

**Clergy Continuing Education Fund
Diocese of Massachusetts**

Purpose, Policies, and Procedures

Purpose of the Fund:

The Clergy Continuing Education Fund exists to provide grants to active canonically resident priests and deacons in good standing to assist them in meeting the costs of continuing education supportive of their skills for ministries with the congregations, diocesan-affiliated institutions, and mission work of the Diocese of Massachusetts.

Granting Policies:

Grants are awarded toward the costs of degree or certificate programs, coursework, trainings, workshops, conferences, institutes, and other recognized continuing education events. Grants may also be awarded in support of independent research and self-initiated/designed programs. In all cases, grant requests should clearly demonstrate the relevance of proposed continuing education activities to congregational/diocesan ministry and current Diocesan mission strategy goals.

Examples of recognized continuing education programs include, but are not limited to: interim ministry training, diversity/multicultural awareness training, leadership training, D.Min. or other ministry-related advanced degree or certificate-yielding programs, theological institutes, language courses (e.g., Spanish, English enhancement, Portuguese, Chinese, Creole), and courses and conferences supportive of clergy development for ministry.

Requests for funds related to the development of new global initiatives must have a bishop's approval.

No retroactive grants are made. A yearly per person limit for grant amounts is established for each calendar year, in consideration of available funds and anticipated need. While grants are need-based, requests should show contribution toward total costs from both the congregation, diocese, or institution, and the applicant.

Recipients of grants are expected to submit written evaluations of funded programs offering their reflections on the benefits of the program and its relevance to congregational/diocesan ministry and current diocesan mission strategy goals. Particularly in the case of independent research and self-initiated/designed programs, specific additional areas of evaluation may be requested.

Recipients of grants are expected to be prepared to share brief oral evaluations of their programs at periodic Clergy Days and Conferences, for the benefit of other clergy who may be considering similar programs.

Procedures:

Grant requests should be sent electronically (preferred) or by mail to the Bishop Suffragan's office, using the form below, at least sixty days prior to the proposed program. Approved requests are sent to diocesan support staff for processing; checks are then written and mailed to the applicant. Evaluations should be sent to the Bishop Suffragan's office within sixty days of the program's completion.

Diocese of Massachusetts
Clergy Continuing Education Fund
GRANT REQUEST FORM

Name:

Address:

Position/Place of Worship:

Home phone number:

Work phone number:

E-mail:

Amount Requested (limit is \$500):

Name and date(s) of program in which you plan to participate:

Description of your plans (please give a detailed description):

Expenses and Sources of Funding:

I expect the benefit of this program, and its relevance to congregational/diocesan ministry and current diocesan mission strategy goals, to be (please be specific with respect to both the program's expected benefit, and its relevance ministry and mission strategy goals):

I will submit a written evaluation of this program by: _____.

Signed: _____ Dated: _____

Please send applications and evaluations to:

**The Rt. Rev. Gayle E. Harris
c/o David Ames, dames@diomass.org, or:
Episcopal Diocese of Massachusetts
138 Tremont Street
Boston, MA 02111**