

Ministerial Education Fund Service Loan Application

Western North Carolina Conference

The United Methodist Church

Revised May 2012

Purpose

The purpose of the **Ministerial Education Fund Service Loan** is to assist in the education, formation and training of future United Methodist clergy within the Western North Carolina Conference by:

- 1) Alleviating some of the financial strain related to seminary education, where such pressure may well prevent a ministerial candidate from obtaining the necessary education.
- 2) Reducing the necessity for too much employment while in school, thus allowing more time for study.
- 3) Alleviate debt during seminary in exchange for five years of full-time service in the United Methodist connection in appointments approved by a United Methodist Bishop
(para. 816a).

Please read carefully and note due dates!!

Instructions

- 1) Carefully read the application PRIOR to completing it.
- 2) Please make 3-4 copies of your blank application as you will need to apply each academic year to receive an MEF Service Loan. Your District Office should have extra copies of the application OR you can download the application at www.wnccumc.org
- 3) Make a copy of your completed application for your records.
- 4) **Applications must be completed AT THE BEGINNING OF EACH ACADEMIC YEAR**. One application covers an entire academic year: both the Fall and the Spring semester.
- 5) After you have completed your part of the application as accurately as possible, mail or deliver it to your **District Superintendent** for his/her review and **signature**.
- 6) The **Financial Aid Officer of your seminary** must review and sign your application for accuracy concerning your financial status within the school.
- 7) The **Registrar of your seminary** must verify your status as a full-time student
(Defined as 9 semester hours or more by WNC Board of Ordained Ministry).
Please note that Full-time Local Pastors are not permitted to attend seminary full time and will be eligible for part-time grants ONLY.
- 8) This application must be submitted to the Conference MEF Coordinator on or before **AUGUST 31**. If you begin seminary in the Spring Semester, please submit your application prior to **DECEMBER 31**. If during the course of the Fall semester you become a Certified Candidate you may apply for a grant for the following Spring semester.
Please submit your application not later than AUGUST 31 or DECEMBER 31!

Eligibility

- *Applicant must be certified candidate for ordained ministry in the Western North Carolina Conference of The United Methodist Church.*
- *Applicants must attend:*
 - *a United Methodist Seminary approved by the University Senate of the UMC or*
 - *a School of Theology approved by the University Senate of the United Methodist Church or*
 - *an accredited Graduate School where they are earning the necessary professional degree for their area of ministry specialization.*
- *Applicant must be seeking ordination as a Deacon or Elder with the intention of entering pastoral ministry in the local church within the Western North Carolina Conference.*
- *Applicants must have the recommendation of their District Superintendent.*
- *Applicant must be a full-time student (9 or more semester hours). An exception is made for students who are serving as Full-Time Local Pastors who are not allowed to take a full-time course load.*
- *Full-time Local Pastors who are enrolled as part-time students may receive a partial MEF grant. The amount of the grant will be prorated based upon the full grant amount for that semester and the number of hours for which the candidate is enrolled.*
- ***Undergraduates and Course of Study students are NOT eligible for MEF grants.***
- *Applicants must maintain an overall C-average in coursework and be making progress toward their degree.*

Application Process and Frequently Asked Questions

=Where do I get a form?

Forms are available from your District Office or online at wncc-umc.org.
Look under the *Board of Ordained Ministry* tab. Look for “*Grants and Scholarships.*”

=When is the deadline?

August 31 for those beginning seminary enrollment in the Fall Semester
December 31 for those beginning seminary enrollment in the Spring Semester.

=In what order do I need to complete the form?

1. Make sure you are a Certified Candidate through your District Committee on Ordained Ministry. If not, start the process with your District Superintendent.
2. Fill out the form
3. Get the District Superintendent’s signature
4. Get the recommendation from your seminary
 - a. Registrar’s signature
 - b. Financial Aid Officer’s signature
5. Send the completed application to:

Rev. Sarah Underwood
Abernethy Memorial UM Church
MEF Coordinator
PO Box 145
Rutherford College, NC 28671-0145

Church Phone: 828-879-8894

Email: SUnderwood@wnccumc.net

=When will I hear if I got any money?

The MEF Coordinator of the Board of Ordained Ministry (Veranita Alvord) will review the request and authorize payments based upon the amount allotted within the Conference Budget. All requests for Service Loans will be considered on the basis of enrollment status, grades (C average is required), candidacy certification and availability of funds.

The availability of funds is directly related to the ability and willingness of each local UMC to pay its MEF apportioned line item!

=How much money will I receive?

The amount of the MEF Grant for each semester is contingent upon the number of students who apply and the amount of money the Conference Office receives from every local church which pays the apportionment labeled “Ministerial Education Fund.” Funds will be distributed in pre-rated amounts using the following priority:

-United Methodist Seminaries approved by the University Senate

Students seeking a Master of Divinity degree (See Book of Discipline paragraph 1422a-c)

-Seminaries of other denominations approved by the University Senate

Students seeking a Master of Divinity degree (See Book of Discipline paragraph 1422d)

-Satellite or extension programs of UM Seminaries preparing people for Deacon’s Orders through degree programs other than the M.Div.

(e.g. Wesley @ Pfeiffer, MAPT-Master of Arts in Practical Theology & BGTS certification)

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PERSONAL INFORMATION

Name:

(First) (Middle) (Last)
Mailing Address: _____ Best Phone: _____

Email: _____
Marital Status Single Married Widowed Divorced

EDUCATION HISTORY

School Presently Attending: _____
Degree Program: _____ I will be enrolled in the Fall _____ Spring _____ Summer _____
Expected Graduation Date: _____

Are you a full-time student? Yes No Number of hours? _____

Give your student classification for the period of this application:
Seminary First Year Second Year Third Year Fourth Year

CANDIDACY

Candidate for Ordained Ministry (only certified candidates are eligible for MEF Grants)

Have you been certified as a candidate for ordained ministry? Yes No

District: _____ Date: _____

Are you presently serving a Student Appointment as a Local Pastor? Yes No

Name of Charge _____ Conference: _____

Is this a full-time appointment? Yes No

Do you plan to serve as the pastor of a local church upon completion of your education? Yes No

If not, what form of Christian ministry do you plan to enter? _____

MEF DISCLOSURE

Have you received previous MEF grants from this Conference? Yes No

Do you have indebtedness to the MEF in another Conference? Yes No

If yes, what amount is owed? _____

PLEDGE OF THE APPLICANT

I understand that the MEF funds I have received are made available through the generous donations of local churches within the Western North Carolina Conference. I further understand that these funds were apportioned for the education, formation and training of future WNCC United Methodist Clergy.

I will use any MEF Service Loan money only toward expenses related to my ministerial education.

I understand that I am receiving this money in exchange for five years of service in the connection in appointments approved by a United Methodist Bishop (*paragraph 816a*).

DATE: _____ Signature of Applicant: _____

RELEASE of INFORMATION

I hereby authorize the _____
(Name of Seminary)

to release the following information to the Western North Carolina Conference Board of Ordained Ministry and the Western North Carolina Conference Ministerial Education Fund Coordinator.

Signature of Applicant _____
Date

SEMINARY DEAN/REGISTRAR

(This section and the following are to be completed by the applicant's educational institution)

Student Name: _____ **Seminary:** _____

Student's Classification as of: _____

Seminary Year ___ *First* ___ *Second* ___ *Third* ___ *Fourth*

Is the student enrolled full-time (9 semester hours)? ___ *Yes* ___ *No*

Has the student maintained at least a C average in all academic work to this point?

Date: _____ **Signature:** _____
Dean or Registrar

STUDENT FINANCIAL AID OFFICIAL RECOMMENDATION

Has this student met his/her seminary financial obligations satisfactorily?

___ *Yes* ___ *No*

Date: _____ **Signature:** _____
Financial Aid Official

Name (Print): _____ **Title** _____

Address _____

Phone _____ **Email** _____

DISTRICT SUPERINTENDENT

The District Superintendent should review the ENTIRE application and provide any additional information that may assist the MEF Coordinator.

Do your records indicate that this person is a certified candidate for ministry?

___ *Yes* ___ *No*

Date of Certification: _____

I recommend favorable consideration of this application for an MEF Grant.

Date: _____ **Signature:** _____
District Superintendent

District: _____
Address _____

District Phone: _____
District Email: _____