

Applicant Name: _____ Name of School: _____

APPLICATION FOR GRANT

Ministerial Education Fund

Kentucky Annual Conference of the United Methodist Church

THE PURPOSE OF THE MINISTERIAL EDUCATION FUND IS TO ASSIST IN PROVIDING AN ADEQUATELY TRAINED MINISTRY FOR OUR CHURCH BY:

- A. Relieving some of the pressure of limited means, where such pressure may well prevent a ministerial candidate from obtaining the necessary education; and
- B. Reducing the necessity for too much employment while in school, thus allowing more time for adequate study.

INSTRUCTIONS TO APPLICANT

PLEASE READ THE APPLICATION FORM IN FULL BEFORE FILLING IT OUT

1. This application must be completed **in full** in order to receive MEF money. It can be located on the conference website at <http://www.kyumc.org/forms/detail/584>. FAILURE TO COMPLETE IN FULL WILL CAUSE UNNECESSARY DELAYS IN PROCESSING YOUR APPLICATION.
APPLICANTS: YOUR SIGNATURE IS REQUIRED ON PAGE TWO AND PAGE THREE. BE SURE TO SIGN BOTH PLACES.
2. Make a copy of your completed application for your records.
3. After you have obtained the necessary information and have filled in your part of the application as accurately and completely as possible, mail it to your district superintendent for his/her careful examination and signature on page two. If there is any question concerning any part of your application, be sure your superintendent is given a full explanation.
4. Have your district superintendent mail your application to the Student Financial Aid Office of the college or seminary in which you are enrolled or pre-enrolled.
5. Request that the financial aid officer complete his/her section of the application and then mail the entire application, as indicated at the end of page three.
6. Deadline for submission of your annual FAFSA report (SAR) in pdf format and your completed application is **April 15**. Deadline for submission of your semester credit hours is **September 15** for the fall semester and **February 15** for the spring semester. You must submit a new pdf copy of your FAFSA report (SAR) for each academic year that funds are needed.
7. You are responsible for seeing the application through the process.
8. Funds will not be issued to the school until after the drop/add date has passed for the semester for which you have applied.

ELIGIBILITY

- Applicants must be certified candidates for ordained ministry in the Kentucky Annual Conference of The United Methodist Church.
- Applicants must have a bachelor's degree from a college or university recognized by the University Senate of the United Methodist Church.
- Applicants must attend a United Methodist Seminary or school of theology approved by the University Senate of the United Methodist Church.
- Applicant must be seeking ordination as a deacon or elder with the intention of entering pastoral ministry in the Kentucky Annual Conference.
- Applicants must be recommended by their district superintendent.
- Undergraduates, persons completing a second master's degree (other than MDiv), and persons working on their doctorate are not eligible for Ministerial Education Funds.
- Applicants must maintain a cumulative grade point average of 3.0 (or its equivalent) in coursework and be making progress toward their degree.
- Further details of the conference policy on MEF funds are to be found at <http://www.kyumc.org/forms/detail/584>.

A. COMPLETED BY STUDENT (please type or print):

| | |
|-----------------------------|--|
| Name (First, Middle, Last): | |
| Social Security Number: | |
| Date of Birth: | |

Contact Information:

| | |
|--------------------------------------------------------------------------------------|--|
| Current Address: | |
| Address of School: <i>(if different from above)</i> | |
| Permanent Address: <i>(or parent's address if different from current address)</i> | |
| Email address: | |
| Phone Number: | |

Educational Background:

1. Name of college where undergraduate degree was conferred: _____
Date awarded: _____
2. Name of seminary in which you are enrolled or pre-enrolled: _____

3. Are you a full-time student: Yes No
Expected registration for: Fall Semester Enrolled for: _____ hours
 Spring Semester Enrolled for: _____ hours
4. Anticipated graduation date: _____
5. My cumulative grade point average is: _____
6. Amount of MEF Grant money received to date: _____

Information about Ministerial Relationship:

- 7. Name of your Charge Conference: _____
- 8. In what district are you certified as a candidate by your district committee on ministry?
District: _____
- 9. What is your relationship to the Conference?
 Local Pastor Associate Member Probationary Member Certified Candidate
- 10. Do you plan to serve as an Elder or Deacon in full connection upon completion of your education?
 Elder Deacon
- 11. Do you expect to become a member in full connection of the Kentucky Annual Conference?
 Yes No

Pledge of the applicant:

I am in good standing with the Kentucky Annual Conference and the District of my Charge Conference. I am aware of my obligation to the Kentucky Annual Conference and the stipulations of the grant. If this grant is awarded, I understand that it is to be used for educational expenses only and will honor my obligations.

Attached is a sheet detailing all scholarships, grants or other funds which I have received or anticipate receiving relating to my seminary education. Such information, as well as all information submitted as part of my FAFSA application (a copy of which is also attached), is hereby confirmed to be true and accurate in all respects.

I understand that any inaccuracy may be grounds for denial of any present or future MEF funds.

Signature of Applicant

B. COMPLETED BY THE DISTRICT SUPERINTENDENT

District superintendents must complete and sign this section. The district superintendent is requested to review this application and provide such additional information as may assist the MEF committee. After signing, please mail this application to the appropriate Seminary Financial Aid Officer.

Do you have records on file that this student is a certified candidate for ministry? Yes No

I recommend favorable consideration of this applicant for a service loan. Yes No

Date: _____ Signature: _____

District: _____

Authorization for seminary to release transcript and registration information.

I hereby authorize _____ to release the information on page three of this document to the Kentucky Annual Conference Board of Ordained Ministry. I understand that I am responsible for ordering a transcript to be sent to the Ministerial Services office no later than March 1 for fall semester and no later than July 1 for spring semester.

Signature of Applicant

C. COMPLETED BY THE SCHOOL:

1. Name of school: _____
2. Name of student: _____
3. Student's classification as of: _____ (date)
Seminary: First Second Third
Number of hours completed: _____ Semester hours Quarter hours
4. Do you expect this student to be enrolled full-time? Yes No
If no, please specify progress toward the student's degree and number of hours anticipated this year.

5. How many hours are required for full-time status? _____ per semester/quarter (circle one)
6. Student's cumulative grade point average at the end of last term on a _____ scale? _____ GPA
7. Remarks: _____

Recommendation of Student Aid Officer

1. Do you consider this student a good financial risk? Yes No Do not know at this time
Comments: _____
2. Has this student met his/her seminary obligations satisfactorily? Yes No
3. What is the address to which checks should be mailed? (Checks will be made payable directly to the seminary.)

Signature of School Registrar

Signature of School Financial Aid Officer

**This application, when fully completed,
should be mailed by the
Student Aid Officer to:

Kentucky Annual Conference
Ministerial Services Office
7400 Floydsburg Road
Crestwood, KY 40014**

IMPORTANT DATES FOR MEF FUND APPLICANTS

| Date | Task | Notes |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No later than April 15th of each year | Complete MEF application and FAFSA form. Submit both to <i>Shelley Nelson, Ministerial Services, 7400 Floydsburg Rd, Crestwood, KY 40014</i> | You will only be applying for funds once a year, but you will be updating our office by submitting your transcript for each semester as it is completed and by providing the number of hours you have registered to take in the next semester. |
| No later than June 1st of each year | The MEF team (from the Board of Ordained Ministry) will let you know how much you are eligible to receive per credit hour for the coming academic year. | Your allotment will remain the same for both fall and spring semesters unless your grade point falls below 3.0 or you receive a 1.0 or lower in any class for which you received MEF funds. |
| No later than September 15th of each year | Inform the Ministerial Services office regarding how many credit hours you have registered to take in the fall semester. | Send the number of credit hours via email and/or snail mail to: <i>snelson@kyumc.org</i> or <i>Ministerial Services, 7400 Floydsburg Rd, Crestwood, KY 40014</i> |
| No later than February 15th of each year | Inform the Ministerial Services office regarding how many credit hours you have registered to take in the spring semester. | Send the number of credit hours via email and/or snail mail to: <i>snelson@kyumc.org</i> or <i>Ministerial Services, 7400 Floydsburg Rd, Crestwood, KY 40014</i> |
| No later than March 1st of each year | Have an official transcript sent to the Ministerial Services Office that includes your work for the fall semester. | Mailing address: <i>Shelley Nelson, Ministerial Services, 7400 Floydsburg Rd, Crestwood, KY 40014</i> . If your transcript is sent digitally, please have it emailed to: <i>snelson@kyumc.org</i> . |
| No later than July 1st of each year | Have an official transcript sent to the Ministerial Services Office that includes your work for the spring semester. | Mailing address: <i>Shelley Nelson, Ministerial Services, 7400 Floydsburg Rd, Crestwood, KY 40014</i> . If your transcript is sent digitally, please have it emailed to: <i>snelson@kyumc.org</i> . |