

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

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

First name		Last name	
Employer		Member number	

Education Information

Event/course title			
Name of organization providing event/course			
Event date/ course completed date	dd-mmm-yyyy	Number of hours of study	
<i>Please complete page 2 of this form to indicate skills.</i>			

Expenses

Registration fee		<i>A confirmation of registration / attendance, an agenda or a statement of learning outcomes that relate to ELCIC employment may be requested to confirm CRA compliance.</i> <i>All receipts must be attached to support amount requested. 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> <i>If this request relates to a travel tour, individual exploration or independent learning, please review the CEP policy for additional information required to process the claim.</i>
Transportation expenses <i>(airfare, taxi, tolls, parking, etc)</i>		
Car travel from _____ to _____ is _____ kms x CRA rate (\$0.72)		
Accommodation		
Meals		
Education materials		
Other - please specify		
Total amount requested <i>Leave blank if only reporting hours</i>		
Cheque to be made payable to: <input type="checkbox"/> Member <input type="checkbox"/> Organization providing course <i>(please provide registration form with address of organization)</i>		

Authorization

Member signature		Date	
<i>I confirm that the above expenditure confers a benefit upon the employer.</i>			
Employer signature		Date	
Title of signer			

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

ELCIC Group Services Inc.

by mail to A1 - 844 McLeod Ave | Winnipeg MB R2G 2T7

or by email payables@elcicgsi.ca or by fax (204) 984-9179

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

We recognize and respect every individual's right to privacy. Refer to the GSI website for our complete Privacy Policy.

Please indicate the one category that best describes the skill being developed by the education event.

	Ministry Area	Description
Ministry and Leadership		
	Sharing Leadership	Work mutually with volunteers and colleagues in a staff situation
	Recruit and Equip	Enlist, equip and motivate leaders
	Participate 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; participate 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