



## Ministerial Education Fund Application

For Clergy Members of the Mountain Sky Conference

### Statement of Purpose of Continuing Education, Formation and Spiritual Growth:

*Continuing Education, Formation and Spiritual Growth are an important part of professional responsibilities which clergy members are expected to fulfill and which represents a primary basis of continued eligibility for their annual appointment. The Ministerial Education Fund, an apportioned fund, part of your congregation's connectional giving, supports clergy members growing in competence and effectiveness through continuing education, formation and spiritual growth.*

Ministerial Education Fund grants may be made for:

- Tuition.
- Required textbooks.
- Travel, room and board, and other expenses.

Grants shall not exceed **\$750 per calendar year**, or **\$3,000 per quadrennium**. For sabbatical leave or multiple year events, you may apply for funds up to your quadrennial limit.

As you apply for these funds, we hope you will encourage your congregation to support MEF. In this way, you may express your gratitude for the use of these funds.

### Application Process:

1. **Required documents:** Note—All forms and manuals are available at [www.mtnskyumc.org](http://www.mtnskyumc.org)
  - This application, **Ministerial Education Fund Application**, filled out completely, including appropriate signatures.
  - **Goals:** A separate page, attached to the MEF application, outlining goals. Please state your continuing education, formation and spiritual growth goals as shared with the District Superintendent and SPR. Include (1) Goals for the current year and (2) Long term goals.
  - **Clergy Continuing Formation Annual Report**, for the year previous to your present request.
  - **Continuing Formation Event Evaluation Form**, for any events for which you have received MEF grants in the past 3 years.
  - A completed **IRS form W-9** (available from the IRS or on the Conference website)
  - Please refer to the **Continuing Formation Manual**, Board of Ordained Ministry. Certain areas, such as advanced degree work or group programs require additional applications. (Appendices C, D and E)
  - **All forms, applications and signatures may be sent electronically.**

2. Requests are considered only **IN ADVANCE** of the event. Please send required documents **3 weeks** in advance of the event.
3. Once the application has been approved, a check request is made. You should receive a check within 28 working days from the Conference Treasurer's Office.

**I. Personal Information**

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

Current Mailing Address. (Check will be mailed to this address.)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Current appointment or MSC home church if attending seminary: \_\_\_\_\_  
Church Phone: \_\_\_\_\_

**II. Present Request**

Area under which I am applying. Refer to **Continuing Formation Manual**. Choose one or more.

- Short-term study
- Mission trip
- Extended study
- Course of Study for licensed local pastors
- Seminary Scholarship, see Appendix D for requirements and application
- Advanced degree work, see Appendix E for application
- Cluster programs
- Conference programs and group regional programs, see Appendix C for application
- Stipend for retired clergy to attend Orders Retreat
- Annual Clergy Orders Retreat
- Interim ministry training
- Psychological Assessment for Candidacy

Specific continuing formation event/program: \_\_\_\_\_

Dates: \_\_\_\_\_ Location: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

Cost:	Registration	\$ _____
	Living costs (room, board, etc.)	\$ _____
	Travel	\$ _____
	Books and materials	\$ _____
	<b>Total cost</b>	<b>\$ _____</b>

Anticipated Funds from other sources:

Personal contribution	\$ _____
Local church	\$ _____
(Must be used before requesting MEF funds)	
Other	\$ _____
<b>Total</b>	<b>\$ _____</b>

Requested grant (total request) \$ \_\_\_\_\_

### III. Signatures

Signature of the Applicant \_\_\_\_\_ Date \_\_\_\_\_

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

Signature of SPR Chairperson \_\_\_\_\_ Date \_\_\_\_\_

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

Rev. Todd Scranton, Continuing Formation Coordinator, Board of Ordained Ministry  
First United Methodist Church, 108 E 18<sup>th</sup> St, Cheyenne, WY 82001  
Phone: (307) 632-1410  
**E-mail: *scrantontw@gmail.com***

*(Revised 9/2022)*