

Continuing Ministerial Development Discretionary Grant Application Information

From the ordinal

“Will you be diligent in prayer, in reading Holy Scripture, and in all studies that will deepen your faith and fit you to uphold the truth of the Gospel against error?”

Introduction

The Diocese of Derby encourages all its licensed clergy to continue learning throughout their ministry, and this grant is available to help you do just that. We hope that, as ministers grow and develop in their ministry and discipleship, they will identify the training and development opportunities they need. All grants are discretionary, but please do apply and we will always seek to support you in this way if we can.

Who can apply for a CMD Grant?

The Diocesan CMD Grant is intended to support those who are currently in post in a parish/chaplaincy/pioneer context/cathedral, whether Self-Supporting or Stipendiary Clergy.

How much can I claim?

The maximum amount is £300 per year. The year runs from January to December. Please apply before the end of November so that the Finance Department has time for end-of-year preparation. There is no roll-over – so if you don’t use all/any of your grant in any one year, you can’t add this to the following year.

What sort of things are covered?

The CMD Grant will only be considered for training purposes. That said, almost everything! From day courses to training conferences, to further theological study. As you know, there are many other opportunities available through universities, colleges, church, and secular organisations. These are all covered.

Can I still apply for an additional £250 if I’m doing academic study?

Yes, please do apply for the additional £250 if you are doing academic study such as a Master’s, a Professional Doctorate or a PhD. Please fill out the separate Academic Study Form to apply for that.

What is not covered?

- Annual Events like New Wine or Greenbelt
- Books are not funded by the CMD allowance
- Travel expenses are not covered by the CMD budget and should be claimed with normal parish expenses
- Retreats. These are funded separately. There is a separate Retreat Grant Form you can apply for in addition to the CMD Grant that is being offered.
- Sabbaticals and Study Leaves are funded separately. (Please see guidelines and application forms available from the diocesan website).

How do I claim?

Please complete the application form available from the diocesan website and send it to ministrydevelopment@derby.anglican.org. Invoices and/or receipts must be included before funds will be transferred.

Can my application be retrospective?

Yes, but please note that the CMD Grant Budget is a limited pot, and these grants are subject to funds being available. Receipts or invoices are needed for the Finance Department to reimburse you your money

When do I apply?

Please apply within the calendar year in which the training event takes place. It is not possible to carry money over from year to year. Unfortunately, we cannot reimburse expenses from the previous year, nor can we process requests for the following calendar year. Therefore, please hold onto your application until January of the subsequent year.

Is there a deadline?

Applications should be placed with the Ordained Ministries Development Officer by **30th November** for that calendar year, assuming there may still be funds to disburse; to allow the budget to be properly managed as year-end approaches (The Diocesan Board of Finance works to a calendar year).

It is not possible to carry money over from year to year.

Timeline once you apply

- We look at the forms and authorise shortly after you apply
- We then apply to Finance for payment, this usually takes around 3 weeks to process
- If for any reason your claim isn't successful, we will be in touch straight away

Rationale

The Church of England recognises the centrality of lifelong learning, support and development in the lives and ministry of its clergy. In The Diocese of Derby, we are clear that clergy should feel both affirmed in their ministry and accountable to their Bishop and colleagues for their development.

Under the Ecclesiastical Offices (Terms of Service) Regulations, all those holding office under Common Tenure are under a duty to participate in Continuing Ministerial Development and Ministerial Development Review.

Additionally, all Stipendiary Clergy (and Self-Supporting Clergy, where possible) are expected to attend designated **Bishop's Study Days** and **Diocesan Conferences**. Such conferences and study days are designed to offer opportunities to address issues of topical importance in clergy ministry.

Individual Lifelong Learning & Professional Development

It is our hope that, as ministers grow and develop in their ministry and discipleship, they will identify the training and development opportunities they need. All clergy are actively encouraged to undertake an annual programme to update their theological and associated studies as well as practical skills. The grants we offer are intended to enable clergy to make the most of these opportunities.

Personal Details and GDPR?

You can find details as to how we use and retain your details on our Diocesan Website.

Questions?

Please feel free to contact the Rev'd Susie Curtis. She will attempt to answer any questions you may have.

Complaints?

If there is a complaint about how the grants were approved and/or distributed, please contact Claire Lees, Director of People & Ministry Development for the Diocese of Derby.

Please note this document replaces the previous Diocesan CMD Grant Policy.