

# Christian Reformed Home Missions (CRHM) Policy Regarding Funding for Orientation

## Who

During the first 12 months on-site (not as a resident) CRHM expects all Church Planting and Development (CPD) and Educational Ministry (EM) funded ministry leaders, to attend CRHM Orientation. Orientation provides a comprehensive overview of CRHM and specific direction regarding CPD and EM materials, funding sources, ministry guidelines, and the work and mission of the Christian Reformed Church (CRCNA). Orientation takes place in Grand Rapids, MI at the CRCNA Bi-National Office to allow participants to dialogue and network with the broader CRHM staff and other CRCNA Agencies. Because CRHM expects participation at Orientation soon after the church planter arrives "on site", the following financial assistance is valid for up to 18 months after arrival. *(After 18 months, regional/local partnership is expected to take the place of CRHM funding.)*

## Registration Process

1. CPD Point Leader in collaboration with HMRLs will invite CPDs to attend Orientation. Educational Ministries Goal Specialist will invite EMs to attend Orientation.
2. Ministry leader registers for orientation through the CRHM CPD office. (see "who" above)
3. According to the funding process and parameters listed below, CRHM will cover the cost of Orientation for each CPD or EM and their spouse. If requests for attendance are made less than three weeks prior to the event, participant will pay any late fees or increased fees incurred for travel.
4. HMRLs and coaches are welcome to attend with prior approval by the CPD Point Leader with all costs incurred being expensed to the HMRL, Ministry Teams Team (MTT), or in local partnership with the church and classis.
5. When a spouse registers for, and has expenses covered by CRHM, it is expected that he/she attend all sessions unless prior arrangements are made with the CPD Point Leader for specific timeframes, or in the event of an emergency.
6. CRHM does not provide any type of childcare or baby-sitting services for these events. Only "lap" and nursing babies will be permitted in the sessions.

## Funding Process \*

1. Ministry leader has received registration confirmation from the CRHM CPD Office.
2. **Ministry leader secures and pays for travel arrangements to/from Orientation.**
3. Ministry leader may request reimbursement from CRHM by providing the original receipts to the CRHM CPD office within four weeks of participation and prior to the close of that fiscal and ministry year. *(Fiscal and Ministry year runs from July 1 – June 30).*
4. CRHM will evaluate costs based on funding parameters below and will reimburse ministry leader accordingly. Processing of reimbursements only occurs after attendance at Orientation.

## Funding Parameters \*

1. CRHM will provide funding for ministry leader and spouse. Under special circumstances others might be considered, however, they must receive approval from the CPD Point Leader in advance.
2. If there is need for accommodations (i.e. translator, translated materials, adaptive services, etc.) please contact the CRHM CPD office prior to the event to allow time for appropriate accommodations to be in place.
3. CRHM will cover travel costs, up to a maximum of \$400 per person, for airfare *or* the cost of rental car/gasoline if participant is driving in from a location that does not require a flight.
4. CRHM will cover lodging costs up to a maximum of \$75 per night per couple. In the case of single attendees, it is expected that shared rooms will be utilized whenever possible.
5. CRHM will cover meals and other costs up to a maximum of \$25 per day per person.

\*Based on availability of funds. Conditions could change if warranted by financial circumstances.