

Policy 3.7.1 Financial Contribution for Lay-people Attending Conferences and Workshops Outside of the Archdiocese

The Archdiocese of Grouard-McLennan relies heavily on volunteer lay people to serve in its parishes and on its various committees. We recognize that it is important to build their skills and knowledge, as well as their faith and that this is not always easily done in the Archdiocese. We strongly encourage our people to seek growth opportunities, in the form of conferences and workshops, and we would like to offer some financial assistance wherever possible. This policy outlines the process for lay people to apply to the Archdiocese for a financial contribution to attend and participate in extra-diocesan conferences and workshops.

Application for financial contribution from the Archdiocese

Every calendar year (January to December), the Archdiocese budgets a certain amount for financial contributions to lay people who would like to attend a conference or a workshop outside of the Archdiocese. Applicants are encouraged to submit an application as early and as soon as possible in the year because, once the fund has been used up the Archdiocese will not be able to provide any additional funding. Applications must be received at the Archdiocese **at least 30 days before** the opening day of the conference or workshop.

Completing the application form

Applicants are encouraged to submit only complete application forms. All the information requested on the form should be provided. Incomplete forms will not be reviewed but will be returned with a request for the missing information.

Applicants are asked to provide information about the conference or workshop they are planning to attend, details of their participation in ministry in their parish or in the Archdiocese, a description of the benefits they expect to receive from the conference or workshop, and details of the expenses they expect to have in order to attend the conference or workshop.

Applicants are asked to provide details of any other sources of funding or contributions towards attending the conference or workshop. Details and information about these other funds should be included with the application form.

Submitting the application form

Please send completed applications

- **by mail to:**
Executive Assistant to the Archbishop
Archdiocese of Grouard-McLennan
10301 102 Street
Grande Prairie AB T8V2W2

- **by fax to:**
780-532-9706
- **by email to:**
exec.agm@live.ca

Assessing the application

The Executive Assistant will forward completed applications to the Vicar General and the Finance Administrator for review and assessment. The Vicar General and the Finance Administrator will provide their feedback to the Curia. The Curia will review the applications and the feedback and provide the Archbishop with a recommendation on whether to approve funding as requested. The Archbishop will make his decision and return the completed form to the Executive Assistant. The Executive Assistant will communicate the Archbishop's decision to the applicant.

For approved applications, the Executive Assistant will forward the completed form to the Finance Section for issuance of a cheque payable to the applicant for the authorized amount.

Promulgated by the College of Consultors on 31 May 2016

Amended by the College of Consultors on 26 March 2019