



CENTRE FOR THEOLOGY & MINISTRY

Lay Education Fund - Guidelines

The Centre for Theology & Ministry includes a range of funds within its budget and through bequests to assist ordained and/or lay people of the Uniting Church Synod of Victoria and Tasmania to be equipped for ministry, discipleship and leadership.

Purpose

Lay Education Fund grants are available specifically for lay people involved in programs of systematic, formal study related to ministry practice.

Value

The maximum value of the grant is normally limited to 80% of the cost of any program. The Centre for Theology & Ministry does not normally pay the full cost of any workshop or course and expects the applicant or his or her congregation/presbytery will make a contribution to the cost of their education.

Travel costs will not normally be included in the grant allocation. However, in recognition that travel may constitute an additional burden, the Grants and Scholarships Committee will exercise its discretion in including an amount for travel costs where the applicant can demonstrate assistance is needed and/or where an applicant can demonstrate that the primary purpose of the travel and the majority of the time spent at the destination will be for lay education.

Oversight

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

Eligibility

- Applicants are to be participants in the life of the Uniting Church in Australia;
- The Grants and Scholarships Committee reserves the right to consult with an applicant's presbytery or other body to seek further information as to the appropriateness of the proposed work for their ministry and discipleship;

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

- the appropriateness of the proposed workshop or course to the applicant's ministry, and discipleship 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 congregation is willing to assist financially.

Conditions

- Grants can be made to individuals or groups who are undertaking workshops or courses. In certain circumstances, a grant may be given to providers of programs to assist in the establishment and delivery of workshops or courses. Presbyteries and other bodies may be assisted to offer programs jointly with the Centre for Theology & Ministry;
- In the case of a congregation making application for group assistance, grants will not normally exceed the financial contribution of the congregation to that study or program. The Grants and Scholarships Committee will seek to distinguish between studies whose primary purpose is personal growth in discipleship and those that have a direct relation to the practice of ministry, with a degree of priority being given to the latter category;
- Lay people are encouraged to seek the support of their congregation and/or Presbytery as to the appropriateness of the workshop or course in encouraging and enhancing the applicant in ministry. Applications will be strengthened by documented support from the Presbytery or the congregation (or other body appropriate to the ministry of the applicant);
- Candidates for the specified ministry of Lay Preacher may also apply for financial support from the Synod Lay Preachers' Association; any such support is to be declared in the grant Application Form.

Exclusions

Lay Education grants will not normally be available for:

- travel costs;
- candidates for specified ministries of the UCA who are in receipt of other educational financial assistance from the church;
- members of the teaching staff of colleges and universities;
- Synod, Assembly or other staff.

Selection Criteria

Applications will be assessed on the following criterion (to be completed in the Application Form):

- How will this workshop or course add value to your ministry and discipleship?

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 workshop or course for the person's ministry and discipleship and/or targeted community/congregation.

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

Application Process

Applicants need to complete the Application Form found at <http://ctm.uca.edu.au/resources/funding-scholarships/>

- provide a short (500 word) description of the proposed workshop or 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 online or completed by hand and mailed to:

Administration Manager – Executive Assistant
Centre for Theology & Ministry
29 College Crescent
Parkville VIC 3052