



### Continuing Formal Education Funding Policy

The Western Canadian District Office is committed to encouraging and assisting its official workers (domestic and international) to experience lifelong personal & professional health and development for effective ministry. Ongoing fruitfulness involves engagement of the body, mind, soul and spirit. The majority of the activities needed to engage as a life-long learner are within the reach of the worker, the organization in which they serve (i.e., church or CMA Global Ministries) pertaining to time and financial budget. The WCD's 'Continuing Formal Education Funding' guidelines are designed to assist churches and official workers who mutually agree upon a strategy for formal education/ development that is significantly beyond their sole ability to support.

#### **The Goal**

To financially assist WCD Churches/Global Ministries & workers who wish to significantly enhance their personal or professional effectiveness for leadership and ministry by participating in graduate-level studies at a university or seminary, or other formal developmental opportunities (i.e., Crest, Arrow Leadership, etc.). Undergraduate study programs will not be considered.

#### **Who Qualifies?**

This program is for official workers with a portable license that have at least five years of active service within the WCD and have demonstrated notable abilities in vocational ministry as affirmed by those to whom they are accountable (i.e., Senior Pastor, Church Board, Missions Director, Peers, and WCD staff). Both the official worker and their related organization (i.e., Church, Global Ministries field) must show a demonstrated commitment to financing the program as a condition of applying for assistance.



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## General Guidelines

1. The education/development plan must address a specific area of post-graduate education, leadership or personal development that is demonstrably tied to the ongoing effectiveness of the worker and their church or Global Ministries.
2. Applications will not be considered for projects that are within the reasonable financial capacity of the worker and their organization to accomplish. This program is meant to assist with longer-term plans requiring a significant commitment of time and finances and where there is demonstrated need for assistance.
3. While extended time away may be required of some formal programs, priority will be given to proposals that enable the worker to remain in their ministry role during the course of study.
4. Applicants are required to have had a personal/professional development plan in place for minimum of 1 year prior to applying, thus demonstrating a commitment to ongoing thoughtful intentionality towards their personal effectiveness in their local ministry setting. This also assists in developing an appropriate ongoing education/development plan.
5. District funds will be provided as a grant to the local church or Global Ministries to contribute to the costs associated with releasing their official worker for the approved program.
6. Approved district funds will be provided on a “matching basis,” not exceeding the combined investment of both local church and pastor. For international workers, district funds will be provided on a “matching basis,” not exceeding the combined investment of worker, Global Ministries, in addition to funds received as a special project pertaining to the education opportunity.



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7. Applicants with more than 5 years of service in WCD (or WCD-CMA international workers), but less than ten, may qualify for a grant not to exceed \$3,000 for each study year to a maximum of 3 years (maximum \$9,000).
8. Applicants with 10 or more years of service within the WCD (or WCD-CMA international worker) may qualify for a grant not to exceed \$6,000 for each study year to a maximum of 3 years (maximum \$18,000).
9. Subsidy funds are limited and are subject to the budget of the WCD. Funds will be disbursed, upon successful application, on a first-come first-served basis.
10. Disbursement of funds are contingent upon successful academic performance. It is the responsibility of the worker to send periodic evidence of successful program (i.e., semester) advancement to their respective supervisor to qualify for the subsequent funds. Local church / GM has the responsibility of invoicing the WCD for periodic release of District funds.
11. Where a Pastor or International Worker resigns or leaves their assignment prior to completion of the educational program (the maximum period of 3 years), the WCD funding ceases as it is primarily a partnership of matching funds with the worker's organization. In that case, the person is no longer an employee of the WCD church or Global Ministries and is therefore no longer eligible to receive such funds.



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## Application Process

### For Official Workers Active and Remaining in their Church or Missions Appointment

Please complete the following:

1. The worker, in conjunction with their leadership, agree in principle on engaging the WCD in a conversation towards application for assistance. Engagement should be made via the appropriate District Personnel.
2. Using the Continuing Formal Education Funding Application, Applicants must complete and submit, at least six months prior to the start of their program, a detailed plan indicating need for grant money. This includes details about the program, how it will contribute to Kingdom work, a proposed schedule, a financial plan through to completion of the education/development program.
3. The Applicant's SPN (Strategic Peer Network) is required to both support the application and provide accountability during and after acquiring the education/development program. In cases where the worker is not engaged in a formal SPN, peers who are familiar with and involved in the life of the worker in an ongoing way will suffice.
4. The Continuing Formal Education Funding Application must be co-signed by the worker, supervisor, the worker's Strategic Peer Network (SPN), and the appropriate District Personnel.



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## For Programs that require a Worker to Resign from their Church or Missions Appointment

Please complete the points above related to the application process and add the following points:

1. Applicants with more than five years of service in WCD, but less than ten, may be eligible for a grant not to exceed \$1,500 for each study year to a maximum of 3 years (maximum \$4,500).
2. If an applicant has ten or more years of service within the WCD they would be eligible for a grant not to exceed \$3,000 for each study year for a maximum of 3 years (maximum \$9,000).
3. A worker will continue to carry WCD credentials and must remain a credentialed worker with the District to be eligible for the grant.
4. The District will maintain contact through newsletters and other communiques to assure the worker of continued connection with the WCD.
5. At the point of application, the official worker must have demonstrated intention of returning to vocational service within the CMA in Canada.



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## **Application Guide**

### Application for the Official Worker:

The Applicant (Pastor or International Worker) completes and signs the Continuing Formal Education Funding Application.

The Applicant then has their supervisor sign their application.

Then completed and signed Application for Continuing Formal Education should be submitted to the Western Canadian District Office at [subsidy@transformcma.ca](mailto:subsidy@transformcma.ca).

When filling out the application, please refer to the current Continuing Formal Education Funding Policy for funding guidelines and eligibility (referred to in this document as “policy”).

If you have questions, please contact [subsidy@transformcma.ca](mailto:subsidy@transformcma.ca) for guidance.

### Application for the Peer Endorser:

The Applicant provides the Peer Endorsement Form and the Peer Endorsement Questionnaire to a Peer Endorser (that is, a peer who is a pastor you are in community with).

Once the Peer Endorser has completed and signed the Peer Endorsement Form and Peer Questionnaire, the Peer Endorser should send the form and questionnaire directly to the WCD at [subsidy@transformcma.ca](mailto:subsidy@transformcma.ca).

### Application for the Supervisor:

The Applicant provides Supervisor Endorsement Form and Supervisor Questionnaire to their Supervisor.

Once the Supervisor has completed and signed the Supervisor Endorsement Form and Supervisor Questionnaire, the Supervisor should send the form and questionnaire directly to the WCD at [subsidy@transformcma.ca](mailto:subsidy@transformcma.ca).



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## **Application for the Official Worker**

Applicant Name \_\_\_\_\_

Applicant Ministry Role: \_\_\_\_\_

Employment Status (FT/PT/Hrs): \_\_\_\_\_

Ministry Years with The Western District: \_\_\_\_\_

Start Date of Chosen Education Program: \_\_\_\_\_

Have you had a personal/professional development plan for the past year? Yes  No

*Please attach your personal/professional development plan to this application (as per policy – General Guidelines Section 4)*

Does your church have a Ministry Action Plan? Yes  No

*Please attach your church Ministry Action Plan to this application. (Not required if applicant is resigning from their church.)*



## Detailed Plan Description

*Please refer to policy – Application Process Section 2. Please add additional pages as needed.*

1. General Overview of Program
2. Timetable for Program/Plan
3. How will this strategy develop your personal and/or ministry effectiveness?
4. What personal or professional limitations or strengths does this plan address?
5. How do you see this impacting the effectiveness of your ministry in the Christian and Missionary Alliance?



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## Financial Considerations

Total Cost of the Program/Event: \$ \_\_\_\_\_

The Church's Budget Input (where applicable) will be: \$ \_\_\_\_\_

The Pastor's Financial Input will be: \$ \_\_\_\_\_

Other Funding Sources: \$ \_\_\_\_\_

**Total Amount of Grant Requested from the WCD:** \$ \_\_\_\_\_

*Applicant - please provide affirmation of your Supervisor and Peer's endorsement using the Endorsement and Questionnaire forms attached. Please have your Supervisor and Peer send these forms separately to the WCD at [subsidy@transformcma.ca](mailto:subsidy@transformcma.ca).*

This application is signed and endorsed by:

\_\_\_\_\_  
Applicant Signature Date of Signature

\_\_\_\_\_  
Applicant's Supervisor Signature Date of Signature

\_\_\_\_\_  
Applicant's Peer Network Representative Signature Date of Signature

\_\_\_\_\_  
Western Canadian District Manager Signature Date of Signature

Please note: *Once the WCD has received the fully completed and signed Continuing Formal Education Funding Application and received the Supervisor and Peer Endorsements and Questionnaires, it can take between 4-6 weeks to for internal office review and processing. You will be notified by the WCD when your application has been approved.*





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3. I can specifically see how this plan will help \_\_\_\_\_ (*name of Applicant*) become more effective because ...

4. Any additional comments ...

This has been endorsed and signed by:

\_\_\_\_\_  
Peer Endorser's Name

\_\_\_\_\_  
Peer Endorser's Signature

\_\_\_\_\_  
Date of Signature



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## Peer Questionnaire

To help ascertain this person's abilities in leadership and ministry, please answer the following questions. Feel free to add any other comments at the end that further illustrate this person's "notable qualities in church leadership and ministry".

Date Questionnaire was Filled In \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Peer Endorser's Name \_\_\_\_\_

Peer Endorser's Role \_\_\_\_\_

1. How has the applicant been sought out for counsel, advice, or coaching by their peers?

2. How does the applicant express their ministry calling outside of what is required by their job description both within the local church and beyond it?





## **Supervisor Endorsement**

*Please refer to policy – Application Process Section 3. Please add additional pages as needed.*

Date Endorsement was Filled In \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Role \_\_\_\_\_

Dear Supervisor,

Please provide your responses to the following questions and send this Endorsement form separately to the Western Canadian District Office at [subsidy@transformcma.ca](mailto:subsidy@transformcma.ca). Feel free to add any other information you think will strengthen the application. Please feel free to add any other information you feel will strengthen the application.

1. We believe \_\_\_\_\_ (*name of Applicant*) is committed to ongoing development because ...

2. They have demonstrated a posture of lifelong learning by ...



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3. We specifically see how this plan will help them become more effective because ...

4. Other comments ...

This has been endorsed and signed by:

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Supervisor's Name

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Supervisor's Signature

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Date of Signature



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## Supervisor Questionnaire

To help ascertain this person's abilities in leadership and ministry, please answer the following questions. Feel free to add any other comments at the end that further illustrate this person's "notable qualities in church leadership and ministry".

Date Questionnaire was Filled In \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Role \_\_\_\_\_

1. How has this person been sought out for counsel, advice, or coaching by their peers?

2. How do they express their ministry calling outside of what is required by their job description both within the local church and beyond it?

