

Seminary Scholarship Funds

GUIDELINES FOR THE USE OF MINISTERIAL EDUCATION FUNDS (MEF)

1. Areas of Assistance for Scholarship funds:

1.1. Full Time

- 1.1.1. Persons pursuing ordination shall be officially enrolled as a full-time student in a seminary accredited by the University Senate of the United Methodist Church, shall be a candidate for ordained ministry, and be approved by the Board of Ordained Ministry of the West Virginia Annual Conference. Students shall carry an academic load equivalent to at least $\frac{1}{4}$ of the hours needed for graduation each year to be considered a full-time student.
- 1.1.2. Each recipient must maintain the standards required for graduation and ordination and shall send to the Ministerial Education Fund & Asbury Loan Fund officer of the Boards of Ordained Ministry a transcript of grades for each semester/quarter.
- 1.1.3. Each person must be a candidate for the Master of Divinity or equivalent degree from a school approved by the University Senate or a master's degree from a graduate theological school approved by the University senate.
- 1.1.4. The recipient must agree to the conditions of Section 2 below.
- 1.1.5. Each Student will provide all requested information in order to establish need
- 1.1.6. The maximum amount a person in a seminary degree program may receive from the fund is \$24,000 for their seminary education. The maximum for any one year is \$6,000

1.2. Part Time

- 1.2.1. Persons must be enrolled in Basic Graduate Theological Studies (2012 Book of Discipline, para. 324.4a) or other courses provided by the seminary or graduate theological school approved by the University Senate that will lead to ordination, shall be a candidate for ordained ministry, and be approved by the Board of Ordained Ministry of the West Virginia Annual Conference.
- 1.2.2. Each recipient must maintain the standards required for ordination and shall send to the Ministerial Education Fund and Asbury Load Fund officer of the Board of Ordained Ministry a transcript of grades for each semester /quarter.
- 1.2.3. The recipient must agree to the conditions of Section 2 below.
- 1.2.4. Each student will provide all requested information in order to establish need.
- 1.2.5. The maximum amount a person may receive from the fund is \$24,000 for their seminary education. The maximum amount a person may receive shall be \$6,000 per year. The amount a person may receive per course shall be \$250 per credit hour.

1.3. Applications:

- 1.3.1. Persons requesting funds must complete and submit all the parts of the MEF Scholarship Application.
- 1.3.2. Applications for funds must be received by July 1 to be considered for scholarship/loans for the fall semester. Applicants will be notified by August 15. Payments will be sent to seminaries by August 30. Applications received prior to November 15 will be considered for scholarship for the spring semester. Applicants will be notified by December 15. Payments will be sent to seminaries by December 30.
- 1.3.3. Applicants approved for the fall semester need not re-apply for the spring. A status letter will be sent by December 1. Applicants will be notified by December 15, Payments will be sent to seminaries by December 30.
- 1.3.4. All applicants must re-apply by July 1 each year to be considered to receive funds in the ensuing year.**

2. Conditions:

- 2.1. Upon withdrawal or dismissal from seminary or from the process of candidacy for ordination, recipients are responsible to immediately notify the Ministerial Education Fund & Asbury Loan Fund Officer of their status.
- 2.2. **Priorities for Funding** - When funds are not available to meet all the requests, funds will be made available in accordance with the following priorities:
 - 2.2.1. Full-time student.
 - 2.2.2. Those students taking courses from United Methodist seminaries.
 - 2.2.3. Persons with greatest need.

3. Special Cases

- 3.1. Any unusual situation shall be submitted to the Ministerial Education Fund & Asbury Loan Fund officer to be considered in consultation with the Executive Committee of the Board of Ordained Ministry which shall then take such actions as it deems advisable.

**West Virginia Annual Conference - The United Methodist Church
Ministerial Education Fund**

APPLICATION FOR FINANCIAL AID

Date of application _____ Academic Year: 20 _____

PERSONAL INFORMATION: Part I

Name _____ Email: _____

Mailing Address (address where correspondence can be mailed to you during the academic year):

_____ Phone _____

Home Address (if different) _____ Phone _____
(Please advise of any address changes!)

Birth Date _____ Marital Status _____ Spouse's Name _____

Name(s) and age(s) of children:

Home Church: _____

Pastor: _____ District: _____

Name and address of Seminary you will be attending: _____

Anticipated Graduation Date _____ Classification (circle one) Junior Middler Senior

_____ I am a part time student .

_____ I will be taking the following course(s): _____
for a total of _____ credits/semester hours. Courses must lead to ordination as deacon or elder.

_____ I am a full-time student.

_____ I hereby request a loan for the academic year 20____ - 20_____.

_____ Please check if you give permission for this application to be shared with the United Methodist Foundation and other church agencies that make funds available to seminary students. Some of these scholarships require the following information to qualify:

Home Church _____, Home Town: _____,

Home District _____, Home County _____,

College – graduated from _____

I affirm that the information in both parts I and II of this application is correct to the best of my knowledge, and that I have been admitted to candidacy by the _____ District on _____, 20_____.

My Candidacy Mentor is _____

whose address is _____ Phone: _____.

Signed: _____ Date: _____

Ministerial Education Fund

FINANCIAL INFORMATION

Part II

EXPENSES

A. School Expenses (full time)

Tuition	
Books and Supplies	
Fees	
Other (specify)	

B. Room and Board

Rent	
Utilities	
Food	
Clothing	
Telephone	
Other (specify)	

C. Automobile

Payments	
Insurance	
License	
Maintenance	
Fuel	

D. Health Care

Medical	
Dental	
Insurance	
Other (specify)	

E. Miscellaneous (specify)

Bank Loans	
Credit Cards	
Other	

TOTAL	
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OTHER FINANCIAL OBLIGATIONS:

College Loans	
Charge Accounts	
Real Estate	
Other	

TOTAL	
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INCOME

A. Salary

Appointment	
Utilities, travel, etc.	
Other Income (summer job, etc.)	
Spouse's Income	

B. Scholarships	
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C. Parent/Family	
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D. Honoraria	
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E. Savings	
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F. Veterans Benefits	
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G. Other (specify)	
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TOTAL	
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Adjusted Gross Income reported to IRS last year for student and/or spouse	
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Estimated Adjusted Gross Income for current year for student and/or spouse	
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Have you borrowed from the Francis Asbury Loan Fund? If yes, what amount?	
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Approximate Value of: Personal Property (i.e. automobile, real estate, investments, etc.)	
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Please use the back of the application to share other information which you believe may be helpful to the Board of Ordained Ministry when considering your application.

Ministerial Education Fund
THE AGREEMENT

In making application to the Ministerial Education Fund, I understand and agree to the following requirements:

1. Must be a certified candidate for ordained ministry by his/her home district and under the supervision of a Candidacy Mentor or the Vocational Discernment Coordinator.
2. Provide the Seminary Scholarship Committee evidence of acceptance from the registrar of the seminary or graduate theological school in which enrolled.
3. Maintain academic and/or other standards acceptable for graduation.
4. Furnish the Ministerial Education Fund officer an official transcript of each semester's grades as soon as it becomes available.
5. Provide, upon request, a personal financial statement of my Seminary Account.
6. Allow this information to be shared with the Seminary and/or other parties responsible for the securing of financial assistance.
7. Abide by the rules and regulations governing this Fund as stated above or revised and detailed in the current Annual Conference Journal.

Signed: _____

Date: _____

Please return to: MEF
 c/o P.O. Box 2313
 Charleston, WV 25328

Direct any questions to Bill Deel at 304-754-5268 or by e-mail wvbill@msn.com.