

**Continuing Education Plan (CEP)
Short Term Study Program
Report of Education Hours and Expense Reimbursement**

Member			
First name		Last name	
Employer:		Member number	

Education Information - Please complete back of form to indicate skills.			
Event/course title			
Name of Organization providing event/course			
Event/course completed date		Number of hours of study	

Expenses		
Registration fee:		<p>All receipts must be attached to support amount requested.</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). Please attach:</i></p> <ul style="list-style-type: none"> • 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; • a daily log relating to the expectations.
Travel expenses: <i>(airfare, taxi, tolls, parking etc.)</i>		
Car travel from _____ to _____ is _____kms x CRA rate _____(enter .61)		
Accommodation:		
Meals:		
Education material:		
Other – please specify		
Total Amount requested		
Cheque to be made payable to: <input type="checkbox"/> Member <input type="checkbox"/> Organization providing course		

Authorization			
Member signature		Date	
I confirm that the above expenditure confers a benefit upon the employer.			
Employer signature		Date	
Title of signer			

Please return this form with receipts to the CEP Financial Administrator:

ELCIC Group Service Inc.
805-177 Lombard Ave., Winnipeg MB R3B 0W5
or email to payables@elcicgsi.ca
or fax 204-984-9179

Questions? Call us at 204-984-9181 or toll-free 1-877-352-4247

Skills		
Please indicate the one category that best describes the skill being developed by the education event.		
	Ministry Area	Description
Mission and Leadership		
	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.
Spiritual Care and Counselling		
	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.
Spiritual Direction		
	Spiritual Direction	Session with Certified counsellor, mentor or director.
	Spiritual Discipline	Maintain a disciplined life of prayer and personal devotion.
Teaching		
	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.
Worship and Theology		
	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.
Finance & Administration		
	Financial Management	Work with accounts, figures and budgets.
	Administration	Oversee the affairs of the organization and work of staff.
Professional Skills		
	Work Life Balance	Learning skills to achieve healthy lifestyle
	Time Management	
	Diaconal field specialization	
	Skills for Specialized Ministry	Professional development conferences/courses
Strategic Planning		
	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.