

# **Professional Development Committee Shenandoah Presbytery**

**Chair: The Rev. Maren Sonstegard-Spray**  
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 have 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, March 30, 2012 in order to be considered. Applications can be mailed to: Maren Sonstegard-Spray, 116 S. Loudoun Street, Winchester, VA 22601, or emailed to: Maren@firstchurch-winchester.org**

## **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, March 30, 2012.
- Applications will be reviewed by the Professional Development Committee.
- Applicants will be notified of the status of their request by April 30, 2012.
- Individuals who engage in professional development activities before April 30 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 \_\_\_\_\_

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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 \_\_\_\_\_