

+Hawaii Conference of Seventh-day Adventists

Ministerial Department

PASTORAL CONTINUING EDUCATION

Funding Request Form

Each pastor may receive up to \$500 per year for continuing education when 20 hours of Continuing Education are completed. The benefit may be rolled over for one year so that a maximum total of \$1000 may be accumulated. Ten CE units are granted for attendance at all the January Worker's Meetings. They may ask for \$250 after the Worker's Meetings. To receive the additional \$250 the pastor must complete an additional ten units of CE. This money may be spent anything related to continuing education. This may include the following: tuition, books, Biblical-related software, seminars, (travel to seminars or classes related to ministry is reimbursable.) FIRST get approval from the Ministerial Director for the CE plan, then fill out this form, including receipts, and submit them to the Ministerial Director for approval. After approval, the request will go to treasury for funding.

Description of Item for Reimbursement. <i>Be Specific!</i>		COST
Item #1:		
Item #2:		
Item #3:		
Other Information:		
Name:	Date:	Total YTD:

<i>Approval (Department use only):</i>	
Ministerial Director Signature:	
Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>	
Date:	Reimbursement Amount: