

ACEM Missions Funding FAQ by Category

A. Field Visitation Trips (FVT)

1. How much is the subsidy?

Financial support for non-pastors will be available based on the following table with the percentage of the eligible expenses up to a certain amount as specified, whichever is lower. Each participant may apply for subsidy up to three trips per year.

Number of trips to the same location with previous ACEM funding	Local Trip	Global Trip
First trip	30% up to \$495	30% up to \$990
Second trip	50% up to \$825	50% up to \$1,650
Third and subsequent trips	60% up to \$990	60% up to \$1,980

2. What is the minimum duration for local and global field visitation trips?

- a. For **local** trip – the minimum duration must be at least FIVE consecutive full days in residence at the ministry location, excluding travel time.
- b. For **global** trip – the minimum duration must be at least NINE consecutive full days, excluding travel time.

3. What are the eligible expenses of field visitation trips?

- Airfare (economy class only)
- Fee for first check-in luggage
- Land Transportation cost (if travel by automobile such as car, van or bus, rental, gasoline, and insurance are included)
- Accommodation & meals
- Visa applications (if applicable)
- Personal emergency medical and hospital insurance (except within the province of Ontario)
- Inoculations and Disease prevention medications (if applicable)
- Registration cost and/or missions agency administration fee (if applicable)
- Other ministry expenses (as determined by the team leader and not exceeding 10% of the total ACEM subsidy for the team.)

4. What are the qualifications for applying for field visitation subsidy? Can I bring my family, including young children, along?
- Applicants aged 18 and above:
 - a. must be members of an ACEM church or baptized Christians regularly attending the weekly worship service of an ACEM church for a minimum of two years;
 - b. must have a desire to witness Christ and to serve others;
 - c. must be actively involved in ACEM local church activities or ministries.
 - Applicants who meet the qualifications above but are currently studying outside of the GTA will be considered on an individual basis.
 - Applicants aged 14 to 17 must be accompanied by their parent(s) or guardian(s) who meets the qualifications above.
 - Applicants aged 8 to 13 must be accompanied by their parent(s) or guardian(s) who meets the qualifications above. In addition, recommendations must be provided by:
 - a. Team leader (to specify how the applicant can contribute to the missions works); and
 - b. Children Pastor or Sunday School Teacher.
 - Applicants under age 8 will not be considered for subsidy.
5. What are the procedures of subsidy application for field visitation trips?
- Team Leader should contact ACEM Missions Coordinator at missions@acem.ca to initiate the application process at least TWO months before the proposed start date.
 - Applicants must submit an Online Application Form (available from the Missions Coordinator), which includes a declaration of agreement to arrange sufficient coverage of Travel Medical & Hospital Insurance covering the period of travel, and the Waiver of Responsibility.
 - If the applicant is a pastor who is the only pastoral staff in his/her church/congregation, he/she and his/her family members must seek prior approval of the Executive Church Board / Ministry Committee.
 - If the applicant is a Senior Pastor/Leading Pastor, he/she must seek prior approval of the Executive Church Board / Ministry Committee.
 - For applicants under age 18, the Waiver of Responsibility form must be signed by a parent or a legal guardian.
 - Upon receipt of the application, ACEM Missions Committee will evaluate and interview the applicant, if necessary.

- Applicants are encouraged to seek prayer support from the congregation of their church.

B. Missions-related conferences

1. How much is the subsidy and what are the qualifications?
 - The missions-related conferences must be organized by missions agencies or para-church organizations that are supported or endorsed by ACEM. The conferences must be approved by ACEM Missions Committee.
 - Subsidy will cover a percentage of the costs up to a certain amount as specified, whichever is lower. However, the actual amount of the subsidy will depend on the number of applicants and the availability of funds.

Members of ACEM churches	Up to 50% of the cost or maximum of \$1,500
Pastoral Staff of ACEM churches	Up to 100% of the cost or maximum of \$3,000

Applicants must be members of an ACEM church and have been regularly attending weekly Sunday services in an ACEM church for a minimum of two years. Special considerations will be given for certain conferences as determined by ACEM Missions Committee.

2. What are the procedures of subsidy application?

Download the [application form](#) and submit the completed form with supporting documents to the ACEM office before the conference.

C. Theological Course Bursary

1. What are the eligible missions/theological courses?
 - The Missions, theology, Bible, or ministry related courses must be offered by a recognized theological institution.
 - The Statement of Faith of the theological institution and the nature of the program is not in conflict with the Tenets of Faith of ACEM.
 - Audit courses do not qualify.
2. How much is the bursary?

For Missions courses, it is 60% of the cost of tuition, up to a maximum of \$600 per course. For other theological courses, it is 50% of the cost of tuition, up to a maximum of \$300 per course. Applicant is required to submit proof of satisfactory completion of the course to the ACEM office for reimbursement. A T4A for income tax purpose will be issued to the recipient at the end of the year.

3. What are the qualifications for bursary?

The applicant must:

- be members of an ACEM church and have been regularly attending weekly Sunday services in an ACEM church for a minimum of two years.
- fulfill all the requirements and obtain a passing grade in the course.

4. What are the procedures of subsidy application for bursary?

Download the [application form](#) and submit the completed form with supporting documents to the ACEM office at least two weeks prior to the start of the course.

D. Seminarian Financial Assistance (SFA)

1. What are the qualifications for SFA?

The applicant must:

- be members of an ACEM church and have been regularly attending weekly Sunday services in an ACEM church for a minimum of two years.
- fulfill all the requirements and obtain a passing grade in the course.

2. What are the procedures of subsidy application for SFA?

Download the [application form](#) and submit the completed form with supporting documents to the ACEM office by the deadline on the form.