

# 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: info@elcicgsi.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. 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 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.

### Costs

Registration fee:		<p><i>For reimbursement of fees or expenses all receipts must be attached.</i></p> <p><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></p> <p><i>If the event is not formal classes, seminars or conference (i.e. travel tour, individual exploration, independent learning). Please attach a note from:</i></p> <ul style="list-style-type: none"> <li><i>The employer/congregation 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, together with a daily log relating to the expectations.</i></li> </ul>
Travel expenses: <i>(airfare, taxi, tolls, parking etc)</i>		
Car travel _____ kms x CRA rate		
Accommodation and meals expenses:		
Education materials or other (please specify):		
<b>Total amount requested</b>		
Cheque to be made payable to:      Member      Organization providing course – please include registration form with address of the organization.		

### Authorization

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

### For GSI Office Use Only

<b>Short Term Study #5110</b>
Authorization _____ Cheque# _____ Issue Date: _____

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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 select the category that most closely applies	Ministry Area	Description
<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>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>Pastoral Care &amp; 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>Mission &amp; 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>Finance &amp; Administration</b>		
	Financial Management	Work with accounts, figures and budgets.
	Administration	Oversee the affairs of the organization and work of staff.
<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.
<b>Professional Skills</b>		
	Work Life Balance	Learning skills to achieve healthy lifestyle
	Time Management	
<b>Spiritual Direction</b>		
	Spiritual Direction	Session with Certified counsellor, mentor or director.
	Spiritual Discipline	Maintain a disciplined life of prayer and personal devotion.