

Diocese of Chelmsford Continuing Ministerial Development Grants Policy 2011

General

All licensed Clergy and Readers in the diocese of Chelmsford have access to a CMD grant. Diocesan Synod has approved these personal CMD grants amounting to approximately 1% of an incumbent's stipend each year. They are allocated for use over a three-year period. The current triennium's grant is £230 per annum, that is £690 which can be spent between January 2011 and December 2013. New ministers receive a pro-rata grant for the remainder of the triennium.

CMD grants are centrally budgeted and approved. The fundamental criteria for approving a grant is whether the event or course will help broaden and deepen the ministry of the individual, in the light of their agreed learning needs and the context of their current role and likely future deployment. Grants may be used to develop ministry skills, to deepen faith, and to nourish spirituality. There will often be an explicit connection between the use of CMD grants and the individual's Ministerial Development Review and/or Episcopal Review.

These criteria are consistent with national guidance concerning the taxation of ministers of religion: Where the church provides or pays for work-related training for the minister (including related incidental costs) this will not normally give rise to a taxable benefit. The training must be a course, project or activity which is designed to impart, instil, improve or reinforce any knowledge, skills or personal qualities which are likely to be useful to the minister or better qualify him or her in the performance of the duties of the post. This relief will cover most training courses in which ministers are likely to be involved, including sabbatical projects; but it will be helpful if it can be demonstrated that the particular course or project is being undertaken at the request of the church for the purpose of further equipping the minister to perform the duties of the post.¹

Evaluation reports are required after all external training events using a simple downloadable form. These act as valuable information for Advisers in considering future grants and provide an opportunity for the minister to reflect on their own learning. Further grants are unlikely to be approved if these reports are not returned.

Advisers will usually encourage applicants to spread the use of their grants in such a way that there is some money available in each year of the triennium. They will however agree to the use of a greater proportion of the grant than the annual figure where appropriate. Advisers will also seek to encourage each person to use their grant in a balanced and varied way, rather than always using it for similar types of event. In this way personal and professional development is maximised.

Accommodation at residential courses will usually be part of the fee for the course. Where accommodation is required for other reasons (such as the convenience of the applicant) this will normally be payable by the applicant themselves.

Grants are not available as of right to those who are not licensed. However, CMD Advisers can agree discretionary CMD grants for specific events to active, retired and PTO ministers where their ministry would be enhanced for the benefit of the parish or diocese. In such cases, applicants will normally have received encouragement to apply from their bishop, area/rural dean or incumbent. Licensed clergy in chaplaincy or other sector posts not funded by the Diocese may apply for personal CMD grants but are normally not entitled to Extended Study Leave or Advanced Study Grants.

¹ www.churcheslegislation.org.uk/files/publications/CLAS_TAXATION_OF_MINISTERS_OF_RELIGION.doc (para 37)

Applications

All applications must be in advance of the proposed event. Retrospective grants will not be considered.

For diocesan and regional events, such as CLP or the IME 4-7 and stages-of-ministry courses, application is made by email to the CMD Administrator who will handle the booking.

Applications for all external events should be sent by email direct to your Area CMD Adviser on the standard electronic form which is available at www.chelmsford.anglican.org/cme. Applications should be sent as early as possible and no later than one month before the event. The adviser will communicate their decision to both the applicant and the CMD Administrator, who will handle payment of any grant. In cases of uncertainty, the Adviser will consult with the Director for Mission and Ministry or the Bishop to reach a decision. Area Advisers are always keen to have the opportunity to discuss CMD needs and plans.

Parish responsibility

PCCs are asked to note that the CMD of their clergy and Readers is part of their responsibility as well as that of the Diocese. PCC obligations to support their ministers' development as set out in the Central Stipends Authority's booklet "*The Parochial Expenses of the Clergy - A guide to their reimbursement*"². This particularly includes responsibility for travel, books, retreats and annual conferences. Travelling expenses are a parish responsibility and are not funded from the CMD grant budget.

Specific Matters

Retreats

Personal CMD grants may not normally be used to cover the cost of retreats. However, in cases of special need or where a retreat will enable significant ministerial development, the Bishop and Area CMD Adviser may approve support for a retreat subject to a limit of one grant in any CMD grant triennium and costing no more than the current annual grant entitlement. PCCs should normally fund an annual retreat for the clergy of their parish. If the financial situation of the parish does not permit this, the Area Bishop or Archdeacon may be consulted.

Annual Celebrations and Conferences

Ministers often request grants towards the cost of what might be called a celebration (examples include Spring Harvest, New Wine, Greenbelt or Forward in Faith conventions) or the annual conference of such organisations. Such events are a worthwhile support and encouragement to many people's ministry, but they are not primarily training and education events and as such it is appropriate to encourage ministers to look beyond these events for the use of their CMD grant.

Thus, personal CMD grants may not normally be used to cover the cost of celebrations and annual conferences. However, in cases of particular need or where such events will enable significant ministerial development, the Area CME Adviser may approve support for such events subject to a limit of one grant in any CMD triennium and costing no more than 50% of the current annual grant entitlement.

No grants may be used towards events which are primarily concerned with the business or governance of an organisation or to contribute towards the cost of leading a parish group or pilgrimage.

² Copy available at

www.cofe.anglican.org/lifeevents/ministry/workofmindiv/dracs/parochialexpenses/parochialexpensesbooklet.pdf. The relevant paragraphs are: 15, 28, 40 and 43.

Books

The CMD grant may not be used for the purchase of books unless these are a required part of a course or event, in which case they will normally be provided direct. Whilst reading is clearly a useful part of CMD it is not the purpose of the Diocesan CMD grant to fund this. Parishes are encouraged to provide a book grant to all their authorised ministers.

Diocesan Events

From time to time the diocese organises events which are funded through the CMD grants budget. For such events information is made clearly available as to how much will be taken from your CMD grant allocation, which will normally happen automatically.

Other Grants

Extended Study Leave (formerly known as *Sabbaticals*)

Details of the policy and availability of grants are contained in separate guidelines. Personal CMD grants cannot normally be used to top up ESL grants.

Advanced Study Grants

Each year there are a limited number of grants available for those planning advanced academic study (usually at Masters or Doctoral level) where there will be demonstrable benefit to both the individual and their current or future ministry for the church. Applications must be made in advance of the course starting. Those contemplating advanced study should discuss and agree the implications with their Area CMD Adviser, Bishop and with their wardens and PCC prior to application. To do this, applicants are asked to prepare a statement of no more than one page that explains:

- a. why you wish to complete this course of study?
- b. why this is the right time to do it?
- c. how it will enhance your ministry as an individual?
- d. how will it benefit your current context and the wider church?
- e. how this course relates to your Episcopal or Ministerial Development Reviews?
- f. what impact will there be on you, your household and your parish during the course?

Following consultation and with the agreement of the PCC and Bishop, applications for an Advanced Study Grant are made in writing, using the standard electronic form, to the Area CMD Adviser by 1 April. Applications will be assessed by a panel of Ministry Advisory Group members and grants will be available from July and must be claimed before 1st December. Unclaimed grants will be lost.

The annual Advanced study grants are a maximum of two year's normal CMD grant and are limited to half the cost of the tuition fees in that academic year. Grants will normally be approved for the duration of an advanced course of study, subject to satisfactory evidence of progress being made (such as a Supervisor's Report or assessment results). These grants are normally only available to those holding incumbent-level parochial posts.

It is not normally permissible to use CMD grants to top up an Advanced Study Grant. Occasionally an exception may be granted where there is a very strong vocational aspect to the course of study that is of direct relevance to the minister's current role and which would mean that no other CMD event in the current triennium would be beneficial or practical.

Deanery Grants for Ministerial Development

There is a small sum available in the CMD budget for Deanery training and development events for their licensed ministers (this does not include quiet days or retreats). Deans should apply to their Area Adviser, who holds the budget for Deanery training events across their Area.

Other grant sources

Those within the West Ham Archdeaconry may be eligible for grants from the London Over the Border Council. Details are available from the secretary to the Archdeacon of West Ham. Sion College offers grants to clergy within the M25 who have been members of the College for at least 12 months, see www.sioncollege.org. The CMD team has access to some information about other grant sources, although these are not numerous.

Payments

It is diocesan policy that payments are made through BACS direct to the grantees bank account. Please ensure that the CMD Administrator has your bank details.

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CMD Grant Application Form

Please complete and email this form to your Area CMD Adviser **one month** before the event you wish to attend.

Name:

Address:

Phone Number:

Email Address:

Position (e.g. Reader at St Luke's, Coltree):

Please tick appropriate categories:

Reader Stipendiary Clergy Self-supporting Clergy Sector Minister Curate

Licensed in Diocese or PTO

Name of Training Event:

Key Focus of the Training:

Organised By:

Dates:

Cost:

Amount of CMD Grant Requested:

Please note that in most instances payments are made by BACS. If the CMD administrator does not have your bank details, please would you forward them along with this form. Thank you.

Please explain why you wish to attend this training event and how it will enhance your ministry. When possible, give details of how this training relates to your most recent Episcopal Review or Ministerial Development/Reader Review.

For office use only.

CMD Adviser: Amount Awarded: Feedback Form Received:

Notes:

CMD Feedback and Learning Review Form

Please complete and email this form to your Area CMD Adviser at most **one month** after the training course. Note that non return is likely to affect future CMD grant applications.

Name:

Phone Number:

Email Address:

Name of Training Event:

Key Focus of the Training:

Organised By:

What was good about this training?

What was less satisfactory?

How will this training improve and develop your ministry (if at all)? When possible, please relate your answer to your most recent Episcopal Review or Ministerial Development/Reader Review.

What will be the evidence that your ministry has been enhanced by this training?

Advanced Study Grant Application Form

Please complete and email this form to your Area CMD Adviser before 1 April of the year in which you propose to begin your study.

Name:

Address:

Phone Number:

Email Address:

Current role and time in post:

University or College:

Title of Course:

Proposed start date and expected duration:

Annual cost for tuition/supervision (exclude travel & books):

Other grants applied for or received:

Please note that in most instances payments are made by BACS. If the CMD administrator does not have your bank details, please would you forward them along with this form. Thank you.

Please attach to your email:

1. A brief description of the degree and the subjects covered (not just a web-link please).
2. A copy of the university's offer of a place and the fees payable.
3. A brief personal statement (no more than one page) that explains:
 - a. why you wish to complete this course of study?
 - b. why this is the right time to do it?
 - c. how it will enhance your ministry as an individual?
 - d. how will it benefit your current context and the wider church?
 - e. how this course relates to your Episcopal or Ministerial Development Reviews?
 - f. what impact will there be on you, your household and your parish during the course?
3. Confirmation that you have consulted with, and have the support of, your Area Bishop and PCC.

For office use only.

Approved: Amount Awarded: Duration:

Notes: