

## LEADERSHIP | Policy and Application Form: Leadership Formation Fund

Mennonite Church Eastern Canada (MCEC) supports persons in ministry as well as those considering ministry. MCEC seeks to encourage those considering ministry in the church as they obtain training through approved programs that will equip them for ministry. MCEC also seeks to support the renewal and refreshment of pastors by providing some financial support for sabbaticals.

### **Purpose of the Fund:**

1. To assist current pastors, aspiring leaders, and lay leaders in MCEC in obtaining theological education and training for congregational ministry and/or chaplaincy by reducing the personal cost of preparation for ministry and encouraging pastors and pastoral candidates to attend preferred schools.
2. To assist licensed and ordained pastors of full-status congregations in MCEC and their congregations to pursue opportunities for spiritual renewal and refreshment.

### **Individuals Eligible for Support Through the Leadership Formation Fund:**

- Students from MCEC congregations preparing for pastoral ministry (diploma, bachelor's, or master's level)
- Pastors or lay leaders already holding ministry positions in MCEC seeking further ministry training (at either the diploma, bachelor, master, or doctoral level)
- MCEC pastors seeking specialized training for ministry (e.g., interim ministry, spiritual direction, certificate in church conflict, clergy coaching)
- MCEC pastors without professional development funds seeking assistance for continuing education.
- Licensed and ordained pastors of full-member congregations in MCEC and their congregations for sabbatical assistance.

### **Fund Administration:**

- Decisions about funding are made by Leadership Council
- Disbursements and application collection are carried out by MCEC staff
- The policy will be reviewed annually

**Applications are due May 15** for the upcoming fiscal year beginning February 1 and will be reviewed by the Leadership Council at the meeting following this due date. Funds are disbursed among the applicants according to financial need and the total funds available.

The total funds available in a fiscal year (February 1 through January 31) will be \$15,000, unless otherwise determined by Executive Council. The maximum any recipient can receive in one application is \$1000/course or \$2000/sabbatical. **All grants are subject to the total number of applications and fund availability.**

### **Priorities:**

To ensure that the fund will help to prepare/enrich leaders for the Mennonite Church and be accessible to those who most need it, priority will be given to applicants in this order:

- Students who are pursuing theological/pastoral studies to prepare for or enhance their ministry
- Students in Mennonite/Anabaptist schools
- Students/pastors who have not previously received grants from this fund
- Students in other institutions and preparing for leadership in the Mennonite Church, depending on the availability of funds and approval of the program by the Leadership Minister
- Students who, because of language or other considerations, require specialized programs
- Ordained or licensed pastors who have not previously received a sabbatical
- Individuals who have not previously received a grant from this fund will generally be prioritized over those who have previously been funded.

### **Eligibility:**

#### **For Educational Grants**

- Applicants will be active in or have been members of a Mennonite Church Eastern Canada congregation for at least two years.
- Applicants must provide proof of successful course completion before applying for a subsequent course/semester grant.

#### **For Sabbaticals**

- Applicants must be ordained or licensed toward ordination for a minimum of six years of service in MCEC.

## Procedure

#### **For Education Grant:**

- Reference letter from the congregational pastor or, if already working as a pastor, from the congregational chairperson.
- Application form, indicating the tuition fee.

#### **For Sabbaticals:**

- It is expected that the application for funds will be preceded by a discernment process between the pastor and the congregation. The pastor is expected to talk with congregational leaders and consult with the Leadership Minister to determine the nature of the leave. Factors needing consideration include proposed plan for enrichment, balancing rest and time with family, spiritual renewal, and a focus for study that will enhance ministry in the congregation (e.g. equipping for particular need or stage in congregational life).
- The application will articulate the plan and include approval from a congregational leader.
- Congregations are encouraged to pay the full salary during sabbaticals; the Leadership Formation Fund is meant to be a contribution towards this effort.

**All applications will be submitted to the Office Administrator and the Leadership Minister by the application deadline.**

**Approval of grants will be made by the Leadership Council at their first meeting following the application deadline.**

**Funds for education grants are disbursed** upon receipt of a paid tuition receipt and final report of successful completion from your academic institution or professor. If delayed reimbursement presents a financial challenge, please talk to the Leadership Minister.

**Funds for sabbaticals are disbursed** to the congregation at the beginning of the sabbatical period.

**Additional Understandings:**

- Grant awards are always subject to the availability of funds.
- Disbursements from this fund are made with the understanding that recipients intend to minister in the Mennonite Church. When ministry in this context is not carried out, individuals may be asked to return the funds received.
- A T4A will be sent to recipients for the educational grant amount, as it must be claimed as income.
- Grebel/MCEC Pastoral Leadership Awards will continue to be granted in addition to the annual education and sabbatical grants for each fiscal year.

**Policy:** Leadership Formation Fund

*Policy Approval:* Leadership Council

*Policy Review & Revision:* Leadership Council

*Policy Administration:* Leadership Minister and Operations & Finance Director

**All MCEC Policies are filed on the MCEC Policies SharePoint site.**

## Application Form: Leadership Formation Fund

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Postal Code: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

S.I.N. Click or tap here to enter text.

Type of Grant:

Sabbatical: ☐

Education: ☐

Congregation: Click or tap here to enter text.

Number of years of service with MCEC: Click or tap here to enter text.

Have you previously received a grant for education and/or sabbatical?

If so, please list the date, the type of grant, and the amount

Click or tap here to enter text.

Statement of Financial Need: In a few sentences, explain your situation/need.

Click or tap here to enter text.

### Educational Plans

Name of School/Seminary: Click or tap here to enter text.

Program/Area of Study: Click or tap here to enter text.

Study Period Date: Start: Click or tap to enter a date. End: Click or tap to enter a date.

Full/Part Time: Click or tap here to enter text.

Number of Terms Previously Completed: Click or tap here to enter text.

Which area of ministry are you specifically preparing for or most interested in?

Click or tap here to enter text.

Tuition amount: Click or tap here to enter text.

Are you receiving other scholarships, grants, or bursaries?

If so, what is the total amount of these?

Click or tap here to enter text.

☐ A reference letter from my pastor/congregational chairperson is included with this application form.

## Sabbatical Plans

Sabbatical Start Date: Click or tap to enter a date.

Sabbatical End Date: Click or tap to enter a date.

Describe the main focus of the sabbatical leave (include plans for study, self-care, and spiritual renewal).

Click or tap here to enter text.

Summarize the congregational process leading to this request.

Click or tap here to enter text.

Describe how your sabbatical plans will be of benefit to your congregation.

Click or tap here to enter text.

How will you assist your congregation to plan for their growth and health during this sabbatical?

Click or tap here to enter text.

☐ A letter from my pastor/congregational chairperson indicating their approval of my sabbatical plan is included with this application form.

## Statement of Agreement

☐ I have read the Leadership Formation Fund Policy attached to this application and am in agreement with these understandings.

☐ I agree to provide a written 1- or 2-page report to MCEC's Leadership Council after the sabbatical.

\_Click or tap here to enter text.\_

Applicant Signature

\_Click or tap to enter a date.\_

Date

Return completed documents to Ellen Kim at [ekim@mcec.ca](mailto:ekim@mcec.ca) or #201-50 Kent Ave. Kitchener, ON N2G