



CENTRE FOR THEOLOGY & MINISTRY

Continuing Education Fund - Guidelines

The Centre for Theology & Ministry includes a range of funds within its budget and through bequests to assist ministry agents to be equipped for ministry, discipleship and leadership.

Purpose

Continuing Education Fund Grants are available to assist ordained and lay people in recognised placements of the Uniting Church Synod of Victoria and Tasmania seeking assistance for educational programs and/or training that is not towards a formal qualification.

Value

The Centre for Theology & Ministry does not pay the full cost of any course/workshop/event/project and expects that the applicant will make a contribution to the cost of his/her continuing education. The maximum grant is 80% of the cost of any program of study or \$800 for individuals or \$3,000 for Peer Learning Groups. Funding for programs less than \$200 would not normally be approved as personal development grants are to be used for these costs. When travel costs are included in the application the applicant needs to demonstrate that the primary purpose of the travel is for continuing education.

Oversight

Applications will be assessed by the Grants and Scholarships Committee which is accountable to the Board of the Centre for Theology & Ministry for the distribution of such grants.

Eligibility

- Applicants must be ordained or lay people in recognised placements of the Uniting Church Synod of Victoria and Tasmania;
- Preference will be given to applicants who have not previously received assistance and normally only one grant is given to a person in one year. No more than \$800 over three years will be granted to one person;
- Ordained people are encouraged to use this financial resource as a means of undertaking more substantial work during the two week study leave which is part of their terms of settlement;
- The applicant is required to receive comment and support from his/her Presbytery regarding the proposed continuing education.



The Centre for Theology & Ministry will be guided by the following additional considerations:

- the appropriateness of the proposed course/workshop/event/project to the applicant's ministry, goals and development;
- whether the applicant has received previous support for work in the area;
- the supportive testimony of congregation, presbytery or other appropriate referees or the absence of such support;
- the degree to which the applicant's placement is willing to assist financially.

Conditions

- Grants will normally be made to individuals or to a Peer Learning Group;
- In exceptional circumstances, a grant may be given to providers of courses/workshops/events/projects to assist in the establishment and delivery of a program.

Exclusions

Continuing Education grants will not normally be available for:

- Ministers in their last year of placement before retirement;
- people undertaking study for an accredited degree or diploma, as assistance can be obtained through scholarships offered by the theological college found [here](#);
- members of the teaching staff of colleges and universities;
- Synod, Assembly or other staff.¹
- a program as part of annual leave, however consideration will be given to a program during, or added onto, a person's long service leave, provided the general recreational purpose of such leave is not jeopardized.

Selection Criteria

Applications will be assessed on the following criterion (to be completed in the application form):

- How will this course/workshop/event add value to your ministry?
- How does this course/workshop/event fit into your learning plan and the Seeking a Heart of Wisdom guidelines?

Reporting Requirements

The reporting requirement of the grant is that at the conclusion of the study a report be made to Grants and Scholarships Committee giving:

- an assessment of the activity (as a guide to others who may consider type of activity in the future);
- identification of the extent to which the educational goals were reached;
- comments on the value of the course/workshop/event for the person's ministry and/or targeted community/congregation.

It is expected that the Report will be submitted within three months of the completion of the proposed course/workshop/event.

¹ The Centre for Theology & Ministry will not fund study or programs for Synod or Assembly staff when in its opinion their study should be funded out of the staff development budget of the Synod or Assembly agency. This policy would also apply to staff development in community service and similar agencies of presbyteries and other sponsoring bodies.

Application Process

Applicants need to complete the Application Form found [here](#).

- provide a short (500 word) description of the proposed course;
- address the Selection Criteria;
- disclose other funding sources (if any);
- disclose previous CTM financial support (if any);
- complete and have signed the Referee Support Statement.

Additional Required Documentation

In completing the attached Application Form the applicants may need to attach:

- the proposed timeline (if appropriate);
- the proposed budget;
- single page of information about the course (that is, publicity information, including website information);
- evidence of partnerships (if appropriate).

Enquiries

For any enquiries relating to this fund please contact: grants@ctm.uca.edu.au

or call the Centre for Theology & Ministry

(03) 9340 8800

Applications may be submitted electronically or completed by hand and mailed to:

Administration Manager – Executive Assistant

Centre for Theology & Ministry

29 College Crescent

Parkville VIC 3052