

CONTINUING EDUCATION REQUEST
(From ministry staff person and Personnel Committee for approval by council)

This congregation has called me to ministry in this place. In order to faithfully engage in this ministry, I desire to engage in continuing education and thereby submit the following request. This request takes into account both the ministry emphases of the congregation as well as my own growth needs.

Continuing Education Request

1. Subject or area of ministry addressed _____
2. Instructor or site of education _____

Purpose of Continuing Education

1. This request will enrich my ministry by: _____
2. This request will benefit the congregation by: _____

This course / program has been identified as _____ **Direct Benefit** _____ **Elective**

If identified as Direct Benefit: Is time off being requested? _____ No _____ Yes (provide details)

Details of time off requested: _____

Estimated Expenses of Continuing Education

Registration fee \$ _____

Estimated Additional Program Related-costs if identified as direct benefit: \$ _____

Explanation of additional costs: _____

Funds available subject to established policy \$ _____

COVENANT:

I, the undersigned, agree that this is a faithful effort at continuing education and pledge my best effort to grow through this participation.

Ministry Staff Name / Position	Signature	Date
Supported by Personnel Committee:	Signature	Date

Our church council accepts its responsibility to assist our ministry staff in using and developing gifts for ministry. Therefore having reviewed this request, we endorse it with our support.

Council Rep: _____ Date _____