



LORING FUND GRANT APPLICATION

Background

The Loring Fund for the Continuing Education of the Clergy in the Episcopal Diocese of Maine commemorates the episcopate of the Rt. Rev. Oliver Loring, Fifth Bishop of Maine, 1943-1968, and his commitment to the excellence and faithfulness of the clergy who served with him. The Loring Fund is wholly owned by the Trustees of the Diocese on behalf of the Bishop of Maine and was created by a resolution of the 149th Convention (1968).

The Committee

The Loring Fund is administered by the Loring Fund Committee. The committee is comprised of both lay and ordained members of the diocese, and members are appointed for three-year terms by the Bishop (the maximum appointment is two consecutive terms). The committee is responsible for reviewing applications to the Loring Fund and for making recommendations to the Bishop on the distribution of grants. The committee generally meets in person once a year to review these guidelines and the application form. The members conduct their other business (meetings and application review) electronically. The Loring Fund Committee submits requests for changes to their policies and protocols to the Bishop and Diocesan Council for approval, and makes an annual report at the time of Diocesan Convention.

Who may Apply

The Loring Fund assists canonically resident clergy (priests and deacons) of the Episcopal Church in Maine in renewing and maintaining their spiritual and intellectual growth, and in improving the professional skills essential to their vocations. In addition, the fund will accept applications from non-canonically resident, but licensed clergy (employed or appointed), who are serving a congregation in the Diocese of Maine and who have been determined eligible to vote at Diocesan Convention.

General Guidelines

The general guidelines for awarding grants by the Loring Fund Committee are as follows:

Applications that support the spirit of the “Seven Criteria for Mission” (see below), as adopted by the 192nd Convention of the Episcopal Diocese of Maine (2011), are encouraged. Incomplete applications will not be accepted. Applications for continuing education and sabbatical grants may not be combined. Grant money is non-transferable, and any unused portion of the grant must be returned to the Loring Fund. There will be no commitment to continue any grant beyond its original term, multi-year funding is not guaranteed, and any change of original purpose for the grant requires re-application. The committee requires a short written evaluation of the activity or project for the committee’s review (within 30 days of completion of the activity).

Applications are accepted on a rolling basis, and are submitted directly to the Bishop’s Office in care of Barbara Martin, Executive Assistant to the Bishop and staff liaison to the Loring Fund Committee. For help completing an application, or with inquiries about the Loring Fund, please be in touch with Barbara at bmartin@episcopalmaine.org or 207-772-1953 x 125. As your application will be shared electronically, please print/write clearly on only one side of the page, and do not use staples. Supplemental materials in support of an application are encouraged.

Loring Fund grant amounts are at the discretion of the Committee. Complete accounting, reflecting all expenses and including other funding sources, is expected. Any extenuating circumstances that would cause hardship on the individual or the congregation needs to be carefully explained in the application. If family members or others are participating in the continuing education or sabbatical opportunity, those costs will not be considered by the committee and should not be included in the financial section of the application.

The yearly limit on grant monies (continuing education and/or sabbatical) awarded to an individual is \$2000. The suggested lifetime cap for clergy sabbatical grant monies awarded is \$6000. However, the committee will make these determinations on a case-by-case basis and in consideration of the availability of funds. All decisions of the committee are final.

Clergy are encouraged to apply well in advance of funding deadlines: 30 days in advance of continuing education requests and at least 60 days advance request for sabbaticals. Last minute requests for continuing education will be accepted, as the committee understands that

very often last minute opportunity knocks. The Committee will try to accommodate late applications, but please remember processing may not happen in time to meet registration or other deadlines. The committee will not accept applications for retroactive funding.

Individuals in the process of formation for Holy Orders (deacon or priest) may not apply for Loring Funds. The Wolf Fund invites those in the formation process, who wish to enrich their program of studies through seminars, programs or professional development opportunities, to apply for support from the Wolf Fund grant program. The Wolf Fund will not accept applications for funding for the Deacon Formation Program tuition/expenses, or seminary tuition/expenses. For more information about the Wolf Fund, please be in touch with Barbara Martin at bmartin@episcopalmaine.org or 207.772.1953 x 125.

Continuing Education

Bishop Loring believed that training for ministry must be an on-going process if the preaching, pastoral care, counseling and leadership of the clergy are to be effective. Continuing education is an essential means for clergy to steadily broaden their understanding and insight, maintain a high level of pastoral sensitivity and service, and experience growth in all aspects of their vocations. Continuing education is now a canonical requirement of The Episcopal Church and a yearly report to the bishop is required.

In a 2013 memo to the clergy of the diocese, Bishop Lane says: "I try to take a very broad view of what is considered Continuing Education and consider professional programs, seminars, retreats, classroom instruction (local or distance education), Diocesan Clergy Days, Clergy Gatherings, Fresh Start and clergy retreats, as well as any extensive reading you have done on a particular topic, to be examples of continuing education."

The Loring Fund supports Bishop Lane's view, and is dedicated to supporting the continuing education of clergy in the Diocese of Maine to benefit the clergy, their congregations and the Diocese.

Sabbaticals

A sabbatical is understood to be a time of paid leave dedicated to continuing education, physical refreshment and spiritual renewal for clergy serving in congregations. The Rev. Michael Ambler, Canon to the Ordinary, is available to assist clergy in planning for sabbaticals and in the education of the congregation concerning sabbatical leave.

Applications for sabbatical assistance may be submitted to the Loring Fund Committee only after the clergy's sabbatical plan has been reviewed and accepted by Canon Ambler. Please submit your sabbatical application 60 days before your planned departure. The amount of assistance is at the sole discretion of the committee. Costs for supply clergy are not eligible for Loring Fund support.

Gifts to the Loring Fund

Thank you for considering making a donation to the Loring Fund. The Loring Fund Committee invites your donation to help maintain the vision of Bishop Loring.

Bequests to the Loring Fund may be made as follows: "I give, devise, and bequeath to the Trustees of Diocesan Funds in the Episcopal Diocese of Maine, a corporation organized and existing under and by virtue of the Laws of Maine (insert amount here in dollars) to be added to the capital fund known as the Oliver L. Loring Fund for the Continuing Education of the Clergy of the Episcopal Diocese of Maine."

Please send your donation, or notice of bequest to:

The Episcopal Church in Maine

Attn: B. Martin

143 State Street

Portland, ME 04101



The Seven Criteria for Mission

- 1) Diocesan resources will support program/ministry efforts that are Christ-centered and Gospel-oriented.
- 2) Diocesan resources will support program/ministry efforts that collaborate with other churches, communities and affinity groups and demonstrate a willingness to share personnel and resources.
- 3) Diocesan resources will support those program/ministry efforts led by those who can demonstrate their experience and expertise as well as passion for their particular ministry.
- 4) Diocesan resources will support program/ministry efforts with evaluation processes in place and those that can articulate a plan to achieve sustainability.
- 5) Diocesan resources will support program/ministry efforts whose leaders are willing to share their successes and best practices as well as failures with other congregations or collaborative groups that wish to replicate their work in other parts of the Diocese.
- 6) Diocesan resources will support program/ministry efforts that demonstrate a willingness to move from a centralized approach to a regional approach and involve and benefit a wide range and number of people across the diocese.
- 7) Diocesan resources will support program/ministry efforts that demonstrate the values of transparency, equity, fairness and collaboration.

THE EPISCOPAL CHURCH IN MAINE



LORING FUND GRANT APPLICATION

Please print clearly, or type. If you attach separate sheets, please put your name on each page.

Use only one side of the page and do not staple or otherwise fasten sheets together.

The Loring Fund Committee prefers electronic application submissions, but please note signatures are still required. If you have questions about the guidelines for applications, please be in touch with the Barbara Martin in the Bishop's Office.

Date of Application	
Date of Program/Event	
Full Name of Applicant	
Address	
City, State, ZIP	
Email Address	
Primary Phone #	
Cell Phone #	
Congregation	
Congo City / Town	

This grant request is for (*check one*):

Continuing Education

Sabbatical

On a separate page(s), please answer the following questions. Supplemental or any additional information may be attached at the end of this application.

- 1) The Loring Fund is designed to benefit congregations by supporting clergy in the Diocese of Maine. This support is made possible by providing funds for

continuing education and sabbatical programs which enhance a clergy person's preaching, pastoral care, counseling, and leadership roles. Please tell us your specific plans and how your continuing education or sabbatical will benefit your parish and/or the diocese.

- 2) If you are applying for sabbatical funding, how does this plan of action differ from your regular continuing education program and/or your personal maintenance plan?
- 3) If your grant request includes continuing education, please provide the name of the accredited institution, the course name(s) and a brief description of the course of study, along with the dates you plan on attending.

Attachments

- ✓ any printed materials that describe programs of study/training

Financial Information and Signature(s)

Category	Notes / Description/Explanation	Amount
Tuition		
Registration Fee		
Travel: Air/Train		
Travel: Taxi/Car		
Travel: Mileage	Total Miles × IRS rate	
Books		
Supplies		
Other		
Other		
Other		
Total Expenses		

Sources of Support	Notes / Description	Amount
Self		
Congregation		
Other Funding Source or Scholarship		
Other Funding Source or Scholarship		
Gifts from Others		
Total Support		

Total Grant Request	Expenses minus Support	
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Funds Needed By	
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Signature of Applicant	
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Sabbatical Signature (Ambler)	
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I have read and understand the Loring Fund Guidelines and will submit a written report (short) of my experiences within thirty days after the conclusion of this program/event/seminar.

Due to tax law, it is the diocesan policy to pay the institution directly in all possible cases.

Check Payable To:	Mailed To:	
	Institution/Congo Name	
	Addy 1	
	Addy 2	
Memo Line Info:	City	
	State	
	ZIP	

Please send (email preferred) this completed application to Barbara Martin:

bmartin@episcopalmaine.org

or mail to: The Episcopal Diocese of Maine
 Office of the Bishop/B. Martin
 143 State Street
 Portland, ME 04101