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Subject: CONTINUING EDUCATION		
Effective Date: 1/1/06	Department: All	Classifications: Regular Full and Part-Time Staff
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PURPOSE

All regular full and part-time staff will be eligible for approved continuing education as determined by the Directional Leadership Team on a case by case basis. Guidelines are as follows:

PROCEDURE

Continuing Professional Education: Required annual training to maintain a professional designation critical to a specific position. Reimbursement for TUITION ONLY will be paid 100% by LifeChurch.tv as a training cost. The following guidelines apply:

- School-related expenses such as books and tuition should not be charged to LifeChurch.tv or charged to the purchasing card.
- This is a reimbursed expense that will be paid to the team member upon completion of the course and upon approval by team leader and The Directional Leadership Team.
- A one year rolling commitment will be required and reimbursement of paid tuition will be returned to LifeChurch.tv if staff member leaves employment with the church within one year of most current reimbursed paid tuition.
- The following expenses will not be reimbursed by LifeChurch.tv:
 - Meals
 - Travel/mileage
 - Lodging

Optional Additional Education: Training that is not a requirement but would equip the person for the role they were hired to fill at LifeChurch.tv and is recommended by the team leader. Upon approval from team leader and the Directional Leadership Team, the criteria for this additional educational training will be as follows:

- School-related expenses such as books and tuition should not be charged to LifeChurch.tv or charged to the purchasing card.
- 20% of TUITION ONLY (up to \$750 per semester) payable to the team member upon completion of course with an accredited school.
 - Must maintain a minimum of 2.5 GPA throughout course of study
 - Course must apply specifically to position held at LifeChurch.tv and is of benefit to the church.



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- A one year rolling commitment will be required and reimbursement of paid tuition will be returned to LifeChurch.tv if staff member leaves employment with the church within one year of most current reimbursed paid tuition.
- The following expenses will not be reimbursed by LifeChurch.tv:
 - Books and supplies
 - Meals
 - Travel/mileage
 - Lodging

Taxable Consequences:

*****If the education is required to meet the minimum educational requirements or if it qualifies the person for a new trade or business (even if it is not the person's intent to enter that trade or business) the reimbursement is taxable. If it helps the person maintain or improve their skills, or if it is required by the team leader or by law to keep your salary or status, the reimbursement is not taxable**** (Some education expenses are deductible by ministers.)*

Additional information can be obtained in the finance office.