

Continuing Education Plan (CEP) Advanced-Study Program

Report of Education Hours and Expense Reimbursement

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. Please refer to the CEP Policy for additional guidance.

Member Information

| | | | |
|--------------|--------------|-------------|----------------|
| Member name: | <i>First</i> | <i>Last</i> | Member number: |
| Employer: | | | |

Education Information

| | | | |
|--|-------------|--|--|
| Event / course title: | | | |
| Name of organization providing course: | | | |
| Date event / course completed | dd-mmm-yyyy | Number of hours of study: Please indicate the skill on the back of this form. | |

Expenses

| | | |
|---|--|---|
| Registration fee: | | <i>All receipts must be attached to support amount requested. If there are multiple receipts for one box it would be helpful to include a sub-list with the total on a separate sheet with the receipts.</i> |
| Travel expenses: <i>(airfare, taxi, tolls, parking etc)</i> | | |
| Car travel _____ kms x CRA rate (enter .59) | | |
| Accommodation and meals expenses: | | |
| Education materials or other (please specify): | | |
| Total amount requested Leave blank if only reporting hours | | |
| 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. | | |

Member Authorization

| | |
|--------------------------|------------|
| Member's signature _____ | Date _____ |
|--------------------------|------------|

For Office Use Only

| | |
|--|-----------------------------------|
| ELCIC National Office Authorization: _____ | GSI Authorization: _____ |
| CEP GL #5110 10% Member Contribution _____ | CEP GL #5120 90% Fund Grant _____ |
| Cheque# _____ | Issue Date: _____ |

Please return form to the CEP Financial Administrator:
 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) E: info@elcicgsi.ca www.elcicgsi.ca

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

Revised 05/2017

Continuing Education Plan (CEP) Advanced-Study Program

Report of Education Hours and Expense Reimbursement

Please indicate the one category that best describes the skill being developed by the education event.

| | Ministry Area | Description |
|---------------------------------------|---------------------------------|---|
| Mission and Leadership | | |
| | Sharing Leadership | Work mutually with volunteers and colleagues in a staff situation. |
| | Recruit and Equip | Enlist, equip and motivate leaders. |
| | Participant in the Wider Church | Provide leadership to programs of the church, synods and ELCIC. |
| | Community Work | Represent the church; motivate to cooperate in community activities. |
| | Ecumenical Work | Stimulate cooperation in local inter-church programs. |
| | Social Ministry | Awareness of community needs; participation in action and advocacy. |
| | Evangelism | Reach out with the Good News of Jesus the Christ. |
| Spiritual Care and Counselling | | |
| | Visitation | Support and nurture persons by visiting at home and work. |
| | 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. |
| Spiritual Direction | | |
| | Spiritual Direction | Session with Certified counsellor, mentor or director. |
| | Spiritual Discipline | Maintain a disciplined life of prayer and personal devotion. |
| Teaching | | |
| | Children's Ministry | Teach and relate to preschool and elementary age children. |
| | Ministry to Youth/Young Adults | Teach, work and relate well with persons under 30 years of age. |
| | Teaching Adults | Teach and lead adults in faith development. |
| | Small Groups | Plan, cultivate and support small group ministry. |
| 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 comprehension of Bible/Lutheran Christian theology. |
| | Musical and Artistic | Use of music and the arts to enhance worship. |
| Finance & Administration | | |
| | Financial Management | Work with accounts, figures and budgets. |
| | Administration | Oversee the affairs of the organization and work of staff. |
| Professional Skills | | |
| | Work Life Balance | Learning skills to achieve healthy lifestyle |
| | Time Management | |
| | Diaconal field specialization | |
| | Skills for Specialized Ministry | Professional development conferences/courses |
| Strategic Planning | | |
| | Planner | Map out objectives, plan organization strategy, design programs. |
| | Stewardship | Inspire/motivate to develop and use individual/group resources. |
| | 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. |

Please return form to the CEP Financial Administrator:

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) E: info@elcicgsi.ca www.elcicgsi.ca

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

Revised 05/2017