

MINISTERIAL EDUCATION FUNDS (MEF) GUIDELINES

The purpose of the Ministerial Education Fund (MEF) is *to assist in providing seminary training that leads to ordination and ministerial service in the West Virginia Conference*. Recipients of funds must be **certified candidates**¹ or **licensed local pastors**² within the West Virginia Conference.

I. Scholarship Funds Guidelines for Students:

a. Full-time

- i. 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. Students shall carry an academic load equivalent to at least 1/4 of the hours needed for graduation each year to be considered a full-time student.
- ii. Each recipient must maintain the standards required for graduation and ordination and shall send to the Ministerial Education Fund officer of the Board of Ordained Ministry a transcript of grades for each semester/quarter.
- iii. Each person must be a candidate for the Master of Divinity or a master's degree from a graduate theological school approved by the University Senate.
- iv. The recipient must agree to the conditions of Section II below.
- v. Each student will provide all requested information in order to establish need.
- vi. 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.

b. Part-Time

- i. Persons must be enrolled in Basic Graduate Theological Studies **(2016 Book of Discipline 324.4a)** or other courses provided by a seminary or graduate theological school approved by the University Senate that will lead to ordination.
- ii. Each recipient must maintain the standards required for ordination and shall send to the Ministerial Education Fund officer of the Board of Ordained Ministry a transcript of grades for each semester/quarter.
- iii. The recipient must agree to the conditions of Section II below.
- iv. Each student will provide all requested information in order to establish need.
- v. 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 Applicants must have completed the candidacy process and certified by their District Committee on Ministry.

² Having completed candidacy, applicants may be licensed as local pastors, serving an appointment while attending seminary.

- II. Applications:
 - a. Persons requesting funds must complete and submit all the parts of the MEF Scholarship Application and Agreement.
 - b. Applications must be received by July 1 to be considered for scholarships for the fall semester. Applicants will be notified by email prior to August 15. Payments will be sent to seminaries by August 30. Applications received prior to Nov. 15 will be considered for the spring semester scholarships.
 - c. Applicants approved for the fall semester need not re-apply for the spring. **Transcripts from fall coursework are required prior to scholarship payment disbursement to seminaries for the spring term. Please also verify the number of spring term hours, especially if there has been a change since the original application.**
 - d. **All applicants must re-apply by July 1 each year** to be considered to receive funds in the ensuing year.

- III. Conditions:
 - a. Upon withdrawal or dismissal from seminary or from the process of candidacy for ordination, recipients are responsible to immediately notify the Ministerial Education Fund Officer of their status.

- IV. Priorities for funding: When funds are not available to meet all the requests, funds will be made available in accordance with the following priorities:
 - a. Full-time students
 - b. Those students taking courses from United Methodist seminaries
 - c. Persons with greatest need

- V. Special Cases: Any unusual situations shall be submitted to the Ministerial Education Fund officer to be considered in consultation with Executive Committee of the Board of Ordained Ministry which shall then take such actions as it deems advisable.