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The Secretariat for Lay Ecclesial Ministry through the Archbishop's Office for Evangelisation (AOFE) is committed, through the Education Bursaries program, to assisting Lay Ecclesial Ministers with the financial costs of their study. These bursaries are provided to assist Lay Ecclesial Ministers in beginning or furthering their formal ministry education.

While Lay Ecclesial Ministers are required to have completed theological or ministry studies in order to gain accreditation, they are also encouraged to complete additional study as their interest, pastoral ministry and personal circumstances allows.

### **Principles for review of applications**

The following principles will be applied in the review of applications for Educational Bursaries in 2019:

- Lay Ecclesial Ministers must be currently employed within a parish, CatholicCare (or equivalent) setting within the Archdiocese of Melbourne<sup>1</sup>.
- Bursaries will provide financial support for units/courses to be completed at a recognised educational institution.
- Priority will be given to Lay Ecclesial Ministers seeking educational bursary funding for the first time.
- Priority will be given to applications for studies to be undertaken within the associated Colleges of the Melbourne College of Divinity to complete units of study towards a Bachelor of Theology or Graduate Diploma Theology to assist Lay Ecclesial Ministers to gain accreditation.
- Applications to support formal education at higher levels (beyond Bachelor's Degree) will also be considered.
- Pastoral Associates employed in Catholic Schools, are encouraged to seek education funding within their professional setting.

The current annual allowance of \$10,000.00 received from the Diocesan Pastoral and Development Fund is to be allocated in the fairest possible manner.

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<sup>1</sup> Lay Chaplains employed through CatholicCare Melbourne but employed outside of the Archdiocese of Melbourne are eligible to apply.

## **Timeline**

Applicants are advised that there will be two rounds of bursary applications: one for each study semester. A first round will be offered in May, 2019 and then again in September, 2019.

- Applications for Round 1 are required by Friday 10 May, 2019
- Applications for round 2 are required by Friday 6 September, 2019

## **Process for payment**

- Applicants should note that bursary funding will be reimbursed after the recipients have paid their accounts.
- Accounts need to be paid in full by the recipient and then the receipt forwarded to AOFE for reimbursement.
- Applicants are kindly asked to send a copy of their receipt/tax invoice for reimbursement prior to the end of the semester in which they are studying. This is important as bursaries do not form part of taxable income.
- Under no circumstances can AOFE be invoiced or provide assurance for the payment of fees to educational institutions.
- Please note that bursary monies granted but not claimed cannot be carried over to future years in line with AOFE's annual budget processes.

April, 2019

Cathy Jenkins

Director, Archbishop's Office for Evangelisation