



Lay Training Fund

APPLICATION FORM

Name: _____

Address: _____

Phone _____ Email _____

Under 40 years of age YES/NO

(This information is collected for the purposes of reporting to St John's College on use of these funds)

Name of parish/ministry or mission unit _____

Name of intended course _____

Date/s of intended course _____

Brief description of course/conference/seminar to be taken or details of books etc to be purchased (Refer to Guidelines on reverse side):

How will this benefit your ministry?

Cost of above: \$ _____ Other funding applied for: \$ _____

Please provide a copy of the registration form or receipt for this event, as well as other documents that support this funding application.

From _____

ENDORSEMENT:

I certify that this course will benefit both the participant and our Parish/Mission or Ministry Unit in our respective ministries.

Signed _____ (Vicar /Enabler/Church Warden)

Date _____

The information is collected to enable the appropriate grant to be made. It will be available to persons associated with the approval of such grants.

Please advise bank account details for direct credit and if the payment is to you, your ministry unit or event organiser.

ADMINISTRATIVE USE ONLY

Ministry Educator _____

Amount of \$ _____

Date Paid _____

Account Code 457 – 00

Guidelines for Applications to the Lay Training Fund

1. Applicants should be **individual lay people**. For the purpose of this lay training fund “lay people” includes congregation members, non-stipendiary/licensed lay workers, and stipendiary lay workers.
2. The fund is intended for lay people who may not otherwise get support. Where applicable, people should also apply to other appropriate bodies.
3. Applications are invited for purposes such as purchasing books, attending conferences, courses and seminars which will equip the applicant in lay ministry and mission.
4. In the case of conferences and seminars the Fund will only apply when these events contain training in ministry which the applicant is currently, or will be exercising.
5. The fund is intended to play a contributory role across a wide spectrum. Consequently:
 - (a) Since ministry units stand to benefit from training received, a ministry unit contribution is desirable.
 - (b) Individual persons will usually receive only one grant each year, except in special circumstances when a second grant may be given.
 - (c) Grants paid will usually be for 75% of costs, up to a maximum of \$250 per applicant.
6. The application must be supported with proof of payment.