

# **THE UNITED REFORMED CHURCH**

## **Wessex Synod**

### **APPLICATION FOR APPROVAL AND REIMBURSEMENT OF THE COSTS OF CONTINUING EDUCATION FOR LAY PREACHERS AND LOCAL CHURCH LEADERS**

#### **1. Those eligible for support**

- Nationally Accredited and Locally Recognised Lay Preachers. Others who exercise a ministry of preaching are encouraged to undertake the training required for accreditation, and cannot receive support for further training until they have done so.
- Local Church Leaders who have been appointed or approved by the Synod, and have either undertaken the initial training required by the Synod, or demonstrated that training already completed satisfies the Synod's requirements.

#### **2. What can grants be used for?**

- The purpose of Synod grants is to enable lay preachers and local church leaders to develop their ministry through educational, spiritual and practical training. Grants can only be given for these purposes. Courses and training days arranged by the Synod, the URC nationally, ecumenical partners, and other organisations such as the College of Preachers are all eligible. If in doubt, consult your Synod Development and Support Officer.
- Travelling expenses may form part of the claim. The rate for mileage will be the same as for attending Synod meetings and committees.
- Grants may not be used for attendance at church assemblies, general church conferences, network meetings or meetings of organisations, unless there is a training element in which case 50% of costs may be provided.
- Lay Preachers, in the absence of book grants from other sources, may use part of their funding entitlement for the purchase of books to assist them in the conduct and preparation of services.

#### **3. Other Sources of Support**

Other sources of support may be available and you are encouraged to explore these options as well as making an application to the Wessex Synod. For example, your local church or a trust fund may be approached.

#### **4. How to apply**

- Applications should normally be made well before the beginning of the course. Retrospective claims will not necessarily be met.
- Applications should be made on the accompanying form and sent to your Synod Development and Support Officer at the Synod Office. You will be told, normally within 14 days, whether your grant application has been approved.

#### **5. How are grants paid?**

When grants have been authorised, they can be paid by the synod in two different ways. Either

- a. Directly upon presentation of invoices (for example, a bill from a training institution) *or*
- b. By reimbursement to you upon presentation of proof of payment relating to expenditure made.

In either case, an expenses claim form needs to be used. Inland Revenue rules mean that we cannot make payments to you in advance without creating a tax liability for you.

Sometimes you may not be able to get evidence, such as a receipt or invoice, for cash expenses, especially where the amounts are small. If this happens, make a brief note as soon as you can of the amount you spent, when you spent it and what it was for. The Revenue have agreed that receipts for expenditure will not be necessary for train travel of under £20 on any one journey or out of pocket expenses such as car parking or subsistence of under £10.

#### **6. Reports and Records**

Following your course, we ask you to return the report form to the Synod Office. This is to help us assess the value of courses, and make informed recommendations to others. If this form is not returned, you may not receive a grant in the following year. No report form is required in the case of book grants.

**THE UNITED REFORMED CHURCH**

**Wessex Synod**

**APPLICATION FOR APPROVAL AND REIMBURSEMENT OF THE  
COSTS OF CONTINUING EDUCATION FOR LAY PREACHERS AND  
LOCAL CHURCH LEADERS**

This application should be submitted to your Synod Development and Support Officer (Paul Holmes or Peter Hurter), normally in advance of the beginning of the course to which it relates. The maximum grant is £200 per year. Grants are only available for courses directly related to your ministry as a Lay Preacher or Local Church Leader. This form may also be used to seek approval for the purchase of books to be used in the conduct or preparation of services.

Name:

Address:

Tel. No.

e mail:

Area of service:

Lay Preacher

Local Church Leader in

-----

Pastorate

**COURSE / PROGRAMME** for which financial assistance is requested (give sufficient details to indicate the usefulness of the course as well as its date and length). Also attach any relevant literature about the course. If the claim is for books only, please indicate this.

Date of last claim for assistance:

Signed:

Date:

*Please fill in course costs overleaf*



## Lay Preacher Expenses Claim

You may claim expenses for your approved course by instalments or all at once, as you wish. Please read the notes at Section 5 of form LP1 Notes to ensure that you are correctly applying the rules and please enclose all necessary invoices. For personal expenses, i.e. car travel, the details on this form will be sufficient evidence.

Where appropriate, invoices can be paid directly by Synod or initially by yourself, and then reimbursed to you (not in advance); the choice is entirely yours.

If you have any queries or questions please contact the Synod Treasurer:

Kathy Swift 023 8067 4516 [accounts@urcwessex.org.uk](mailto:accounts@urcwessex.org.uk)  
 120, Alma Road, Southampton, SO14 6UW

-----  
 To Synod Treasurer:

From .....

Please pay the following expenses with respect to my approved Lay Preacher grant for which invoices, where necessary, are enclosed. [Please tick the appropriate box to indicate whether invoices are enclosed and to whom the payment is to be made.]

	Amount £	Invoice enclosed	Make payment:	
			To me	To organisation
Course fees				
Accommodation				
Travel: public transport				
Car travel . . . . . miles @ 25p				
Books etc				
Other costs				

Signed:

Date:

Is this the final claim to be made for your course?

Yes / No

**THE UNITED REFORMED CHURCH  
LAY PREACHER EDUCATION  
REPORT**

NAME: .....

ADDRESS .....

..... TEL. No: .....

I attended ..... Course on:.....

Where grades were given, my grades were:

From this course I learned:

I recommend / do not recommend this for other ministers because:

I received a grant of £ ..... From.....

Signed: .....

Date: .....

*Please Return to:*

*Your Synod Development and Support Officer (Paul Holmes or Peter Hurter) for records purposes.*