



Ministry Candidate Support Grant

PRO-PEO-25

Purpose

This procedure aims to ensure that each application made under the Ministry Candidate Support Grant Policy POL-PEO-25 is duly completed and processed in a timely manner and treated and determined in a consistent, fair and equitable manner.

Scope

The Ministry Candidate Support Grant (the grant) supersedes all other forms of funding that have been administered through Trinity College Queensland (TCQ) and the Queensland Synod office (the Synod office). As such, this process is for applications from ministry candidates either in their course of study or in their supervised ministry placement. This process is to be applied to all requests for financial assistance effective from 1 July 2018.

Procedure

1. Responsibilities

1.1. Trinity College Queensland

- 1.1.1. Publications provide information on the grant and the supporting processes and application tool(s);
- 1.1.2. Presentations and engagements with ministry candidates include relevant information on the grant and where to seek further information;
- 1.1.3. Administration Officers understand the requirements of the grant policy and procedures to sufficiently inform ministry candidates about the support available;
- 1.1.4. TCQ website has a link to the location of the grant documents on the Synod Office website;
- 1.1.5. The Dean of Formation and Dispersed Learning may consider recommendations in relation to a candidate's studies once advised of financial hardship. Any decisions in relation to the candidate's studies must be notified to the presbytery.

1.2. Ministry Candidate Support Grant applicants

- 1.2.1. Must be a current candidate undertaking a course of study or supervised ministry placement to apply for the grant;
- 1.2.2. Able to identify their special circumstances and describe the level of impact of their special circumstances by completing all necessary sections of the Ministry Candidate Support Grant Application form TOO-PEO-25 prior to submission;
- 1.2.3. Provide supporting documentation as required at the time of submitting the application and be able to provide further information if requested by the Manager, People & Culture as part of processing of the application for financial assistance;



- 1.2.4. Ensure that their application for the grant does not substitute payments that are being received through Centrelink;
- 1.2.5. Do not request for the grant for the payment of university tuition fees;
- 1.2.6. Ensure that required information relevant to their application is submitted.

1.3. Manager People & Culture

- 1.3.1. Assess and determine all applications for the grant in a consistent and fair manner;
- 1.3.2. Assess each application on a case by case basis within the following criteria:
 - 1.3.2.1. Is the request for the grant to alleviate financial hardship which may affect the candidate's ability to continue their course of study, supervised ministry placement?
 - 1.3.2.2. Is the request for the grant a one-off payment to cover needs of emergency food, shelter, medical or unexpected travel?
 - 1.3.2.3. Will the non-approval of the application have a deleterious effect on the ministry candidate's well-being or that of his or her family?
- 1.3.3. Send recommendations to the General Secretary for approval or rejection of the application;
- 1.3.4. Process the application and advise the candidate of the outcome within ten (10) working days of the receipt of the application.

1.4. Presbyteries

- 1.4.1. Make a decision on the initial request for financial assistance from ministry candidates and inform the Dean of Formation and Dispersed Learning of the same;
- 1.4.2. Maintain records of financial or in-kind assistance ministry candidates receive;
- 1.4.3. Ensure that church members are aware of Deductible Gift Recipients (DGR) eligibility where donations are made to financially support ministry candidates.

2. Reasons for not approving Ministry Candidate Support Grant

- 2.1. The ministry candidate has reached the maximum support of \$20,000 available per annum;
- 2.2. The ministry candidate has failed to make satisfactory academic progress or supervised ministry placement progress to the satisfaction of TCQ;
- 2.3. The ministry candidate has committed serious misconduct or provided false or misleading information as part of their application. If this has been determined, the Manager, People and Culture must inform the ministry candidate of the assertions in writing;
- 2.4. The ministry candidate has failed to provide sufficient information to meet the requirements of the grant application;
- 2.5. The application does not meet the criteria of Ministry Candidate Support Grant policy;
- 2.6. The budget for ministry candidate support has been exhausted for the year.



3. Grievances

- 3.1 Where a ministry candidate is aggrieved by the level of assistance provided (including a determination not approve the grant), the candidate must provide their complaint in writing to the General Secretary;
- 3.2 The General Secretary shall, in consultation with the Moderator constitute a review panel to review the decision and recommend resolution;
- 3.3 The review panel will consider the matter and make a determination that will be final, and no further review will occur.

Related documents

POL-001 Privacy Policy

POL-PEO-25 Ministry Candidate Support Grant Policy

TOO-PEO-25 Ministry Candidate Support Grant Application Form

Definitions

Term	Meaning
Queensland Synod Office	Means the work and activities of the Uniting Church in Australia performed within the bounds of the Queensland Synod office including the Trinity College Queensland, Raymont Residential College and the Alexandra Park Conference Centre.
Ministry Candidate	Means a person who has been approved by the Synod Selection Panel, the relevant presbytery and BCF to proceed as a candidate for ministry.
BCF	Means the Board for Christian Formation.
TCQ	Means Trinity College Queensland.
Administration Officer	Means positions, irrespective of actual title or status, which provide general administration for the Trinity College Queensland.

Revisions

Document number		POL-PRO-25			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	01.08.2015	Board of Christian Formation	13.08.2015	Irene Waters	Irene Waters
1.1	27.08.2018	Executive Leadership Team	01.07.2018	Satya Swami	L&D Officer
Next scheduled review		01.12.2020			