

## **STM fund support guidelines**

### **Congregation Council recommendation**

1. Each applicant (CCiL member/worshipper) must be recommended by the relevant Congregation Council to MCT for funding support (e)

### **General guidelines**

2. Each applicant should normally receive support (of up to 50%) for one STM in a calendar year (a)
3. Any STM trip that last for less than one week (i.e. 7 days) will not be eligible for support (b)
4. In the application form, the applicant should give a broad outline of the daily programme of the STM team (c)
5. Any STM that combine with a home trip, holiday or has some social and leisure elements will not be considered for support (d). Generally, during the STM any social and leisure elements should not make up more than 15% (i.e. 1 day in a 7 days) of the entire trip. These activities can include visiting one's own family, friends, sightseeing and shopping etc.

### **Deadline for Summer STM**

6. All applications for support for Summer STMs must be submitted before the deadline stipulated by the MCT.
7. Any applications for STMs outside the Summer season will be considered by MCT individually subject to available funds.

### **Participating in outside organisations**

8. If the applicant for support wishes to join an outside organisation for a STM, that organisation must be a bona fide one.
9. STM funds are limited, therefore priority will be given to participants in STMs organised by CCIL

### **Staff joining STM**

10. Staff participating in STMs will treat their attendance as normal working experience and not as sabbatical or training leave
11. Staff can apply for STM funding up to a maximum of 75%

### **Notes**

- (a) *An applicant can still participant in more than one STM during that year but without any support from the STM fund*
- (b) *The STM should last one week or more in order to make it effective and worthwhile for support*
- (c) *So that MCT can understand what the team is trying to achieve and to establish whether the STM is a "mission sight seeing" trip if it is not a trip organised by MCT*
- (d) *Information given by the applicant in item 4 should be reviewed in order to avoid the STM turning out to be a sight seeing trip or part holiday.*
- (e) *If the applicant cannot be approved during the congregation council meeting, the chairman will need to consult other members before recommendation*