

Christian Reformed Home Missions (CRHM) In-Service Training for Grant-Funded Personnel Reimbursement Request

1. **TRAINING DEFINED:** In-Service Training Funds are available to Church Planting & Development ministries and Campus Ministries receiving Christian Reformed Home Missions (CRHM) Partnership Funding grants that assist with personnel costs. This in-service training assistance includes Orientation at CRHM during year one.
2. **LOCAL ALLOWANCES:** Employing churches and ministries are encouraged to budget annually for a local contribution toward training assistance, and to provide ministry personnel up to two weeks annually for orientation or in-service training.
3. **TRAINING RECIPIENTS:** Training assistance may be applied to approved training costs for the primary Church Planter and other ministry participants, as determined locally.
4. **PRIOR APPROVAL:** Specific training costs for which reimbursement is requested require the *prior approval* of the employing body or its agent(s).
5. **REQUEST PROCESS:** Reimbursement requests, using the prescribed form, are sent to the Home Missions Regional Leader, for their review and forwarding to the CRHM central office.
6. **REIMBURSEMENT PROCESS:** CRHM reimburses each qualifying partner ministry up to \$600 annually, with the following understandings:
 - a. Reimbursement ordinarily is provided on a *one-to-one matching basis* (i.e., CRHM pays 50% of approved costs up to a CRHM total of \$600 USD or Canadian equivalent annually).
 - b. Reimbursement is provided on a *two-to-one ratio* for new churches in communities of high need.
 - c. CRHM reimbursement is made to the requesting church or ministry.
 - d. Total reimbursement per ministry is computed on the basis of the actual amount(s) paid out from July 1 – June 30 annually.
7. **CRHM-SPONSORED EVENTS:** The provision and use of in-service training funds (as described above) to supplement other CRHM financial assistance for conferences, retreats, *Bootcamp*, and other CRHM-sponsored training events are stipulated in detail for each event.

