



Clergy CMD Grant – Guidance

In this guidance, we make the distinction between three categories of clergy for which different provision is made: (a) those who are licensed to a particular role by a Bishop, (b) Licensed clergy in IME 2 i.e. those who are licensed to a training post, and (c) those who hold a Bishop's Permission to Officiate

(a) Licensed Clergy

In the diocese of York all licensed clergy who have completed IME Phase 2 (usually 3-4 years after ordination) have access to a personal Continuing Ministerial Development (CMD) grant of approximately 1% of an incumbent's stipend each year. They are allocated for use over a three-year period (triennium). The current triennium's grant is £240 per annum, being a total of £720, which can be used between January 2023 and December 2025. Ministers coming into the diocese and those completing IME 2 receive a pro-rata grant for the remainder of the triennium.

CMD grants are centrally budgeted and approved by CMD Grant's Panel. The fundamental criterion is whether making a grant will help broaden and deepen the ministry of the individual requesting it, in the light of consultation and reflection about their recognised learning needs. Grants may be used to develop ministry skills, to deepen faith, and to nourish spirituality. There will usually be an explicit connection between the use of CMD grants and the individual's Ministerial Development Review. A record of attendance at training events and CMD Grant applications and awards is held by the Lifelong Learning Team and can be accessed by Senior Staff in connection with Ministry Development Reviews.

Evaluation reports are required after all external training events using a simple form which is downloadable from the York Diocese website. These evaluations act as valuable information for the CMD Grant's Panel when considering future grants. Further grants will not be approved if these reports are not returned.

The Grant allowance should normally be spread in such a way that there is broadly equal amounts of money available in each year of the triennium. The Grant's Panel will consider the use of a greater proportion of the grant than the annual figure where appropriate. Applicants are also encouraged to use their grant in a balanced and varied way, rather than always using it for similar types of event. In this way personal and professional development is maximised.

Accommodation at residential courses will usually be part of the fee for the course. Where accommodation is required for other reasons (such as the convenience of the applicant) this will not normally be eligible for a CMD grant. Travelling Expenses are not covered by the CMD grant.

(b) Licensed Clergy in IME Phase 2 (Training Curates)

As separate provision is made in IME 2, training Curates do not have a CMD Grant allocation until after 1st January of their 4th year after ordination. They are then eligible for the full year's grant allocation.

However, before this, a curate, in conjunction with their training incumbent, may identify a need for training outside of the parish or IME 2 programme.

In this instance a minor grant of up to £100 may be available to help meet a clearly identified training need.

IME Minor Grants are available to help towards course fees and accommodation but not towards travel costs. No more than one grant will be given in any one year and no more than two grants during a 4 year curacy. The relevant application form is available on the IME Phase 2 Moodle site.

(c) Clergy holding 'Permission to Officiate'.

The CMD grant allocation described above is available only to licensed clergy. However, clergy who hold 'Permission to Officiate' in the Diocese can apply for discretionary minor grants up to a maximum of £100 per year, where the proposed training enhances their benefit to their ministerial context. Applications forms are available on the diocesan website. As above accommodation and travel expenses are not covered by the Grant.

Application Forms

All applications should be in advance of the proposed event and retrospective grants will not normally be approved. The Application Forms are available for download from the Diocesan website.

Such a form should be completed for any event for which a charge is made. This will mainly refer to events external to the Diocese. However, whilst most diocesan training events are free to clergy, there are a few events for which a charge is made (such as events involving accommodation, and some events run by the Education Department) for which a CMD Application form needs to be completed. (*An exception to this is participation in the York Leadership Programme, for which a nominal deduction of one year's grant allocation is automatically made in the year the Programme is completed*).

The CMD Grant's Panel

The CMD Grant's Panel currently comprises the Director of Lifelong learning, The Director of Mission and Ministry, The Start of Ordained Ministries Advisor, plus one appointed experienced priest. They meet 4 times a year (approx. early Jan/ April/ July and Oct. In order to ensure that an application can be processed in time, the completed form should be received at least 2 weeks before the Panel meeting.

The CMD Grant's Panel administrator will confirm receipt of the application and advise the applicant of the decision of the Panel and organise payment of any grant. In cases of uncertainty, the Panel may consult the Bishop to reach a decision.

Payment

Where grants are approved for external events, the payment of funds from the Diocese is to the applicant, as the 'customer' of the provider, not directly to the provider. In practical terms, this normally means that the applicant will need to pay for the training event in advance of receiving the CMD training grant, to avoid delay in booking.

Where the training fee is internal to the Diocese, the CMD Application form offers the option of a 'transfer' to the relevant diocesan budget or Wydale Hall, rather than payment to the applicant. Please make this clear on the form. The form needs to be completed and approved for this 'transfer' to be actioned.

The Finance Department pay by BACS transfer to personal bank accounts on a fortnightly basis. Please ensure that the Diocese has your correct bank details on record. If there is any doubt about this, then please add them to the CMD Application form.

Specific Matters

Retreats

The Lifelong Learning Team and Senior Staff of the Diocese welcome the increasing 'take-up' of CMD grants towards the cost of retreats. Clergy are able to use the equivalent of one year's CMD allocation within a triennium (currently £240) in this way. *(Please note that this means that attendance at the heavily subsidised annual diocesan clergy retreat at Wydale Hall can be covered each year on this basis).* Parishes should also help ministers towards the cost of retreats as they are necessary part of ministry. In cases of financial need, the Bishop or Archdeacon may be contacted.

Pilgrimages

Occasionally clergy enquire about support for Pilgrimages. This may possible on a similar basis to Retreats, but as there is a travelling element, which is not covered by CMD grants and as such an event may imply a longer time away than a retreat, these will require special consideration.

Clergy Support

As more clergy are benefitting from the support of mentors, coaches or work consultants, it is now possible to use the equivalent of one year's CMD allocation within a triennium (currently £240) for this purpose.

Annual Celebrations and Conferences

Clergy sometimes request CMD grants towards the cost of annual holiday or celebration events that may include elements of training (such as Spring Harvest, New Wine, Greenbelt or Forward in Faith conferences). Such events are a worthwhile support and encouragement to many people's ministry, but serve as broader gatherings of Christians in a group or holiday context where the presumption of training is at a lower level than would be generally expected for clergy, such that it is appropriate to encourage clergy to look beyond these events when using their CMD grant. Exceptions to this would include events that are specifically planned as Leadership Conferences through New Wine, Affirming Catholicism, SCP or Alpha/HTB. No grants may be used towards events which are primarily concerned with the business or governance of an organisation.

Travel

CMD Grants are not generally available to cover travel expenses. These are primarily a parish/benefice responsibility or may need to be covered either personally or through other support.

Books

The CMD grant may not be used for the purchase of books unless these are a required part of a course or event, in which case they will normally be provided direct. Whilst reading is clearly a useful part of personal CMD it is not the purpose of CMD funds to cover this. Parishes are encouraged to consider book grants to all their authorised ministers.

Parish responsibility

PCCs are encouraged to consider that the CMD of their clergy is part of their responsibility as well as that of the Diocese. PCC obligations to support their ministers' development are set out in the Central Stipends Authority's booklet "*The Parochial Expenses of the Clergy - A guide to their reimbursement*".

(Available at <https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/life-events-parochial-fees-and-guidance/guide-church>

The relevant paragraphs are: 15, 28, 40 and 44.)

This obligation particularly includes responsibility for travel, books, retreats and annual conferences.

Other Grants

Extended Study Leave (formerly known as Sabbaticals)

Details of the policy and availability of grants are contained in separate guidelines and available on the Diocesan Website

Advanced Study Grants

Each year there are a limited number of grants available for those undertaking advanced study (which usually means studies at Post-Graduate Diploma, Masters or Doctoral level) where there will demonstrable benefit to both the individual and their current or future ministry for the Church.

The Advanced Study Guidance and application form can be found on the Diocesan Website. It is not normally permissible to use CMD grants to top up an Advanced Study Grant. Occasionally an exception may be granted where there is a very strong vocational aspect to the course of study that is of direct relevance to the minister's current role and which would imply that no other CMD event in the current triennium would be likely to be beneficial.

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