

ECUMENICAL CONTINUING FORMATION - ECF

GENERAL INFORMATION TO APPLICANTS

ECF provides leadership training - short-term courses, seminars, research groups and resource development - for professionals from the WCC member churches, ecumenical partners and international organizations, who are part of and interested in the ecumenical movement in a multi-religious world.

The activities build awareness for the ecumenical implications of societal and ecclesial changes. They are contributions to the Pilgrimage of Justice and Peace, an initiative of the WCC member churches. The Pilgrimage aims to work together in a common quest, renewing the true vocation of the church through collaborative engagement with the most important issues of justice and peace, healing a world filled with conflict, injustice and pain.

In general the ECF events are open to all professionals interested in the event subject and who have already reached 18 years of age. The events are conducted in English language. All the costs are normally the responsibility of the accepted participant.

APPLICATION GUIDELINES

The following guidelines are designed to ensure that your application is received in the best possible way.

- The WCC uses the following criteria when selecting participants:
 - the applicant's motivation to participate;
 - recommendation from the applicants's faith community;
 - the commitment to create a balanced group of participants in terms of faith/confession, gender and geography.
- The fee for the events are available in a separate document, which is part of this application kit. The event fee includes registration, event programme and space, full board and lodging in shared accommodation with shared bathrooms. It does not include the costs for visa, international and local travel to the venue. Private rooms with bathroom may be available in some of the venues at an extra cost.
- Many churches have funds available for their members to participate in continuing formation short-term events. Contact your faith community to see what opportunities for financial support exist.
- The closing date for applications is three (3) months prior to the beginning of the event when the selections will be made. Please apply well in advance before the closing date. All candidates are informed by e-mail regarding whether or not they are accepted as a participant and receive information concerning the venue and other logistics.
- Should places remain, applications can be received for up to four (4) weeks before the beginning of the event from candidates who do not need a visitor's visa for the venue.

- At times limited funds may be available to cover part of the seminar fees for applicants who demonstrate financial need. All such applicants must complete the *Financial Pledge/Assistance Request Form* (the last page of the application form). Financial assistance is decided on at the same time as applications are being selected.
- Please, type or write clearly. The details you give in your application documents will be the basis of your participant record. Please, always use the names as they are in your passport. If the form is not fully or incorrectly completed, your application may be delayed or may not be processed.
- The completed application form must be accompanied by the documents, in English language, according to the list below. You may send your application dossier by postal mail or electronically scanned into one (1) document. Please, find the addresses below.
- No documents will be returned to the applicant. Please, send only the required documents **without staples and scotch tape**.

A complete application dossier is composed of the following documents:

- The completed two-page application form;
- Copy of passport with the photograph clearly identifiable;
- One (1) recommendation letter from your faith community;
- A written or typed essay in English of app. 500 words explaining why you want to participate in the event, describing your current involvement in religious life, your experience in ecumenism (if any) and what you hope to gain from the experience;
- A curriculum vitae or resumé listing your academic and/or professional experience;
- A financial plan including all expenses and income in relation to the event you apply for [if funds are pledged by a third party, please, attach supporting document(s)];
- A completed Financial Pledge/Assistance Request Form, if applicable.

Send complete application to:

If sent electronically, first scan the complete dossier into one document!

- by postal mail:

**ECF
Ecumenical Institute at Château de Bossey
Chemin Chenevière 2, 1279 Bogis-Bossey, Switzerland**

- By email:

ECF@wcc-coe.org