

## **MURRIN FUND COMMITTEE TERMS OF REFERENCE**

(Approved by the Bishop's Advisory Council on Appointments -- April 9th, 2014)

### **A: Purpose**

To administer funds set aside from the estate of the late W. G. Murrin for clergy and lay continuing education; and to PROMOTE AND ENCOURAGE CONTINUING EDUCATION for clergy and laity within the Diocese in order to enrich the exercise of the ministry to which they have been called.

### **B: Allocation of Funds**

Since 2001 the Diocese of New Westminster through its budgeting process has determined, having considered the recommendations of the Murrin Fund Committee, the maximum amount that the Fund can disburse for continuing education grants each year.

### **C: Conditions for Individuals to Receive Grants**

#### **1. Clergy**

Clergy eligible for grants from the W. G. Murrin Fund shall be those licensed by the Bishop of New Westminster to perform full or part time work within the Diocese. Regulation #7 passed by the Diocesan Council on March 16th, 1976, states in part that "up to three weeks study leave, for the purpose of continuing education for each clergyman [cleric] in the Diocese and this leave may be accumulated up to four years."

#### **2. Laity**

Lay persons eligible for grants from the W. G. Murrin Fund shall be those in full or part-time paid church employment within the Diocese. Parish employees must have the support of their Incumbent, and Synod Office Staff must have the support of their supervisor or the Diocesan Bishop.

#### **3. Planned Education**

Priority will be given to requests for assistance towards courses which are part of a planned continuing education program, developed in consultation with a trusted advisor, (e.g. Regional Archdeacon, Supervisor or University Counsellor) and in accordance with the Bishop's expectations for clergy. Any person applying for an Extended Study Leave grant must have such a plan in place.

#### **4. Courses and Programs**

Grants are available for assistance towards the following:

- i) Degree or credit courses.
- ii) Seminars and workshops – credit or non-credit.
- iii) Conferences.
- iv) Other educational programs as determined eligible by the Murrin Fund Committee.

*Murrin Fund grants are for continuing education and not for the obtaining of Primary Degrees. Applicants seeking such assistance should speak to the Business Administrator for guidance in this matter. Other sources of support should be sought wherever possible, e.g. H.R. MacMillan Fund, academic bursaries, General Synod Bursaries, parish or employer of applicant.*

## **5. Submissions of applications**

- i) A reasonable contribution from the applicant is required: minimum \$100 or 25% of the total cost of the educational program.
- ii) Each year the maximum amount per grant is set by diocesan staff based on the Murrin Fund's investment performance. This amount may be determined by contacting the Chair of the Murrin Fund Committee or the Diocesan Controller.
- iii) Once every five years, an applicant may apply for a grant for an Extended Study Leave not to exceed the amount set by diocesan staff based on the Murrin Fund's investment performance in that year and shall include the annual grant limit noted in Paragraph ii. Such a grant may not be accumulated and is to be supplemental to any funds available from the General Synod Plan. Any such grant application shall include a rationale of the course of study to be undertaken and its relationship to an overall Continuing Education Plan as mentioned in Section 3 -- Planned Education.

## **6. General Synod Plan**

Applicants who contribute to the General Synod Plan will be expected to draw on their Continuing Education funds on a regular basis, unless it is being saved for a planned Extended Study Leave.

## **7. Priorities**

While no limit is set on the frequency of requests, persons applying for first-time grants will receive priority over those who have received one or more grants in the last calendar year.

## **8. Supply Staff**

Responsibility for the costs of supply staff during study leave is borne by the parish (or Synod Office in case of Diocesan Staff).

**9. Application Forms** Application Forms (Dated February, 2014) are available on-line on the diocesan website, from the Synod Office or from the chairperson of the Murrin Fund Committee. Applications should be submitted to either the Executive Archdeacon or directly to the chairperson of the Murrin Fund Committee.

## **10. Individual Reports**

Persons receiving grants are requested to submit to the Committee a brief reflection upon completion of their course outlining the value of their experience, the learning gained, and the suitability of the program for future applicants.

## **D: Operation of the Committee**

### **1. Membership of the Murrin Fund Committee:**

The Committee shall consist of seven members: three lay persons, three clergy and a chairperson who may be either clergy or lay. The chairperson is appointed by the Bishop and the chairperson recruits the membership of the Committee. A term of three years is normal and as many deaneries as possible shall be represented.

### **2. Meetings**

The Committee meets as needed.

### **3. Reporting**

All grants and allocations made from the Murrin Fund shall be reported regularly to the Executive Archdeacon by the chairperson of the Committee. The Diocesan Controller shall issue a statement to the Committee showing the current level of the fund on a regular basis.



**Diocese of New Westminster**  
ANGELICAN CHURCH OF CANADA