

# 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:		<p><i>All receipts must be attached to support amount requested.</i></p> <p><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></p> <p><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></p> <p><i>Please attach:</i></p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <i>a daily log relating to the expectations.</i></li> </ul>
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):		
<b>Total amount requested</b> 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: [payables@elcicgsi.ca](mailto:payables@elcicgsi.ca) [www.elcicgsi.ca](http://www.elcicgsi.ca)

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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
<b>Mission and Leadership</b>		
	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.
<b>Spiritual Care and Counselling</b>		
	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.
<b>Spiritual Direction</b>		
	Spiritual Direction	Session with Certified counsellor, mentor or director.
	Spiritual Discipline	Maintain a disciplined life of prayer and personal devotion.
<b>Teaching</b>		
	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.
<b>Worship and Theology</b>		
	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.
<b>Finance &amp; Administration</b>		
	Financial Management	Work with accounts, figures and budgets.
	Administration	Oversee the affairs of the organization and work of staff.
<b>Professional Skills</b>		
	Work Life Balance	Learning skills to achieve healthy lifestyle
	Time Management	
	Diaconal field specialization	
	Skills for Specialized Ministry	Professional development conferences/courses
<b>Strategic Planning</b>		
	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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