

# **Service Scholarship Qualifications/Eligibility Policy**

## **Board of Ordained Ministry, Rocky Mountain Conference**

As provided for in Paragraph 816.1a, 2008 Book of Discipline, funds available through the Ministerial Education Fund service scholarship shall not exceed **\$2,500 per school year** for full-time seminary students (defined as those taking **12 credit hours or more** per semester or quarter) who are certified candidates through their District Committees on Ordained Ministry, and who intend to seek ordination as an elder or deacon in the Rocky Mountain Conference, up to \$7,500 for seminary education.

These funds are available for students seeking a Master of Divinity degree and those in graduate study required for their preparation for deacon's or elder's orders (seminary enrollment verification required).

For less than full-time students, service scholarships may be made by the conference Board of Ordained Ministry on a pro-rated basis as outlined below:

Students taking **9-11 credit hours** per semester or quarter: **\$2,000 annually**

Students taking **6-8 credit hours** per semester or quarter: **\$1,500 annually**

Students taking **fewer than 6 hours** per semester or quarter: **\$1,000 annually**

Applications, which are available on the Rocky Mountain Conference Web site at [www.rmcm.org](http://www.rmcm.org), should be made annually to the Board of Ordained Ministry's Continuing Formation Coordinator.

Upon ordination by the Rocky Mountain Conference, seminary students shall not be required to repay this service scholarship money.

However, if a student does not complete the ordination process, the money shall be repaid by the student. Repayment would be according to the terms agreed to by both the student and the designated BOM scholarship officer (generally the BOM Continuing Formation Coordinator) at the time the money is awarded in the form of a promissory note completed and signed by both parties. Repayment shall be in the form of cash payments as outlined in the promissory note.

*(Adopted 3/9/10)*

# Service Scholarship Application

Rocky Mountain Conference of the United Methodist Church

## Procedure:

1. You must be a certified candidate in the Rocky Mountain Annual Conference.
2. Answer the questionnaire careful and fully, using ink or type.
3. Complete and sign the applicant pledge.
4. Request the Registrar of your School of Theology to complete the Certification of Academic Enrollment.
5. Request your District Superintendent to fill out the certification page.
6. All paperwork and signatures may be sent electronically. (Highly recommended.)

## Mail, email or fax applications, signatures and other documents to:

Rev. Kent Ingram, Continuing Formation Coordinator, Board of Ordained Ministry  
First United Methodist Church, 420 N. Nevada Avenue, Colorado Springs, CO 80903  
Phone: (719) 884-2460  
Fax: (719) 471-8533  
**E-mail: *mef@fumc-cs.org***

## Questionnaire

### Personal Data

Full name: \_\_\_\_\_

Present address: \_\_\_\_\_

Permanent address: \_\_\_\_\_

email: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Age: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Marital status: Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_

If married, will spouse be a student? \_\_\_\_\_ Employed? \_\_\_\_\_

If yes, list employer: \_\_\_\_\_

Family: Names and ages of children and other dependents: \_\_\_\_\_

Seminary degree program: \_\_\_\_\_

Year of expected graduation: \_\_\_\_\_

Are you a full-time degree candidate? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, # of hours per term/semester: \_\_\_\_\_

The scholarship/loan (to be forgiven upon ordination) for which you are applying is to be used for:

School \_\_\_\_\_ Class \_\_\_\_\_

\_\_\_ Certificate of Candidacy    \_\_\_ Conference Probationary Process

\_\_\_ Local Pastor's License    \_\_\_ Deacon's Orders    \_\_\_ Elder's Orders

Have you received scholarships/loans from this fund previously? Yes \_\_\_\_\_ No \_\_\_\_\_

If so when/amount: \_\_\_\_\_

Is your intention to seek full membership in the Rocky Mountain Annual Conference? \_\_\_\_\_

**Budget**

*(Please give all financial information on the basis of the academic year – nine months.)*

**Source of income for academic year:**

Gifts from parents and friends: \_\_\_\_\_ Your earnings: \_\_\_\_\_ Spouse's earnings: \_\_\_\_\_

Housing allowance: \_\_\_\_\_ Car allowance: \_\_\_\_\_ Reimbursable account: \_\_\_\_\_

Cash on hand and in the bank: \_\_\_\_\_

Other scholarships and loans anticipated: \_\_\_\_\_

Other sources of income (please list): \_\_\_\_\_

**TOTAL INCOME: \$** \_\_\_\_\_

**Estimated expenses for academic year:**

Tuition and fees: \_\_\_\_\_ Book purchases: \_\_\_\_\_

Housing: \_\_\_\_\_ Board: \_\_\_\_\_

Car payments: \_\_\_\_\_ Car operating expenses: \_\_\_\_\_

Travel: \_\_\_\_\_ Clothing & laundry: \_\_\_\_\_

Taxes & insurance: \_\_\_\_\_ Benevolences: \_\_\_\_\_

Other expenses (please list): \_\_\_\_\_

**TOTAL EXPENSES: \$** \_\_\_\_\_

What outstanding debts have you or your spouse: (*Include any previous loans made by the Board of Ordained Ministry*)

Creditor	Amount	Date Due
_____	_____	_____
_____	_____	_____
_____	_____	_____

What other circumstances or needs related to financial situations should be considered?

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of District Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

### **APPLICANT'S PLEDGE**

I hereby solicit a scholarship/loan of \$ \_\_\_\_\_ from the Rocky Mountain Annual Conference of the United Methodist Church which, if granted, will be applied only toward necessary educational expenses.

I have studied the terms of my note and promise to meet them promptly. I also promise to keep the Continuing Formation Coordinator of the Board of Ordained Ministry informed regarding my charges of address as long as any part of my indebtedness to the conference remains:

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

## SCHOOL CERTIFICATION

I hereby certify that \_\_\_\_\_ is currently enrolled in \_\_\_\_\_ as a candidate for the degree of \_\_\_\_\_

and is currently enrolled for \_\_\_\_\_ hours of academic work toward that degree. He/she is presently classified as a member of the \_\_\_\_\_ class.

Date: \_\_\_\_\_ Signed \_\_\_\_\_

Title \_\_\_\_\_

## DISTRICT SUPERINTENDENT'S CERTIFICATION

I hereby certify that \_\_\_\_\_ is a candidate for United Methodist ministry in the Rocky Mountain Annual Conference. I understand that he/she will attend:

\_\_\_\_\_ as a candidate for the degree of \_\_\_\_\_.

I recommend / do not recommend that the Rocky Mountain Annual Conference Service Scholarship be extended to: \_\_\_\_\_.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

District: \_\_\_\_\_

*Please sign and return to:*

**Mail, email or fax applications, signatures and other documents to:**

Kent Ingram, Senior Pastor  
Continuing Formation Coordinator, Board of Ordained Ministry  
First United Methodist Church, 420 N. Nevada Avenue, Colorado Springs, CO 80903  
E-mail: [mef@fumc-cs.org](mailto:mef@fumc-cs.org)  
Phone: (719) 884-2460  
Fax: (719) 471-8533

# Service Scholarship Program

## PROMISSORY NOTE

Name: \_\_\_\_\_

Date of Note: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

FOR VALUE RECEIVED, I promise to pay the Rocky Mountain Annual Conference of the United Methodist Church, through the Treasurer's Office, the sum of \$ \_\_\_\_\_.

This amount is to be repaid in two (2) consecutive annual installments, the first year of repayment to begin with the opening day of the Annual Session of the Rocky Mountain Annual Conference after I have discontinued full-time seminary attendance.

I agree that these annual installments shall be canceled upon ordination by the Rocky Mountain Annual Conference. I further agree that no interest shall be charged so long as I complete ordination by the Rocky Mountain Annual Conference and not leave seminary or the conference before that time.

In the event that I should leave the Rocky Mountain Annual Conference prior to ordination, then the entire remaining principle sum shall become due and payable at the option of the Continuing Education Coordinator of the Board of Ordained Ministry.\* I further agree that should I fail to pay any installment on this note when due, the entire unpaid balance, shall be due and payable on demand. I further agree that should I fail to pay any installment on this note when due, I shall pay all expenses of collection.

Signature of Borrower: \_\_\_\_\_ Date: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_  
City State ZIP

Signed: Scholarship Officer \_\_\_\_\_ Date \_\_\_\_\_

\* In exceptional circumstances, an appeal may be placed before the Board of Ordained Ministry of the Rocky Mountain Annual Conference by the recipient of the scholarship/loan through the Continuing Formation Coordinator to lengthen the payment period.