

## 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**<sup>1</sup> or **licensed local pastors**<sup>2</sup> within the West Virginia Conference.

### I. **Scholarship Funds Guidelines for Students:**

- a. To qualify for MEF, students must be pursuing ordination and be officially enrolled in a seminary accredited by the University Senate of the United Methodist Church.
- b. 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. 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. Persons may 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.
- c. The recipient must agree to the conditions of Section III below.
- d. Each student will provide all requested information in order to establish need.
- e. The maximum amount a person in a seminary degree program may receive from the fund is \$24,000 for their seminary education. The amount a person may receive per course shall be \$250 per credit hour.

### 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 and winter terms. Applicants will be notified by email prior to August 15. Payments will be sent to seminaries by August 30. Applications received prior to November 15 will be considered for the spring and summer term scholarships.
- c. Applicants approved for the fall term need not re-apply for the spring. Transcripts from fall coursework are required prior to scholarship payment disbursement to seminaries for the spring term. **Verification of the number of spring term hours anticipated is required, especially if there has been a change since the original application.**

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<sup>1</sup> Applicants must have completed the candidacy process and certified by their District Committee on Ministry.

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

- 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.
- b. Withdrawal from a course or receipt of a grade lower than a “C” for a course will result in the granted funds being held for the ensuing term, until such point that the student verifies coursework is completed with a “C” or above grade.

### **IV. Priorities for Funding**

When funds are not available to meet all the requests, funds will be prioritized for those students with the greatest need or by the missional priorities of the West Virginia Conference.

### **V. Special Cases**

Any unusual situations shall be submitted to the Ministerial Education 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.