

Pastors Professional Development Fund Request

Purpose

1. Overseas/domestic travel is encouraged for Conference pastors to enrich their ministry.
2. Seminars or Classes that aid in the professional growth of our pastors.
3. Technology purchases that will aid pastors in their ministry.

Approved Travel – Approved travel under this policy is defined as any trip which, in the judgment of the Conference Administrative Committee (ADCOM), will tend to enrich the ministry of the pastor making the request for travel allowance under this policy.

Approved Seminars/Classes – Approved seminars/classes include those which will enrich the pastor making the request.

Approved Technology – Approved technology includes any technology, in the judgement of ADCOM, that will tend to enrich the pastor's ministry.

Policy Provisions

1. The Gulf States Conference will appropriate funds when available for this policy by lacing in an allocated function annually an amount that from experience will cover the needs. These funds do not accrue to the credit of the individual worker, but they represent a reserve fund from which approved travel or seminar fees may be paid. Access to draw from these funds is contingent on budgetary and cash flow considerations.
2. Each pastor, for the years of service, is to draw from this fund as a reimbursement of expense annually for continuous service within the Gulf States Conference.
3. It is the responsibility of the pastor to take advantage of the enrichment program during his employment within the Gulf States Conference. In the event the pastor accepts work outside of the Gulf States Conference, he is no longer eligible to draw from this fund.
4. Pastors are eligible for enrichment funds in the calendar year in which they begin employment. If a pastor terminates employment before the end of the calendar year for which he received enrichment funds, these advanced funds will be deducted from his final payroll check.
5. The maximum allowance available under this policy will be the accumulation of 5 years' allowance. After a pastor takes advantage of this policy, he will once again become eligible to draw from the fund as a result of continuous service.
6. Time spent in connection with overseas travel under this policy will be vacation time.
7. The appropriation to the pastor is based on application approval and receipts submitted to the Ministerial Department.

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Steps:

1. Forms must be filled out in advance of your purchasing anything.
2. Forms must be sent to the ministerial department to be approved. (kabbott@gscsda.org)
3. Once approved you will receive an email letting you know your request has been approved (or not), with the amount you have in your account to use. You can always email to ask how much you have accumulated.
4. You then may go on with traveling, classes, or purchasing items you have been approved for and send in the receipts to ministerial (kabbott@gscsda.org) **not payroll or HR!**

Please Tell us what you are applying for and the reason why. Provide as much details as possible.

Name: _____

Travel: _____

Beginning date: _____ Ending date: _____

Education: _____

Technology: _____

Ministerial Department Only:		
APPROVED	DENIED	MODIFIED
Ministerial Director Signature		Date
Amount to be taken:		\$