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| ***Personal Details*** |
| ***Name:*** | ***PIN:*** |
| ***Circuit:*** | ***Circuit Number:*** |
| ***Date On Note:*** | ***Date On Trial:*** | ***Date of Application:*** |

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| ***Progress with Worship: Leading & Preaching*** |
|  | ***Date Completed*** | ***If portfolio is not complete, list projects completed to date:*** |
| ***Portfolio A*** |  |  |
| ***Portfolio B*** |  |  |

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| ***Reasons for Extension Request****[Provide any information relevant to the application, noting that to comply with GDPR regulations, the student must agree to its inclusion. Continue on additional sheets or provide appropriate supporting documentation.]* |

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| ***Action Plan****[Explain what steps the student is taking to complete their study and what support the circuit Local Preachers’ Meeting are planning to provide. Include a realistic programme for completion of study that has been agreed by the student and their Tutor. Mention any other measures (e.g. stepping back from other roles in church) that will help achievement of the plan. Continue on additional sheets as required.]* |

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| ***Decision of the District Policy Committee or equivalent*** |
| ***Decision****:* |
| ***Conditions:*** |

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| ***Date of decision:*** | ***Date of next review:*** |  |

***Points to consider in making and reviewing applications:***

1. *How much of the course has already been completed? What time lapse was there between coming on trial and completing the first section of the course?*
2. *What timescale is proposed by the circuit and the person on trial to complete the course? Is this realistic and what evidence is there that the person is making a serious attempt to complete in the proposed timescale?*
3. *Is the student receiving sufficient and appropriate support from their Tutor and Mentor to meet the requirements of the course?*
4. *How many appointments per quarter is the person on trial expected to fulfil? Are the circuit and local church being fair in their expectations, given the significant time and effort required to train as a local preacher?*
5. *What other responsibilities in the life of the circuit and local church does the person carry? The role of the district might be to suggest that the person on trial be released of other responsibilities before an extension is granted.*
6. *During the period on trial so far, was there a particular period when studies had to cease for a particular reason? If so, for how long? Is this a reasonable amount of time to be added for the extension of training?*
7. *Extensions should be reviewed each year to ensure that progress is being made by the person on trial.*
8. *When extensions are granted, the Circuit Local Preachers’ Secretary should advise the Local Preachers’ Office by means of the LP Return Form to enable training records to be kept up to date.*
9. *It is not appropriate to grant extensions where the person concerned has made no real attempt to tackle the course; there is not a realistic timetable to complete the course or the circuit and/or local church is not willing to consider the demands they are making upon the person.*