

ELCIC Group Services Inc.

805-177 Lombard Ave. Winnipeg, MB R3B 0W5

T: 204-984-9181 F: 204-984-9179 Toll Free: 1-877-ELCICGS (352-4247) Email: gsi@elcic.ca Website: www.elcicgsi.ca

CONTINUING EDUCATION PLAN (CEP) EXPENSE REIMBURSEMENT REQUEST

Please note that as funds in your CEP account are designated as a tax free benefit, the event must qualify as an eligible expense under Canada Revenue Agency Guidelines, which stipulates that the event must be one of formal training such as a course, seminar or conference.

Applicant Information

Member name:	<i>Last</i>	<i>First</i>	Member number:	
E-mail address				
Employer (Congregation):				

Short Term Study Information

Event / Course title:						
Name of organization providing course:						
Date of Event / Course	<i>Day</i>	<i>Month</i>	<i>Year</i>	<i>Day</i> <i>Month</i> <i>Year</i>	Number of hours of study:	

On page 2 of this form, please indicate which of the following skills (as per the ELCIC Call Form) are being addressed by the education event you are enrolled in. Please as many as apply.

Costs

Registration fee:		<i>For reimbursement of fees or expenses all receipts must be attached.</i> <i>In the case of car travel please note the distance in kilometres driven. GSI will complete the calculation based on the current Canada Revenue rate.</i>
Travel expenses: (<i>airfare, taxi, tolls, parking etc</i>)		
Car travel _____ kms x CRA rate		
Accommodation and meals expenses:		
Total amount requested		
Cheque to be made payable to:		
<input type="checkbox"/> Member <input type="checkbox"/> Organization providing course – please include registration form with address of the organization.		

Authorization

Member's signature	_____	Date	_____
			<i>Day Month Year</i>
Employer's (Congregation) signature	_____	Date	_____
			<i>Day Month Year</i>
Title of signer	_____		
Bishop's signature	_____	Date	_____
			<i>Day Month Year</i>

For GSI Office Use Only

Short Term Study #5110		
Authorization _____	Cheque# _____	Issue Date: _____

Return completed form to ELCIC Group Services Inc.

We recognize and respect every individual's right to privacy. Refer to the GSI website for our complete Privacy Policy.

Revised 05/2013

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Please indicate which of the following skills (as per the ELCIC Call Form) are being addressed by the education event you are enrolled in. Please as many as apply.

Check Applicable Skills Being Acquired	Ministry Area	Description
Worship and Theology		
	Worship Leadership	Plan and conduct worship services
	Preaching	Proclaim law and gospel as it applies to the lives of people.
	Interpreter of Theology	Communicate a comprehensive understanding of the Bible and Christian theology from a Lutheran perspective.
	Musical and Artistic	Use of music and the arts to enhance worship.
Teaching		
	Children's Ministry	Teach and relate to preschool and elementary age children.
	Ministry to Youth and Young Adults	Teach, work and relate well with high school and college age persons.
	Teaching Adults	Teach and lead adults in faith development.
	Teaching Youth	Creatively relate to youth to teach the faith and inspire commitment.
	Small Groups	Plan, cultivate and support small group ministry.
Pastoral Care & Counselling		
	Visitation	Support and nurture persons by visiting with them in their homes and places of employment.
	Ministering in Crisis	Support persons in the midst of crisis.
	Inter-personal Climate	Exhibit and inspire a spirit of community.
	Counselling	Assist persons facing problems or decisions.
Mission & Leadership		
	Sharing Leadership	Work mutually with volunteers and colleagues in a staff situation.
	Recruit and Equip	Enlist, equip and motivate leaders to carry out the work of the congregation/organization.
	Participant in the Wider Church	Provide leadership to programs of the church in the synod and the ELCIC.
	Community Work	Represent the church and motivate persons to cooperate in community activities.
	Ecumenical Work	Stimulate cooperation in local inter-church programs.
	Social Ministry	Enable persons to become aware of community needs and participate in action and advocacy.
	Evangelism	Reach out with the Good News of Jesus the Christ.
Finance & Administration		
	Financial Management	Work with accounts, figures and budgets.
	Administration	Oversee the affairs of the organization and work of staff.
Strategic Planning		
	Planner	Map out objectives, plan overall organization strategy and design programs.
	Stewardship	Inspire and motivate persons in developing and using individual and group resources in the service of the church.
	Conflict Management	Analyze and utilize conflict situations to strengthen community life.
	Transformational / Redevelopment	Lead a declining congregation into hope and new life.
	Innovator	Envision and implement new approaches, activities and projects.
Time Management		
	Family Life / Self Care	Cultivate home and personal life.
	Study Habits	Follow a regular schedule of reading and studying.
	Spiritual Discipline	Maintain a disciplined life of prayer and personal devotion.