

North Georgia Conference of The United Methodist Church
Board of Ordained Ministry, Ministerial Education Fund Grant

Policies, Application, and Instructions for the Applicant

The purpose of the Ministerial Education Fund (2016 BOD ¶816) is to enable the Church to unify and expand its program of financial support for the recruitment and education of ordained and diaconal ministers and to equip the annual conference to meet increased demands in this area: Relieving some of the pressure of limited means, where such pressure may well prevent a ministerial candidate from obtaining the necessary education and by reducing the necessity for too much employment while in school thus allowing more time for study.

A. Directions for Applying for the Ministerial Education Fund:

- You must attend a school with accreditation by one of the following agencies: undergraduate institution must be accredited by [Southern Association of Colleges and Schools Commission on Colleges](#), and a seminary must be approved by the [University Senate](#). Any questions concerning this should be referred to The Center for Clergy Excellence (CCE).
- **Applicants complete the entire application and distribute the required pages** to the District Superintendent (pg. 4) and to the Registrar's Office (pg. 5) of the college, university, or seminary they are attending. Be sure to sign pages 4 and 5 before distributing to the appropriate person to authorize the release of information. Applicant will directly submit their portion of the application (pg. 2-3) to CCE. At the end of each academic year students will **submit a copy of their transcripts** to CCE. This can be an unofficial transcript but must show hours completed and grades received.
- The **District Superintendent** completes page 4 of the application and submits it directly to The Center for Clergy Excellence.
- The **Registrar's Office** completes page 5 of the application and submits it directly to The Center for Clergy Excellence. The Registrar's Office must complete this as a verification of your enrollment.
- A completed application is required each semester the student is enrolled. Completed means the applicant's pages, the district page, and the school registrar's page are submitted for each academic semester by the appropriate deadline to the CCE. Late applications will not be accepted.

Applications Deadlines:

Fall Term (Aug-Dec):	August 1
Winter/Spring Terms (Jan-Apr):	November 15
Summer Term (May-July):	April 15

B. Ministerial Education Funds are available for the following:

- **Certified Candidates and Licensed Local Pastors** completing undergraduate and/or a seminary degree
- All students are required to maintain a "C" average in college, university, or seminary classes to continue to receiving funding.

C. The Ministerial Education Fund Committee shall consider grants as follows:

- Seminary: up to \$3,000 per semester based on registered credit hours (\$250 per hour)
- Undergraduate degrees: \$1,000 per semester for full-time students
- The lifetime maximum any applicant may receive for college and seminary shall be \$28,000

D. Funding Process: MEF checks are sent directly to the schools as quickly as possible following the deadlines. CCE will communicate when checks have been sent as well as award amounts. We encourage all students to stay in communication with CCE regarding the receipt and completed of the application and the award of the grant.

E. Questions? All MEF Applications will be processed by The Center for Clergy Excellence. All materials should be submitted to CCE via email and all questions regarding MEF can be emailed to MEFApplication@ngumc.org. CCE is located at the North Georgia Conference Office, 1700 Century Circle SE, Ste. 100, Atlanta, GA 30345. We can be reached by phone at 678.533.1369.

North Georgia Conference of The United Methodist Church

Ministerial Education Fund Grant Application

1. PERSONAL INFORMATION (please print/type):

Name

Last Name First Last Middle Name Preferred Name

Address

City

State

Zip

Home #

Cell #

Email

To help the MEF Committee track trends in grant funding please provide the following information – these are in no way used in determine scholarship funding or eligibility and are optional.

Date of Birth: _____ Gender: _____ Ethnicity: _____

2. CERTIFICATION and EDUCATIONAL INFORMATION

I am seeking: Deacon Elder Local Pastor Associate Membership

Certification Date

District Name

District Superintendent

Phone

School You Are Attending

Year In College/Seminary

1st 2nd 3rd 4th Other

Semester

Fall

Winter

Spring

Summer

Anticipated Date of Graduation

Seeking which degree?

3. REFERENCE AND RECOMMENDATIONS

Senior Pastor

Phone

Email Address

Church Name
& Address

Name & Street Address

City

State

Zip Code

Family Member

Phone

Email Address

Mailing Address

Street Address

City

State

Zip Code

4. PLEDGES OF THE APPLICANT

- A. "If this Grant is awarded, I will use it only toward necessary educational expenses. It is my understanding that I am to *serve at least five years* in full time service under appointment made by a United Methodist Church Bishop (BOD Par 816.1.a)."
- B. "I understand I am to apply each *semester* for the Ministerial Educational Grant, and I understand the deadline is clearly printed on the Guidelines which I have already received. I also understand it is my responsibility to have all sections completed before submitting the application to Center for Clergy Excellence (CCE). I further understand that if my application is not received by the deadline, I will not be considered for the current term. If I am concerned that there is some question, problem, issue, or complication, I will contact the CCE Office."
- C. "I have read and understand the Policies of the Ministerial Education Fund Committee of the Board of Ordained Ministry of the North Georgia Annual Conference. By signing below, I acknowledge that I accept the provisions of these policies and affirm my willingness to comply with the same."

Date Signed

Required Applicant Signature

Applicants full printed name

Direction for SUBMITTING MEF Application:

- **Applicant Submits pages 2-3 directly** to The Center for Clergy Excellence
 - Email: MEFapplication@ngumc.org
 - Fax: 678.533.1368
 - Mailing Address: 1700 Century Circle SE, Ste. 100, Atlanta GA 30345
 - Questions Call the CCE Office 678.533.1369
- **Give your District Superintendent page 4** to complete and submit to CCE on your behalf
 - Sign the form before giving it to the District Office
 - give the district a copy of completed pages 2-3 for their records
 - Let your DS office know you have already submitted pages 2-3 to CCE
- **Give your Registrar's Office page 5** to complete and submit to CCE on your behalf
 - Sign the form before giving it the Registrar's Office
 - Let you school know you have already submitted the other required pages

North Georgia Conference of The United Methodist Church
Ministerial Education Fund Grant Application
District Superintendent Recommendation Form

APPLICANTS FULL NAME <i>(please print/type):</i>	
"I hereby authorize _____ <i>(district)</i> to release the above information to the North Georgia Annual Conference Board of Ordained Ministry"	
<i>Required Applicant Signature</i>	<i>Date Signed</i>

DISTRICT SUPERINTENDENT MUST COMPLETE THIS SECTION

Do the records in <u>your district office</u> verify that this	
1. person is a Certified Candidate for ministry? <i>(They have been approved by DCOM)</i>	<input type="radio"/> Yes _____ Certification Date:
2. This candidate is seeking:	<input type="radio"/> Deacon <input type="radio"/> Elder <input type="radio"/> Local Pastor <input type="radio"/> Associate Membership
3. Is this candidate in good standing with the DCOM and will their certification or license be renewed at their next DCOM appearance?	
<u>Comments:</u>	

<i>District Superintendent Signature</i>	<i>Date Signed</i>	<i>Printed Name</i>
Address	_____	_____
	<i>Street</i>	<i>City</i> <i>State</i> <i>Zip Code</i>
Phone Number	_____	
Email Address	_____	

Please submit this Form Directly to The Center for Clergy Excellence:
 Email: MEFapplication@ngumc.org Fax: 678.533.1368. Phone: 678.533.1369

North Georgia Conference of The United Methodist Church
Ministerial Education Fund Grant Application
Seminary/College Recommendation Form

APPLICANTS FULL NAME <i>(please print/type):</i>	
"I hereby authorize _____ <i>(college/seminary)</i> to release the above information to the North Georgia Annual Conference Board of Ordained Ministry"	
<i>Required Applicant Signature</i>	<i>Date Signed</i>

SEMINARY/COLLEGE REGISTRAR MUST COMPLETE THIS SECTION

1.	Name of College or Seminary:
2.	Student Classification: <input type="radio"/> 1 st Year <input type="radio"/> 2 nd Year <input type="radio"/> 3 rd Year <input type="radio"/> 4 th Year <input type="radio"/> Other, Specify:
3.	Is this student's present academic record satisfactory? <input type="radio"/> Yes <input type="radio"/> No
4.	What was the student's grade average last term? On a scale of:
5.	What is the last date for enrollment/drop/add for applying semester?
6.	How many credit hours is the student registered to complete during the semester in which they are applying?

Additional Comments:

<i>Date Signed</i>	<i>Signature of Registrar</i>	<i>Printed Name</i>
Address		
	<i>Street</i>	<i>City</i> <i>State</i> <i>Zip Code</i>
Phone Number		
Email Address		

Please submit this Form Directly to The Center for Clergy Excellence:
 Email: MEFapplication@ngumc.org, Fax: 678.533.1368. Phone: 678.533.1369