

Professional Development Committee

Shenandoah Presbytery (2014)

Chair: Dick Travis

Application Below

Introduction

One of the duties assigned to the Professional Development Committee of Shenandoah Presbytery is to provide some financial assistance to professional members of the presbytery who wish to engage in professional development activities. The committee is also charged with administering the West Virginia Fund. If you are a Minister of Word and Sacrament, residing in West Virginia, please refer to the guidelines and application for this fund.

The resources available are limited. The committee wishes to insure that all professional staff in the presbytery has equal access to the resources available. Therefore, application procedures designed to provide due consideration to all who desire assistance have been established. The committee wishes to be good stewards of the limited resources available and has established criteria which will be followed in the review of individual requests. The criteria which will be used to prioritize individual requests and the application procedures which should be followed by those who wish to apply for assistance are below.

Please note that the application must be received by Friday, April 15, 2014 in order to be considered. Applications can be mailed to: Dick Travis, 2700 Sunshine Court, Harrisonburg, VA 22802, or emailed to: travishr@jmu.edu .

Selection Criteria

First Priority

Applications which bear a clear relationship to specific needs of a congregation, a Mission Community, or Presbytery and which have the endorsement of that group.

Second Priority

Applications which relate in a clear fashion to Christian spiritual development and/or to the acquisition of skills and knowledge which bear a direct relationship to areas usually associated with professional functions. Individual programs of study initiated by the applicant would generally be considered under this priority.

Third Priority

Applications which are primarily of an enrichment nature and do not relate to a specific individual or organizational need.

Application Procedure

- Applications must be received by Friday, April 15, 2014.
- Applications will be reviewed by the Professional Development Committee.
- Applicants will be notified of the status of their request by May 12, 2014.
- Individuals who engage in professional development activities before April 15 and desire consideration for financial aid may submit applications for retroactive consideration.

Application for Financial Aid
Professional Development Committee
Shenandoah Presbytery

Name _____ Date _____

Current Position _____

Address _____

Telephone _____ Email _____

1. Provide a brief description of the planned professional development activity. (Be sure to include Title of Activity, Location, Sponsor, Brief Agenda and Date)

2. What is your major reason for applying for financial aid?

3. What specific objectives will the applicant seek to achieve through participation in the activity?

4. After reading the priorities listed by the Professional Development Committee, under which priority do you believe that your application falls?

 Priority One__ (If this is checked a letter from a session, a mission community, or presbytery must accompany the application)

 Priority Two__

 Priority Three__

5. Total Cost of Activity

Tuition or Registration _____

Room and Meals _____

Travel _____

Materials _____

Other (Specify) _____

Total _____

6. Amount requested from the Professional Development Committee _____

7. Support from Other Sources (Identify)

Signature _____ Date _____

Professional Development Committee Use:

Date Application Received _____

Date First Considered by Committee _____

Action Taken Date Approved _____

Priority Assigned _____

Amount Awarded _____ Date _____

Date Rejected _____

Reason for Rejection _____

Date Letter Sent to Applicant Concerning Committee Action _____