

**SOUTHERN CALIFORNIA CONFERENCE
Ministerial Office**

CONTINUING EDUCATION ALLOWANCE REQUEST

Submit Request to Ministerial Office for Pre-approval.

Submit Receipts to Ministerial Office for reimbursement *After attending class / seminar.

***See Policy #5 → → → → → →**

Fill in completely **Date** _____

Name _____

Address/City/Zip _____

Phone _____ **Email** _____

Event Title _____ **Event Location** _____

Event Dates _____ **Travel Dates** _____

_____ I am currently enrolled in a graduate study program.

* OFFICE USE ONLY *		
Class / Seminar Expense:	Tuition / Fees	\$ _____
	Books / CD / DVD	\$ _____
	Travel	\$ _____
	Lodging	\$ _____
	Per Diem	\$ _____
	TOTAL	\$ _____
Approved by: _____		
	<i>Conference Officer</i>	
	Amount approved:	\$ _____
	Account:	818200-10- _____
A/P—111114 GLAR—111116 HISP—111118 LA MET—111111 WEST—111113		

Continuing Education Allowance Policy

The Southern California Conference recognizes the value of keeping current with trends and ideas pertaining to pastoral ministry and the specifics of its varied assignments. In harmony with this recognition, the NAD Working Policy, and the Pacific Union Conference recommendation encouraging an average of twenty (20) clock hours of continuing education each year for all full-time/full salaried ministers, it was agreed:

1. In order to enhance the professional growth of the minister, up to \$200.00 per calendar year shall be made available for qualifying:
 - ~ Seminars, Online seminars
 - ~ Workshops
 - ~ Special Courses
 - ~ Classes
2. When funds are required for the particular seminar/workshop or class, reportable items may include:
 - ~ tuition, fees
 - ~ software
 - ~ books, videos, cassettes, CD's, DVD's
 - ~ per diem
 - ~ lodging and travel (airfare, mileage, etc.)
3. The Continuing Education Allowance shall not be used from a previous year or drawn on a future year. This allowance is to be used within the current calendar year or forfeited for that calendar year. With the intention of providing access to a broad spectrum of interests, a maximum of \$200.00 may be applied to one or more trips or courses of study.
 - A. The out-of-ordinary opportunities for spiritual and/or professional growth present themselves, requiring travel out of country, i.e., Bible Lands/Middle East tours, Reformation Lands tours, visiting mission opportunities, attending a General Conference Session, this exception to the Continuing Education "use-it-or-lose-it" Policy shall apply, including time allowed.
 - B. The pastor may use his/her Continuing Education allowance for the year in which the special opportunity occurs, and he/she may draw on the next year's allowance in advance IF previously approved by ADCOM; however, there will be no saving up, or reclaiming unused allowances from the previous years.
4. A maximum time of three (3) days may be allowed for the authorized seminar/workshop or class. Should additional days be necessary they would be considered as vacation time.

→→→ *5. Seminar/workshop or class attendance MUST BE PREAPPROVED BY ADCOM. Reimbursement will be made after the seminar/workshop or class is completed, and receipts for expenses are presented to the Ministerial Director's office. If the pastor needs financial assistance to attend a seminar/workshop or class, he/she should request a salary advance from the Treasury Office.

Exclusion: A pastor who is currently pursuing a program of **Graduate Study** in which the conference is participating financially is not eligible for the \$200.00 allowance.

Pre-approval: Applications and requests must be sent **prior to event** via email or mail to the attention of the office of Ministerial Director, Elder Velino Salazar: vsalazar@sccsda.org.