

UNITED METHODIST STUDIES SCHOLARSHIP FOR PART-TIME STUDENTS JANUARY-DECEMBER, 2010

The Division of Ordained Ministry provides a grant of \$200 per semester hour for each **required** 2-hour or 3-hour course (or equivalent) from Ministerial Education Funds for persons taking ***Advanced Course of Study, Professional Certification Studies for specialized ministries, and Deacon Studies (Basic Graduate Theological Studies)***

This program of financial assistance is designed to assist persons seeking professional certification in a specialized ministry area, deacon candidates, full-time or part-time local pastors who have **completed** the course of study, associate members of an annual conference, and ordained ministers transferring in from other denominations.

REQUIREMENTS FOR RECEIVING THE GRANT:

1. The student must be enrolled (officially registered in the school) as a ***special student*** or as a ***part-time*** degree student in a school approved by the United Methodist University Senate. ***Full-time students in seminary degree programs are not eligible for this subsidy.*** Full-time is defined by the school.
2. ***PROFESSIONAL CERTIFICATION STUDIES:*** (Check with your annual conference for enrollment requirements) ***Students must complete a one-time enrollment form*** with the Division of Ordained Ministry, Education Team and their annual conference. The form (HE4064) is available from the school, their conference board, or the Division of Ordained Ministry, Education Team.
3. ***BASIC GRADUATE THEOLOGICAL STUDIES (DEACON CANDIDATES):*** The applicant must have applied to the Division of Ordained Ministry through their district superintendent by completing the Candidacy Online Application, indicating their intention to become a deacon in full connection in the UMC, and have been assigned a candidacy mentor. ***Requests by persons who have not applied to be candidates for deacon in full connection will be denied.*** (Deacon Candidates taking certification courses should be enrolled using form HE4064.)
4. ***ADVANCED COURSE OF STUDY:*** For full-time and part-time local pastors ***who have completed the course of study, associate members of annual conferences, and ordained ministers transferring in from other denominations.*** ***Students taking Advanced Course of Study courses through Course of Study schools are not eligible for this scholarship.*** Advanced Course of Study students are required to balance foundational courses (Bible, Theology, and Church History) with functional courses (Worship, Preaching, Counseling, etc.) in the 32 semester hour curriculum required for ordination under the provisions of ¶324.6 of *The Book of Discipline*.
5. ***Application for United Methodist Studies scholarship*** must be submitted to the seminary/school registrar for verification of enrollment in certification studies, basic graduate theological studies, or advance course of study.
6. **Submit applications to GBHEM following the start date for the named course. Students who do not complete a course or withdraw are ineligible to receive these funds to repeat the course.** Availability of funds may result in the lowering of the amount of the grant.
7. **Online course credit hours for Advance Course of Study (ACOS) and Deacon Studies (BGTS) may not exceed a total of ten (10) semester hours (or equivalent quarter hours). Online course credit hours for Professional Certification Studies may not exceed more than one third of the course work completed for certification.** *The Division of Ordained Ministry will review, approve or deny each grant application received based on compliance with the requirements.*
8. **Application for funds must be submitted during the year in which the course(s) are taken.** Funding is ***not available retroactively*** for courses taken in previous years. For questions regarding professional certification, deacon, or advanced course of study, contact Division of Ordained Ministry, Education Team Coordinator, PO Box 340007, Nashville, TN 37203-0007. 615-340-7375, fax 615-340-7377

Email: deacons@gbhem.org OR certification@gbhem.org <http://www.gbhem.org/>

REQUIRED COURSES

PROFESSIONAL CERTIFICATION STUDIES: *Students must complete a one-time enrollment form* with the Division of Ordained Ministry, Education Team, and their annual conference (Form HE4064). The form is available from the school, their conference board, or the Division of Ordained Ministry, Education Team.

Online course credit hours may not exceed a total of three (3) semester (or equivalent quarter) hours.

Christian Education:	*Teaching Biblical Faith; Teaching Theology; Administration/Leadership; Teaching/Learning; UM Studies—History, Doctrine, or Polity (one 2-hr course)
Children’s Ministry	*Teaching Biblical Faith, Teaching Theology, Teaching/Learning, Children’s Ministries in the Church, UM Studies—History, Doctrine, or Polity (one 2-hr course)
Camp/Retreat (required Core courses)	Faith Formation and Christian Living (<i>Bible course requirement</i>); The Theology and Ecology of Common Ground; Ministry of Camp/Retreat Center Management; UM Studies—History, Doctrine or Polity. (one 2-hr course) [Electives (choose 1): <i>Biblical Foundations for Camp/Retreat Ministry; Developing Christian Camp/Retreat Curriculum and Events; Developing Environmental Education/Social Justice Programs; Partnering with Ethnic Leaders and Communities in Camp/Retreat Ministries; Fund-raising and Financing for Camp/Retreat; Volunteer & Staff Hiring, Training and Supervision for Non-profit Organizations</i>]
Evangelism:	*Teaching Biblical Faith, Teaching Theology, Evangelism as Outreach & Growth, Evangelism as Congregational Care; UM Studies—History, Doctrine or Polity (one 2-hr course)
Music Ministry	*Teaching Biblical Faith, Teaching Theology, Music Ministry Specialized Skill Development; UM Studies--History Doctrine or Polity (one 2-hr course)
Older Adult	*Teaching Biblical Faith; Teaching Theology; Ministry with Older Adults; Specialized Course to be determined by Seminary; UM Studies—History, Doctrine or Polity (one 2-hr course)
Spiritual Formation	Teaching for Biblical Faith; Spiritual Direction/Companionship; Practicum in Spiritual Direction/Companionship; Spiritual Disciplines for Personal & Parish Renewal OR Prayer in Christian Ministry; UM Studies—History, Doctrine or Polity (one 2-hr course)
Youth Ministry	*Teaching Biblical Faith; Teaching Theology; Ministry with Youth; Adolescent World; UM Studies—History, Doctrine or Polity (one 2-hr course)

*Teaching Biblical Faith and Teaching Theology courses are to be related to the ministry area you are seeking certification

BASIC GRADUATE THEOLOGICAL STUDIES (DEACON CANDIDATES): The applicant must have applied to the Division of Ordained Ministry through their district superintendent using the **Candidacy Online process**, indicating their intention to become a deacon in full connection in the UMC, and have been assigned a candidacy mentor. **Online course credit hours may not exceed a total of ten (10) semester hours (or equivalent quarter hours).** *Requests by persons who have not applied to be candidates for deacon in full connection will be denied.*

Required Courses	<i>Evangelism; New Testament; Old Testament; Church History; Theology; Mission of the Church in the World; Worship and Liturgy; UM History, UM Polity, and UM Doctrine</i>
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NOTE: *If you are a deacon candidate taking certification courses, you need to enroll in certification studies using form HE4064.*

ADVANCED COURSE OF STUDY: For full-time and part-time local pastors **who have completed the course of study**; associate members of annual conferences, and ordained ministers transferring in from another denomination. *Students taking Advanced Course of Study courses through Course of Study schools are not eligible for this scholarship.* Advanced Course of Study students are required to balance foundational courses (Bible, Theology, and Church History) with functional courses (Worship, Preaching, Counseling, etc.) in the 32 semester hour curriculum required for ordination under the provisions of ¶324.6 of *The Book of Discipline*. **Online course credit hours may not exceed a total of ten (10) semester hours (or equivalent quarter hours).**

Advanced Course of Study	<i>Evangelism; UM History, UM Polity, and UM Doctrine; Other elective courses</i>
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UNITED METHODIST STUDIES SCHOLARSHIP FOR PART-TIME STUDENTS
Advanced Course of Study (ACOS), Professional Certification Studies, Deacon Studies (BGTS)

APPLICATION

This application should be submitted to the school where one is enrolled (officially registered) as a **special student or as a part-time degree student.**

NAME						
ADDRESS						
CITY/STATE/ZIP						
PHONE	HOME		WORK		FAX	
EMAIL						
ANNUAL CONFERENCE						

Requirements for all students receiving the grant:

The student must be enrolled (officially registered in the school) as a special student or as a **part-time** degree student in a school approved by the United Methodist University Senate. **Full-time students in seminary degree programs are not eligible for this subsidy.** Full-time is defined by the school.

Professional Certification Studies:

Date of Enrollment _____

- Areas of Certification
- Christian Education
 - Evangelism
 - Spiritual Formation
 - Children's Ministry
 - Music Ministry
 - Youth Ministry
 - Camp/Retreat Ministry
 - Older Adult

DEACON CANDIDATE: BASIC GRADUATE THEOLOGICAL STUDIES: The above named applicant has applied to the Division of Ordained Ministry through their district superintendent using the Candidacy Online Application, indicating their intention to become a deacon in full connection in the UMC, and have been assigned a candidacy mentor. **Requests by persons who have not applied to be candidates for deacon in full connection will be denied.**

Date completed Candidacy Online Application _____

Deacon candidates taking certification courses must be enrolled in professional certification (Professional Certification Enrollment Form: HE4064).

ADVANCED COURSE OF STUDY: (The student must be enrolled (officially registered in the school/seminary) as a **special student** or as a **part-time** degree student in a school approved by the United Methodist University Senate. (Students taking Advanced Course of Study courses through Course of Study schools are not eligible for the scholarship.) **Requests for persons who have not completed the Course of Study will be denied. Exception: Ordained ministers transferring from another denomination.**

- part-time local pastor
- full-time local pastor
- Associate member

Date completed COS _____ Conference _____

Ordained minister transferring from another denomination _____

Your signature on this form is permission for the registrar's office to release your grades to GBHEM.

 Signature of Student Date

NAME OF STUDENT _____

This section to be completed by student and is required:

Please complete a separate form for each course. Request for scholarship assistance must be submitted during the calendar year the course is taken for our office to honor the request. **FORM MUST BE SUBMITTED TO THE REGISTRAR OR FINANCIAL AID OFFICER OF THE SCHOOL OR SEMINARY TO BE SIGNED, STAMPED AND MAILED. (SHADED AREA REQUIRED. Incomplete form or form with more than one course will be returned to the school)**

Course # _____	Name of Course _____		
What requirement does named course meet? (see page 2):			
<input type="checkbox"/> Classroom study	<input type="checkbox"/> Online*	<input type="checkbox"/> Hybrid	<input type="checkbox"/> Independent study
Beginning & Ending Dates _____	to _____	Semester/year _____	
<input type="checkbox"/> Semester Hours Credit _____	OR	<input type="checkbox"/> Quarter Hours Credit _____	
If taken off campus, list location _____			
Instructor's Name _____			
Shaded area must be completed or application will be returned			

*Online course credit hours for Advance Course of Study (ACOS) and Deacon Studies (BGTS) may not exceed a total of ten (10) semester hours (or equivalent quarter hours). Online course credit hours for Certification Studies may not exceed more than one-third of the total hours taken for certification courses).

This section must be completed by the school:

NOTE TO REGISTRAR: Please inform our office if the student withdraws or receives an incomplete in the course. **Forms may be completed and mailed prior to completion of a course but not before the starting date of the course.** Sending the forms indicates the student is attending class.

Name of Educational Institution _____
Name of official to receive funds _____
Address _____
City/State Zip _____
Email _____

Signature of Registrar or financial aid officer

School Seal

REGISTRAR OR FINANCIAL AID OFFICER MUST SIGN, STAMP, AND SUBMIT FORM TO:

Coordinator, Education Team, Division of Ordained Ministry, P. O. Box 340007,
Nashville, Tennessee 37203-0007 Phone: 615-340-7375

For GBHEM use only

<input type="checkbox"/> AdvCOS	<input type="checkbox"/> BGTS	<input type="checkbox"/> CERT	GBHEM Process Number::
<input type="checkbox"/> \$400*	<input type="checkbox"/> \$600*	<input type="checkbox"/> Other \$ _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Need additional information			
Explanation:			
GBHEM Director's Signature		Date:	

Email: deacons@gbhem.org OR certification@gbhem.org

<http://www.gbhem.org>