

CONTINUING EDUCATION

(General Synod Canon XII)

The Diocese of Huron is a member of the General Synod Continuing Education Plan, which means that all eligible members who are on the register of the Diocese are entitled to the benefits of the Plan. The benefits amount to \$600.00 per annum, the amount of \$500.00 being paid by the Diocese and \$100.00 paid by the member per year. These amounts are cumulative over an indefinite period of time.

The purpose of this Plan is to encourage and support those who wish to further their education. This may take the form of short local courses, extended courses at the university level, or longer periods of study abroad. It is also meant to encourage registrants to pursue some private study on their own, if such study requires financial assistance.

The procedure for withdrawing funds is to:

- a) Complete, sign, and date Part I of the "Application for Benefits" form (sign consent at top of page as well), located on page 2 and 3 of this document, providing the name of the course, its date and location, and the specific amounts needed for tuition, board and transportation. If requesting funds to purchase books, a list of the books should be attached to the Application Form. If requesting funds to purchase a computer, computer hardware or software, a receipt is required. (Cost estimates will not be accepted).
- b) Mail the application with applicable attachments to, **Huron Church House, 190 Queens Ave, London, N6A 6H7, Attention: Continuing Education Plan** for authorization by the Diocesan Bishop. At this time, Part II is completed by the Secretary Treasurer of the Diocese of Huron.
- c) Approved applications are then forwarded to the National Church Pension Office, where Part III is completed by the Administrator of the Continuing Education Plan. The cheque is issued and mailed directly to the applicant.

Under certain circumstances, supplementary benefits are available to members in the form of Disparity Grants or Special Sabbatical Grants, where the period of study is eight weeks and longer.

If registrants require information about their benefits in the Plan, or additional sources of funding, they are to contact the Director, Human Resources Janet Griffith Johnson ext 224, or to get an update of your account balance, call Elizabeth White, at Huron Church House at 434- 6893 ex 228.

(See also **Professional Development of the Clergy, This document page 6-8**)

CONSENT: I consent to the information provided in this form being collected by the Human Resources Department which will be used by the Department, the Bishops and the Anglican Church of Canada, Pension Office, for the purpose of assessing eligibility for continuing education funds and suitability for various committee positions. This information will be stored in a database in the HR Department as well with the Pension Office.
Signature: _____ Date: _____

PART I - TO THE ADMINISTRATOR, THE CONTINUING EDUCATION PLAN (PLEASE PRINT)

Employee's Name: _____ Diocese/Employer: HURON
Address _____
Tel: _____

Reimbursement requested for one or more of the following: (details and a copy of receipt must be attached)

*Name of Program/Course _____

Sponsor _____

Location _____

Commencing _____ 20 ____ and ending _____ 20 ____

*Books & Journals _____

*Computer Hardware/Software _____

Total Cost: \$ _____ Application Amount \$ _____ (max. 80% of Total Cost)

How will this expenditure be of benefit to your employer?

EMPLOYEE SIGNATURE _____ DATE _____

I hereby confirm that the above expenditure confers a benefit upon the employer.

SIGNATURE OF BISHOP/DIRECTOR _____ DATE _____

PART II - TO THE EXECUTIVE DIRECTOR

The contributions for the current year amount to \$ _____, and cover the period _____ (dates)

I hereby authorize the Pension Office to transfer the contributions from the Diocesan/Employer Suspense Account to the Employee's credit.

Per: Diocesan Treasurer/Director

PART III - PENSION OFFICE USE ONLY

ACCOUNT HOLDER'S ACCUMULATION : \$ _____

BONUS FOR USAGE : \$ _____

AMOUNT OF CHEQUE : \$ _____

Date

Administrator/Continuing Education Plan

Continuing education is a responsibility of all of us. It is the intention of the Plan that continuing education be self-directed, lifelong, systematic and sustained.

Application for Benefits

Parts I & II are processed through the Diocesan Synod /Employer Office

- employees can draw as much as funds are available in their account
- there is no limit to the amount employees can accumulate
- employees may be entitled to draw their accumulation to the end of the quarter in which the events take place.
- **All expenses must be for the benefit of the employer**
- Application form can be downloaded from www.diohuron.org Policy, Practice and Procedure Manual section 6

Sabbatical Grants

Grants may be provided to member for 8 weeks of continuous leave for study purposes after 5 years of employment. (For a D. Min. Program, the 8 weeks need not be consecutive). Applications are available from the Synod Office or the Administrator of the Continuing Education Plan or can be downloaded from www.diohuron.org .

Books and Journals

Books and journals may be purchased with account holder's accumulation if invoice is attached to the application form.

Computers

Hardware and software may be purchased with account holder's accumulation. A copy of receipt of purchase must be attached to application form.

Bonus-for-use

A bonus for use is provided based on the current earnings of the Plan.

Upon completion, return to:

Huron Church House
190 Queens Avenue
London, ON
N6A 6H7
Attention: Continuing Education Plan

APPLICATION FOR SABBATICAL GRANT

CONSENT: I consent to the information provided in this form being collected by the Human Resources Department which will be used by the Department and the Anglican Church of Canada Pension Office for the purpose of assessing eligibility for a sabbatical grant. This information will be stored in the HR department.

Signature: _____ Date: _____

Every 5 years, a grant of up to \$3,000.00 may be provided to a employee for a period of full-time study of not less than 8 weeks after 5 years of membership. (For a D. Min. Program, the 8 weeks need not be consecutive). Before such a grant is awarded, all accumulation must be used. Please complete this form together with the attached application for your accumulation in the Continuing Education Plan up to the date of your proposed sabbatical.

PART I - TO THE ADMINISTRATOR - THE CONTINUING EDUCATION PLAN

Employee's Name _____

Course of Study _____

Location _____

Commencing _____ and ending _____

1. NATURE OF SABBATICAL

2. PROCESS FOR ACCOUNTABILITY/SUPERVISION

3. FORM OF EVALUATION

4. RELATIONSHIP OF THE SABBATICAL TO FUTURE EMPLOYMENT IN THE CHURCH

5. BUDGET

Income:

Personal	_____
(*) C.E.P. Accumulation	_____
Diocese	_____
C.E.P. Sabbatical Grant	_____
Other	_____
Total	_____

Expenditure:

Travel	_____
Accommodation	_____
Food	_____
Tuition, Fees	_____
Books, Supplies	_____
Medical Insurance	_____
Other	_____
Total	_____

(*) Information is available from the Diocesan office or the Pension Office on their toll-free No. 1-800-265-1070

Member's Signature

Date

PART II - TO THE ADMINISTRATOR - THE CONTINUING EDUCATION PLAN

I recommend and fully support _____ In the above course of study and request that consideration be given for a sabbatical grant.

Bishop/Director

Date

Upon completion return to: Attention: Continuing Education
Huron Church House
190 Queens Avenue
London, ON
N6A 6H7

McCONNELL CHARITABLE FUND

FOR

CLINICAL PASTORAL TRAINING

Grants for clinical pastoral training of Anglican clergy or theological students are given annually from this fund.

Requests for assistance are considered annually in April by a committee of at least three people presently consisting of the Diocesan Bishop, the Director, Human Resources, and the Director, Administrative Services.

Recipients will be expected to share their final assessment with the Bishop of the Diocese as well as give a commitment of further service in the Diocese.

Applications: Written applications will be received no later than March 31st annually by the Director, Human Resources of the Diocese of Huron at:

Huron Church House
190 Queens Ave
London, Ontario
N6A 6H7

Mailed to: Diocesan Clergy in the months of September and February annually.

**BISHOP LUXTON MEMORIAL SCHOLARSHIP
FUND FOR THEOLOGICAL STUDENTS**

Grants for theological study are given annually to applicants in the following three categories:

- 1) Students in training for the ministry of the Anglican Church of Canada and sponsored by the Bishop of Huron, with priority to those attending Huron College;
- 2) Post ordination training for deacons or priests licensed in the Diocese of Huron for credit courses at accredited schools, colleges or universities;
- 3) Recognizing the great interest of the late Bishop Luxton in the West Indies, a preference may be given to students coming to Huron College to study theology, sponsored by their Bishop from the Ecclesiastical Province of the West Indies.

The annual award to any individual will not exceed the amount of the academic fees, plus an allowance for books in special circumstances of need.

APPLICATION: Written applications will be received no later than March 31st annually by the Director, Human Resources, Diocese of Huron, 190 Queens Street, London, Ontario, CANADA, N6A 6H7

Please submit details re name, place and date of studies, along with costs for academic fees and books.

NOTE: This notice is mailed annually in November to the following:

1. Metropolitan of the West Indies
2. General Synod Desk for Caribbean
3. Diocesan Clergy
4. Members of the Committee

**BISHOP LUXTON MEMORIAL SCHOLARSHIP COMMITTEE
(Set by terms of scholarship)**

The Bishop of Huron (or designate)
The Principal of Huron College
Director, Administrative Services
Director, Human Resources
Chair of Committee on Assistance to Theological Students (CATS)

THE LEONARD FOUNDATION
FINANCIAL ASSISTANCE
PROGRAM CRITERIA

1. The Leonard Foundation scholarships are awarded to students enrolled or enrolling in a post secondary institution that is a member of the association of Colleges and Universities in Canada and is open to all without restriction save and except an academic standard.
2. Students must be enrolled in their first undergraduate program as a full-time student. A student is considered to be full-time if he/she has enrolled for a program's full year credit. Only students pursuing a B. Ed or M. Div are eligible for continuing support.
3. All applications will be considered but preference will be given to daughters or sons of ordained clergy, licensed elementary or secondary school teachers, Canadian military personnel, graduates of a Canadian Military College, members of the Engineering Institute of Canada and members of the Mining and Metallurgical Institute of Canada. Preference is also given to those who have previously received an award from The Leonard Foundation.
4. The value of the award is usually \$1,000.00 for those who do not need to set up a second residence to attend university and \$1,500.00 for those who do. These amounts may vary according to the final decisions of the General Committee. Approximately 140 awards are made annually.
5. Successful applicants are expected to obtain employment during free time to help defray the costs of their education. In addition, they must participate regularly in athletic, fitness or military activities. Personal qualities showing a potential for leadership are also a requirement.
6. Colonel Reuben Wells Leonard wanted this financial assistance to go to individuals who, without it, would not be able to obtain a degree. For that reason, a true financial need must be demonstrated. Those still living with their families and whose gross total annual income, including "in kind" benefits exceeds \$40,000.00, are not likely to be accepted. Those applicants who have permanently resided outside of the family home for an extended period will be required to supply detailed financial information. **It is recognized that some of this information is somewhat personal; however, to fulfill the requirements of the donor, it is required. If you do not wish to divulge this information, the General Committee will not be able to make a reasoned decision.**
7. To apply, print an Application Form from this site by downloading and INSTALLING the Adobe Reader, the icon for which is on the Home Page. Please use a paper clip or a staple to keep the four leaves together.
8. Your Form should not only be completed in its entirety but must also be clearly legible, especially name and address, otherwise, mail will not reach you...

9. On this Web site, you will find a list of Nominators. Your Application Form can be forwarded for consideration only through a Nominator. Select one nearest you and call for an appointment. This must be done before March 15. The earlier, the better.

IF YOU DO NOT FULFILL THIS CRITERIA, PLEASE DO NOT APPLY

If further information is required, you may contact the Honourary Secretary, E-mail info@leonardfnd.org or write 20 Eglinton Ave. W. 7th Floor, Toronto, Ontario M4R 2E2

February, 2003