

**ADVANCED AND SPECIAL STUDY PROGRAM REQUEST FORM
FOR PRIESTS, DEACONS, AND PARISH DIRECTORS**

8 to 15 months before the Program begins:

1. Contact the Coordinator of Continuing Formation of Clergy to discuss possibilities or to request funding assistance.
2. Discuss your request with the Pastoral & Finance Council or other appropriate Board and inform the Coordinator of their input. It is presumed that you will attend a program during your assignment and return to that assignment after the program is completed.
3. Submit a Plan that includes:
 - a. Desired timeline for the program
 - b. Goals and reasons for taking the program
 - c. Details of the program
 - d. Proposal on funding the program, if needed, including how much of your individual continuing formation funds and professional expenses you expect to use. You may set aside funds already in your individual account and may request up to two years of advanced funds. You should seek outside funding, e.g. a Lilly grant, since total funding from the Continuing Formation Office is not likely and for priest and parish directors only tuition for successfully completed courses is covered. Deacons may also request funding up to \$4,000 for travel, room and board, and other related expenses (as in a sabbatical for priests and parish directors). For priest and parish directors it is your responsibility to secure and provide for help-outs that are needed while attending a program.
 - e. If released time for your present assignment is requested include details.

When your plan is submitted it will be reviewed by the CFC Advisory Board and the presented to the Vicar for Clergy and / or Director of Deacon Services. If approved you will be notified in writing.

After Approval has been received:

1. Apply to the approved program and send copies of the application, acceptance, and any other correspondence between yourself and the program to the CFC Office to be maintained in your CFC file.
2. Payments for approved programs are by the individual and then submitted for reimbursement or requests for direct payment to the program may be made to the CFC Coordinator.

Within 3 months of completion of the program a written evaluation of the program and learning goals achieved must be submitted to the CFC Director for final payment of any approved funds.