

Addendum E1

GUIDELINES FOR USE OF THE CONTINUING EDUCATION SUBSIDY FUNDS

1. Appropriate uses for these funds are:
 - a. As a loan to a minister or Presbytery staff person for tuition and/or mileage when taking an approved study leave.
 - b. As grants for approved study leave when the request exceeds the amount provided by the local church.
 - c. For spouses and for candidates to go to Career Center.
2. Under normal circumstances, a minister or Presbytery Staff member may not receive a grant more often than once every two (2) years.
3. In order to make grants available to as many eligible persons as possible, priority will be given to smaller grants, and to those who have not previously received grants or have received them less frequently.
4. Grants of fifty dollars (\$50) or less may be made by COM's study leave representative.
5. The Committee on Ministry must approve applications for grants in excess of fifty dollars.
6. COM's study leave representative must receive applications for grants at least sixty (60) days prior to the need for funding.
7. Grants will not be made if they will bring the balance in the Continuing Education Subsidy Fund below fifteen hundred dollars (\$1,500). Such a balance should be maintained to make legitimate study leave loans and to allow Presbytery to send selected persons to the Career Center.
8. These guidelines will require monitoring by the Presbytery staff and timely reports to COM of the balance remaining in the Continuing Education Subsidy Fund.
9. Ministers who do not have money for study leaves paid into Presbytery will have their study leave requests decided on a case by case basis.
10. The availability of these loans and grants should be made known to the members of Presbytery on a regular basis (suggested annually).