

Guidelines for approving a CLP's request to take a class outside of those offered by the Huntingdon Presbytery

- Any certified or commissioned lay preacher/pastor is eligible to be reimbursed by the presbytery for up to two classes offered by a recognized seminary program per year.
- Anyone wishing to take a class for reimbursement must make a request in writing at least two weeks prior to the start of the class. All details about the class must be included in the request. That request must go to the Chair of COM and the Chair of CPM.
- If approved, the class tuition/fee must be paid by the applicant up front. Once the course is completed, the applicant must submit a one- or two-page summary of what was learned in the course and how that knowledge will be used in their ministry. The summary will be submitted to the CPM Chair. The applicant may also be asked to share their experience with other CLP's in the Presbytery.
- Once the course summary has been submitted, the applicant will be reimbursed for the full amount of the class, not to exceed \$500.00, provided there is money available through the Gloria Jean Smith fund.
- No other reimbursement is offered (i.e. mileage, meals, books, etc.).
- Exceptions to these conditions may be considered on a case-by-case basis.