

# ***Ministerial Education Fund Service Loan Application***

Western North Carolina Conference of The United Methodist Church  
*Revised June 2022*

## **Purpose**

The purpose of the **Ministerial Education Fund Service Loan** is to assist in the education, formation and training of future United Methodist clergy within the Western North Carolina Conference by:

- 1) Alleviating some of the financial strain related to seminary education, where such pressure may well prevent a ministerial candidate from obtaining the necessary education.
- 2) Reducing the necessity for too much employment while in school, thus allowing more time for study.
- 3) Alleviate debt during seminary in exchange for five years of service in the United Methodist connection in appointments approved by their Bishop "Book of Discipline of The United Methodist Church paragraph 816.a"

***Please read carefully and note due dates!!***

## **Instructions**

- 1) Carefully read the application PRIOR to completing it.
- 2) Please make 3-4 copies of your blank application as you will need to apply each academic year to receive an MEF Service Loan. Your District Office should have extra copies of the application OR you can download the application at [www.wnccumc.org](http://www.wnccumc.org)
- 3) Make a copy of your completed application for your records.
- 4) **Applications must be completed AT THE BEGINNING OF EACH ACADEMIC YEAR**. One application covers an entire academic year: both the Fall and the Spring semester.
- 5) After you have completed your part of the application as accurately as possible, mail or deliver it to your **District Superintendent** for his/her review and **signature**.
- 6) The **Financial Aid Officer of your seminary** must review and sign your application for accuracy concerning your financial status within the school.
- 7) The **Registrar of your seminary** must verify your status as a full-time student (*Defined as 9 semester hours or more by WNC Board of Ordained Ministry*). *Please note that Full-time Local Pastors are not permitted to attend seminary full time and will be eligible for part-time grants ONLY.*
- 8) This application must be submitted to the Conference MEF Coordinator on or before **AUGUST 15**. If you begin seminary in the Spring Semester, please submit your application prior to **January 15**. If during the course of the Fall semester you become a Certified Candidate you may apply for a grant for the following Spring semester.

***Please submit your application no later than AUGUST 15 or January 15! The application must be COMPLETE, INCLUDING ALL SIGNATURES or it will be rejected.***

**Eligibility**

- *Applicant must be certified candidate for ordained ministry in the Western North Carolina Conference of The United Methodist Church with the intention to serve as a appointed by their bishop.*
- *Applicants must be enrolled and participating in*
  - *a United Methodist Seminary approved by the University Senate of the UMC or*
  - *a School of Theology approved by the University Senate of the United Methodist Church or*
  - *an accredited Graduate School where they are earning the necessary professional degree for their area of ministry specialization.*
- *Applicants must have the recommendation of their District Superintendent.*
- *Applicant must be a full-time student (9 or more semester hours). An exception is made for students who are serving as Full-Time Local Pastors who are not allowed to take a full-time course load.*
- *Full-time Local Pastors who are enrolled as part-time students may receive a partial MEF Service Loan. The amount of the service loan will be prorated based upon the full grant amount for that semester and the number of hours for which the candidate is enrolled.*
- ***Undergraduates and Course of Study students are NOT eligible for MEF Service Loans.***
- *Applicants must maintain a 2.0 GPA in coursework and be making progress toward their degree.*
- *Students may only receive grant/scholarship/service loan funds from one WNCC MEF funding source in a given academic year. (Adopted by Board of Ordained Ministry (2/18/20)*

## Application Process and Frequently Asked Questions

### =Where do I get a form?

Forms are available from your District Office or online at [wnccumc.org](http://wnccumc.org). Look under the Ministerial Services tab. Look for “Scholarships and Other Funding.”

### =When is the deadline?

**August 15** for those beginning seminary enrollment in the Fall Semester  
**January 15** for those beginning seminary enrollment in the Spring Semester.

### =In what order do I need to complete the form?

1. Make sure you are a Certified Candidate through your District Committee on Ordained Ministry. If not, start the process with your District Superintendent.
2. Fill out the form
3. Get the District Superintendent’s signature
4. Get the recommendation from your seminary
  - a. Registrar’s signature
  - b. Financial Aid Officer’s signature
5. Send the completed application to:

**Rev. Sue Anne Morris**  
**MEF Coordinator**  
**111 Nunnally Road, S.**  
**Pelham, NC 27311.**

Phone: (336) 552-6278    Email: [SMorris@wnccumc.net](mailto:SMorris@wnccumc.net)

### =When will I hear if I got any money?

The MEF Coordinator of the Board of Ordained Ministry will review the request and authorize payments based upon the amount allotted within the Conference Budget. All requests for Service Loans will be considered on the basis of enrollment status, grades (2.0 GPA is required), candidacy certification and availability of funds.

**The availability of funds is directly related to the ability and willingness of each local UMC to pay its MEF apportioned line item!**

### =How much money will I receive?

The amount of the MEF Service Loan for each semester is contingent upon the number of students who apply and the amount of money the Conference Office receives from every local church which pays the apportionment labeled “Ministerial Education Fund.”

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Western North Carolina Conference of The United Methodist Church

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## PERSONAL INFORMATION

Name: \_\_\_\_\_  
(First) (Middle) (Last)

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

Best Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Marital Status:  Single  Married  Widowed  Divorced

## EDUCATION HISTORY

School Presently Attending: \_\_\_\_\_

Degree Program: \_\_\_\_\_ I will be enrolled in: Fall Spring

Expected Graduation Date (month and year): \_\_\_\_\_

Are you a full-time student?  Yes  No Number of hours? \_\_\_\_\_

Give your student classification for the period of this application:

Seminary:  First Year  Second Year  Third Year  Fourth Year

## CANDIDACY

Candidate for Ordained Ministry (only certified candidates are eligible for MEF Service Loans)

Have you been certified as a candidate for ordained ministry?  Yes  No

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

Are you presently serving a Student Appointment as a Local Pastor?  Yes  No

Name of Charge: \_\_\_\_\_ Conference: \_\_\_\_\_

Is this a full-time appointment?  Yes  No

Do you plan to serve as the pastor of a local church upon completion of your education?  
 Yes  No

If not, what form of Christian ministry do you plan to enter?  
\_\_\_\_\_

## MEF SERVICE LOAN DISCLOSURE

Have you received previous MEF Service Loans from this Conference?  Yes  No

Do you have indebtedness to the MEF in another Conference?  Yes  No

If yes, what amount is owed? \_\_\_\_\_

## PLEDGE OF THE APPLICANT

I understand that the MEF funds I have received are made available through the generous donations of local churches within the Western North Carolina Conference. I further understand that these funds were apportioned for the education, formation and training of future WNCC United Methodist Clergy.

I will use any MEF Service Loan money only toward expenses related to my ministerial education.

I understand that I am receiving this money in exchange for five years of service in the connection in appointments approved by the Bishop (*Book of Discipline paragraph 816a*).

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

**RELEASE OF INFORMATION AUTHORIZATION**

I hereby authorize the \_\_\_\_\_  
(Name of Seminary)

to release the following information to the Western North Carolina Conference Board of Ordained Ministry and the Western North Carolina Conference Ministerial Education Fund Coordinator.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

**SEMINARY DEAN / REGISTRAR**

(This section and the following are to be completed by the applicant's educational institution)

**Student Name:** \_\_\_\_\_ **Seminary:** \_\_\_\_\_

**Student's Classification as of:** \_\_\_\_\_

**Seminary Year:** # *First*    # *Second*    # *Third*    # *Fourth*

**Is the student enrolled full-time (9 semester hours)?** # *Yes*    # *No*

**Has the student maintained at least a 2.0 GPA in all academic work to this point?**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

*Dean or Registrar*

**STUDENT FINANCIAL AID OFFICIAL RECOMMENDATION**

**Has this student met his/her seminary financial obligations satisfactorily?**

# *Yes*    # *No*

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

*Financial Aid Official*

**Name (Print):** \_\_\_\_\_ **Title** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**DISTRICT SUPERINTENDENT**

*The District Superintendent should review the ENTIRE application and provide any additional information that may assist the MEF Coordinator.*

**Do your records indicate that this person is a certified candidate for ministry?**

# *Yes*    # *No*

**Date of Certification:** \_\_\_\_\_

**I recommend favorable consideration of this application for an MEF Service Loan.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

*District Superintendent*

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

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

**District Phone:** \_\_\_\_\_

**District Email:** \_\_\_\_\_