

# OMS HOLINESS CHURCH OF NORTH AMERICA

CHRISTIAN EDUCATION AND PUBLICATION COMMITTEE

REQUEST FOR :  
REPORT OF:

TUITION REIMBURSEMENT  
 CONTINUED EDUCATION

SABBATICAL LEAVE  
 STUDY LEAVE

Complete for all requests and reports:

Name \_\_\_\_\_ Church \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Church on Aid \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If yes, receive 3 to 1 reimbursement)

**TUITION REIMBURSEMENT** - Also complete "Church Board Approval" Section

\_\_\_\_\_ Name of course, seminar, conference, etc.

Date(s)	Location	Cost
Qualification: Courses must relate to overall career development in ministry. (Enclose supporting description of course, seminar, conference, etc.)		
Coverage: 1) Tuition Reimbursement is available for all Conference workers and their spouses. 1) The Conference will match one dollar for each dollar from non-Conference sources (local church, personal funds, scholarship funds, etc.). 2) Churches receiving "aid" may apply for a match up to three dollars (from Conference) for each dollar (from local church). 3) No pastor shall receive more than \$150.00 of the available Conference Fund (\$3,000.00) in any given year. No church (English and Japanese-speaking departments together) shall receive more than one-fifth (\$600) of the available funds.		

**SABBATICAL LEAVE** - Dates: \_\_\_\_\_ Also complete "Church Board Approval" Section

Requires local church and Conference approval. Qualifies after completion of seven years of service with the Holiness conference of North America. The leave will be a maximum of three months with full compensation.

The pastor must submit written and oral evidence that the leave will achieve professional development, ministry enhancement and church advancement. The pastor must have prior consent of the local church and may receive financial assistance from the local church or Conference. The sabbatical may include 1) Theological education/study 2) Travel - Missions fact finding/historical and cultural development 3) Research and 4) Writing - Authorship.

The request will be reviewed by the Conference Education and Publication Committee, subject to approval of the Executive Council. Upon completion of the leave, the pastor is given two months to submit a written report or other tangible evidence as is feasible to substantiate accomplishment of the leave's purpose. This report shall be shared with the local church and Conference. The Holiness Conference is responsible to assign and fund the pulpit replacement of the sabbatical candidate. The local church will continue to provide full compensation for the minister on leave.

**CONTINUED EDUCATION** - Every two years, please inform the Conference E&P Comm. the continuing education hours/credits completed. Conference Workers are required to attend at least one seminar of continued education each year. (Gen. Conf. 1984) Please attach list.

**STUDY LEAVE** - May also request TUITION REIMBURSEMENT (Requires only the local church approval. Please report to the Conference Education and Publication Committee for recordkeeping purposes only.)

Dates of Leave \_\_\_\_\_ Purpose of Leave \_\_\_\_\_

A 2-week paid study leave is provided for full-time conference pastors which will enhance professional qualifications and abilities of the ministers which will be of mutual benefit to the church and the pastor. The leave is a period of time for learning and education that may incorporate one or more of the following goals: 1) acquiring knowledge in related fields 2) growth in theological understanding 3) enhancement of skills in the practice of ministry 4) spiritual and personal growth. With the approval of the church, the leave may be accumulated for two years if unused. All accumulated leave will be forfeited upon termination of service and there shall not be cash payments in lieu of the study leave.

Scheduled conferences and seminars which provide training education or other studies which falls within the definition provided above will be accepted. Independent study which will accomplish the objective of the leave program will also be acceptable (Requires a written proposal and approval by local board or congregation.)

The minister shall take the initiative and must consult with the church regarding study leave plans. The church may respond with suggestions, criticisms or other ideas. A written or verbal report of the pastor's reflections and learning (during study leave) shall be shared with the church. The leave thus becomes a part of the ministry of the church. Scholarship Education Fund is also available if the minister's study qualifies for the fund.

**CHURCH BOARD APPROVAL** (3 to 1 ratio if church is on Conference aid)

BOARD CHAIRPERSON'S SIGNATURE _____	BOARD APPROVAL DATE _____	LOCAL CHURCH COST _____	CONFERENCE COST _____
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**FOR E & P COMMITTEE USE**

DATE REQUEST RECEIVED _____	DATE REQUEST DENIED _____
DATE REQUEST APPROVED _____	REASON DISAPPROVED _____
AMOUNT PAID BY CONFERENCE _____	_____
E&P COMMITTEE CHAIRPERSON'S SIGNATURE _____ DATE _____	DATE SEND TO CONFERENCE TREASURER _____