

How to Qualify for Release from PD

Only the Director of Field Development (DFD) may release a staff member from PD; however, this decision is usually made in cooperation with the staff member, their PD Coach, local supervisor, and Regional Field Director (RFD).

Release from PD may come about in two possible ways:

1. The preferred way: The staff member demonstrates over a 2-3 month period that they have averaged **over** 100% of their originally approved budget. The reason we require more than 100% is so that the staff member released from PD can be fully supported even during months when his/her income is below 100%. Additionally, we require that the staff person released from PD have at least a 1 month support reserve.
2. The alternative way: The staff member submits a reduced budget that is approved by his/her supervisor, RFD, and the ISI Finance Department. The budget total must be less than the 2-3 month average giving to the staff member's ISI ministry account. Additionally, we require that the staff person released from PD at a reduced budget have at least a one month support reserve (at the reduced budget amount). **Note:** The alternative way to be released from PD is recommended only for those who have been unable to reach full support within the allowed 18-month period (and any extension agreed upon by the DFD and the staff member's PD team).

If you feel that you may qualify for release from PD in either of these two ways, please talk this over with your PD coach, local supervisor, and RFD. Then you may contact the Director of Field Development. A determination will be made as soon as possible as to whether you qualify to be released from PD.

When a staff member is approved for release from PD, the DFD will notify the staff member, the staff member's PD coach, supervisor, RFD, ISI Finance, People Services, Volunteer Services/Ministry Operations and Donor Services departments.

Keep in mind that this is not an exact science. In figuring your average income, we have to factor in such things as the likelihood that large-gift donors will repeat their gift as well as the amount in the staff member's fund reserve. **We cannot base your release from PD on promised gifts, only on receipted income to your ISI ministry account.**