



**Approval and reimbursement of the costs of continuing
education for
Assembly Accredited Lay Preachers**



Who is eligible to claim this support?

All Lay Preachers in the United Reformed Church who have been Accredited by the General Assembly and who are designated as active.

What is provided?

Up to £200 per annum (assumed to be a calendar year with unspent money not transferable to a future year)

What can this money be used for?

The money is available for the costs and fees for learning events and resources which are relevant to the ministry exercised by the lay preacher, as authorized by the designated Synod Officer, and provided through any of the following:

- A. United Reformed Church Resource Centres for Learning
Northern College (including courses offered by Luther King House)
The Scottish College
Westminster College
- B. Up to 50% of the annual grant can be used for publications or resources, including subscriptions to REFORM and other journals.
- C. Learning events organized by a Synod which the relevant officers within the Synod designate as eligible for re-imburement through this scheme. This may include events specifically designed for preachers and worship leaders or events in which preaching and worship leading is a significant element.
- D. Relevant learning events organized by other agencies (e.g. other parts of the United Reformed Church, the College of Preachers, ecumenical bodies, etc).

What does it not cover?

It does not cover travel expenses. Lay Preachers are encouraged to obtain travel expenses from their Synod or local church resources.

How are applications made?

Applications are to be made on the designated form, well before the beginning of the course or learning event. Retrospective applications will not normally be authorized.

Application forms are obtainable through the Synod office and should be sent for authorisation to the designated Synod officer.

How are grants paid?

Grants authorised by the designated Synod officer are paid by the Synod by reimbursement to the Lay Preacher upon presentation of proof of payment relating to expenditure made. This may then be claimed back by the Synod from the Education & Learning Office (Church House).

**The United Reformed Church
Education and Learning Committee**

Application for approval and reimbursement of the costs of continuing education for Assembly Accredited Lay Preachers

This application should be submitted to your Synod's designated officer, normally in advance of the beginning of the course to which it relates or of the expenditure on resources being made. Please check with your Synod's designated officer if you are unsure of the criteria for funding. The maximum grant is £200 per year.

Name:
Address:
Tel. No:
Email address:
Synod
Date of Assembly Accreditation
Course/Programme/Resources for which financial assistance is requested:
Body responsible for the provision of the learning event
Start date and duration:
Nature of the event and/or details of the books and other resources

Costs

Course fee(s)	£
Accommodation	£
Books/resources	£
TOTAL	£
Grant assistance sought	

Signed	Date
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***** Please return this form to your Synod's designated office for authorization *****

AUTHORISATION

to be completed by the Synod's designated officer

I am satisfied that this request meets the criteria for funding, and I authorise a re-imburement of up to £	
Signed	Date

Payments made - to be completed by Synod designated officer	
For Course Fee	
Accommodation cost	
Book costs	
Other costs (give details)	
I confirm that the total amount of £ has been paid	
Synod Officer (please print)	Signature
Date	

Amount to be claimed by Synod from Education & Learning	
Amount	£

This application should be submitted to the Education & Learning Office, United Reformed Church, 86 Tavistock Place, London, WC1H 9Rt **accompanied by** the existing A1 form used to reclaim amounts of E&L funding