P/SPRC of the local church.
- iii. A letter from the Administrative Board or Council of the local church.
- iv. A budget outlining cost and sources of funding.
- v. Outline and content of course/program.

Continuing Education Credit will be negotiated with the Committee on Continuing Formation.

## **SHORT-TERM STUDY LEAVES (One to six months)**

Availability

- One month study leaves are available to members and full time Local Pastors each quadrennium.
- Three Month leaves are available to members and full-time Local Pastors after five years of full-time s/ervice.
- Six Month leaves are available to members and full-time Local Pastors after ten years of full-time service.
- If the leave is longer than one month, further leave is possible only after six additional years of service.

Financial Support

- The local church, Conference, or institution served, shall pay at least 80% of the cash salary of the clergyperson during the leave.
- Grants may be made available from the Continuing Formation Committee from the Educational Leave Fund, if money is available.
- Expenses that may be covered by the Educational Leave Fund include:
  - i. Tuition
  - ii. Travel
  - iii. Living Costs
  - iv. Day Care
  - v. Direct Educational Expenses

### **How to apply:**

- Apply in writing to the Chairperson of the Committee on Continuing Formation of the Board of Ordained Ministry.
- Include the following documentation:
  - i. A letter from the District Superintendent, preferably six months in advance.
  - ii. A letter from the PPRC of the local church indicating approval of the educational plan.
  - iii. A letter from the Administrative Board/Council stating that the plan has been shared and discussed with them.
  - iv. A budget outlining cost and sources of funding.
  - v. Outline and content of course/program.

Continuing Education Credit will be negotiated with the Committee on Continuing Formation.