**Extended Ministerial Development Leave Data**

*This form must be completed in full (after the exploratory meeting with the Director of Mission) and returned to* *chris.hunter@cofeguildford.org.uk**. Please read the Guidelines to EMDL document first.* ***NB: no money will be released without receipt of your completed form.***

NAME: …………………………………………………………………………………….. Date: …………………………………….

1. Please confirm that the following are supportive of you having EMDL, and understand how this will affect them:

a. Spouse / family YES / NO

b. Churchwardens / PCC YES / NO

c. Area Dean YES / NO

d. Archdeacon Yes/NO

2. Please confirm that arrangements have been made for duty cover during your absence (please specify what these arrangements are):

1. Safeguarding

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3. Outline proposals for your EMDL (places you will visit or stay at, the details of any study being undertaken and by whom it is to be supervised, the details of any retreat undertaken, and other activities):

1. overall dates of the EMDL (this is a 3-month period):

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b. approx. dates and places you will visit:

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c. subjects for study (with supervisor):

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d. details of any retreat (or similar):

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e. other activities (please specify) with reasons for undertaking them:

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4. **REPORTING BACK.** It is expected that a brief paper (2 sides of A4) will be sent to the Director of Mission on completion of the EMDL. This is not an academic paper but a description of the things undertaken and the insights you have gained.

5. **BUDGETING** – including accommodation, fees, tuition, travel and other essential items – please give a rough estimate:

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| **COSTS** | **SOURCE OF INCOME** |
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Please be advised that the maximum grant awarded is **£1,200** (*including* any available allocation from your CMD Personal Allowance) and that we cannot pay for purely recreational courses, e.g. golf, scuba diving, cookery.

Please also note that your overall EMDL dates must be approved **in advance** with your Archdeacon, Area Dean and Churchwardens.

6. Grants applied for, with dates of application and outcome where known:

[Received in office…………………………………………………………………………………………………………………………]