

Continuing Education Plan (CEP) Short Term 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>Last</i> | <i>First</i> | Member number: | |
| Employer: | | | | |

Education Information

| | | | | |
|----------------------------------------|------------|--------------|-------------|----------------------------------------------------------------------------------|
| Event / course title: | | | | |
| Name of organization providing course: | | | | |
| Date event / course completed | <i>Day</i> | <i>Month</i> | <i>Year</i> | 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.</i> <i>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> <i>Please note, as per the CEP policy, if the event is not a course, seminar or conference etc. (i.e. travel tour, individual exploration, independent learning).</i> <i>Please attach:</i> <ul style="list-style-type: none"> <i>a note from your employer recommending the requested event be undertaken, including expectations regarding the knowledge to be gained that in turn can be shared with congregation to enrich it;</i> <i>a daily log relating to the expectations.</i> |
| Travel expenses: <i>(airfare, taxi, tolls, parking etc)</i> | | |
| Car travel from _____ to _____ _____kms x CRA rate _____(enter .59) | | |
| Accommodation and meals expenses: | | |
| Education materials or other (please specify): | | |
| Total amount requested Enter nil 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. | | |

Authorization

| | |
|----------------------------------------------------------------------------------|-------------------------------------|
| Member's signature _____ | Date _____ <i>Day Month Year</i> |
| I hereby confirm that the above expenditure confers a benefit upon the employer. | |
| Employer's signature _____ | Date _____ <i>Day Month Year</i> |
| Title of signer _____ | |

For GSI Office Use Only

| |
|-----------------------------------------------------|
| Short Term Study #5110 |
| Authorization _____ 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 01/2019

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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. |

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