

The Women's Continuing Ministerial Education Trust

Notes for Guidance

The object of the Women's Continuing Ministerial Education Trust WCMET is to further the **continuing ministerial education** of women in the Church of England and the Scottish Episcopal Church by means of grants to assist their work and professional ministry.

Who Can Apply?

Any woman, ordained or not, who is Licensed into a Nationally Recognised Ministry in the Church of England or the Scottish Episcopal Church (with the exception of Readers/LLMs).* Religious Sisters and retired clergy who are involved in active ministry may also apply. The WCMET will not normally fund courses in IME Phase 2 which are effectively completing or topping up work undertaken in initial training, but other proposals for new work can be considered for funding.

**Accredited Lay Worker has been a term used in the Church of England to refer to people who have gone through a national selection process, followed by admission and licensing (under Canon E7) as a lay worker or evangelist (Church Army). These are the objects of the Trust, i.e. not Readers or LLMs. Accredited Lay Worker is no longer a category used in the Church of England's national selection processes, but several accredited lay workers remain involved in ministry in some dioceses and are most welcome to apply.*

What areas do grants cover?

The Trust cannot fund all applications it receives which regularly exceed its funding capacity. It therefore focuses its attention on supporting applications for courses/projects that clearly relate to assisting the minister in their work and professional development. Grants will not *normally* be made towards retreats and sabbaticals. Wherever possible, funding towards the cost of any fees incurred will be awarded. Travel costs or accommodation are not normally part of the Trust's remit but information on these costs should be shown on the budget part of the form as it enables assessment of need against other contributions, as should childcare.

How do I apply?

In order to enable equity in decision making applications for funding will only be considered on a current application form. Applications submitted on old or incomplete forms will be returned to applicants with a request for a resubmission. The application form is available as a WORD document and can be downloaded at: <http://www.ministrydevelopment.org.uk/wcmet>

What do I need to know about filling in the form?

When completing the application form particular attention must be given by applicants to answering fully the questions concerning the diocesan contribution, other contributions, and the applicant's own contribution, as this information is crucial in determining the amount to be granted. Details of courses, budgets or outline of study leave, including appropriate brochures, should also be attached. If you are applying for a grant to help you with the costs incurred in completing a Degree or Further Degree, Appendix 1 should also be completed. Please also explain how you feel this Course/Project will develop or assist your ministry.

The application should be endorsed by the Diocesan Continuing Ministerial Education Officer, Director of Ministry Development, Lifelong Learning Manager or equivalent, i.e. the person who oversees continuing ministerial education in your diocese.

What is the duration of the grant award?

Applications must be made for a **12 months** period only. Should further funding be required for any project whose duration is in excess of this time, the applicant must submit a new application form.

Where a grant is given for academic study, applicants may apply for funding for each academic year, on condition that evidence of successful completion of the course to date is provided.

When are applications considered?

Applications will normally be considered quarterly, at the meeting of the National Continuing Ministerial Development Panel. Meetings take place quarterly usually in February, April, July and September. However, meeting dates are subject to change. Applications will be considered at the first available meeting.

What if I've got any questions?

Please address enquiries to: wcmnet@churchofengland.org