



UNIVERSITY METHODIST
CHURCH FOUNDATION

University Methodist Church, San Antonio, Mel Hughes Seminary Scholarship Application and Renewal Application

On behalf of the University Methodist Church Foundation, we want to thank you for your interest in applying for the Mel Hughes Seminary Scholarship for the ordained preaching ministry in the Methodist Church. Attached is a list of qualifications used by the Foundation Board Scholarship Committee in awarding the seminary scholarship. This is a renewable scholarship awarded to an enrolled seminary student in an accredited seminary, and a declared candidate for the ordained preaching ministry in the Methodist Church. A commitment to serving as a full time preaching pastor of a local church is expected from the applicant. Funds may be available, decided on an individual basis, for UMC staff/ministerial students who are pursuing graduate credentials in other disciplines (see Alternative Ministerial Track).

A high and holy moment in annual conference is the laying on of hands, when one called of God to be ordained elder, kneels before the presiding bishop who consecrates the candidate with these historic words, "Name, take authority as an elder in the Church to preach the Word of God, and to administer the Holy Sacraments." It is in that spirit that the Mel Hughes family established a seminary scholarship for students preparing for the ordained preaching ministry in the Methodist Church.

A seminary education is an expensive investment. Financial pressures detract from needed concentration and preparation for ministry. Out of care and concern for those who have received the call to preach, and have made a commitment to serve as a full time ordained pastor in the Methodist Church, The Foundation is seeking qualified applicants for the Mel Hughes Seminary Scholarship. Information regarding the attached application and the selection process can be secured from the Laura Ames, Foundation Board Administrative Assistant. Her phone is (210) 696-1033 and email is lames@universitiesatx.org. We sincerely hope you will reply to this invitation to submit your application for the Mel Hughes Seminary Scholarship.

May the grace and peace of God continue to bless you in your response to God's call to serve the Church and the world for the purpose of making disciples of Jesus Christ.

The Foundation Directors

SCHOLARSHIP APPLICATION INSTRUCTIONS

For Mel Hughes Seminary Scholarship

Granted by University Methodist Church Foundation Board, San Antonio TX

THE INDIVIDUAL APPLICANT REQUESTING CONSIDERATION MUST CHECK THE BOX AT THE BOTTOM OF EACH PAGE. THIS WILL INDICATE YOUR UNDERSTANDING OF THE INFORMATION ON EACH PAGE. PLEASE RETURN ALL PAGES WITH YOUR APPLICATION.

APPLICATIONS THAT ARE INCOMPLETE OR ARE NOT RECEIVED BY THE DATE DUE CANNOT BE ACCEPTED FOR REVIEW. PLEASE PLAN ACCORDINGLY.

ABOUT SEMINARY SCHOLARSHIPS:

This award was established by the Mel Hughes family and is designated for students preparing for ordained ministry serving full time preaching ministry in a local church of the Methodist Church. This is a renewable scholarship awarded to an admitted seminary student studying to become ordained in the Methodist Church. The first scholarship was awarded in 2006.

A Seminary education is an expensive investment. Financial pressures detract from needed concentration and preparation for ministry. Out of care and concern for those who have made the commitment to serve the Methodist Church, The Foundation Board Committee has established the annual Mel Hughes Seminary Scholarship.

SCHOLARSHIP ELIGIBILITY QUALIFICATIONS

1. Applicant will be a declared candidate for certification, endorsed by the District Superintendent, and studying to be ordained in the Methodist Church.
2. Applicant will be enrolled at an accredited theological seminary approved by the Methodist Church.
3. Priority is given to members of the congregation of University Methodist Church. If qualified applicants from University Methodist Church are not available, the Foundation Board may ask for applications from another Methodist Church in San Antonio and the surrounding area.
4. Applicant will make a commitment for ordination as an elder and to actively serve as a fulltime preaching pastor of a local church. (Exception: See Item 14, Alternative Ministerial Track).
5. Applicants are preferred but not required to be less than 40 years of age at the time of their first application submission.
6. Factors involved in evaluation of applicants include church relationship, academics, academic major, church and school leadership, current church and community involvements, past church and community background and experience, potential pastoral skills and training, letters of recommendation, stated commitment of the applicant and (if applicable) demonstrated financial need. The completeness and seriousness demonstrated by the application are also considered.
7. All applications are reviewed by every member of the University Methodist Church Foundation Seminary Scholarship Committee (composed of Foundation Directors), who are appointed, each year by the President of the University Methodist Church Foundation Board. All applicants' names are kept confidential and each applicant may be assigned an Alpha Code to maintain each applicants' confidentiality.

8. Scholarships are awarded annually in April.
9. Applicants will be notified by letter no later than June 1 as to whether or not an award has been granted and the amount of any awards. (If there are circumstances, such as matching grants, that require the notification of this award to be earlier than this date, please contact the Foundation Board office as soon as possible.)
10. Scholarship awards are to be used only for “qualified tuition and related expenses” to aid in the pursuit of an applicant’s studies at a qualified educational institution. In addition to qualified tuition, the scholarship grant may be used for fees, books, supplies, and equipment required for courses of instruction. It is not intended for any other use and related expenses do not include amounts for room and board, travel, research, clerical help, and other “incidental expenses.” Scholarship awards should not be used to pay for tuition or other student expenses related to prior semesters or to satisfy payments due for outstanding student loans. An acknowledgment of the use of this scholarship award will be sent with the scholarship funds and should be signed and returned by the scholarship recipient.
11. Scholarship funds are disbursed annually in August to the seminary registrar.
12. Applications must be received by the Foundation Administrative Assistant at the church office on or before **Monday, April 1, 2024**. No late applications will be accepted. Early submission is encouraged.
13. **Special Exception Scholarship Eligibility Qualifications, Alternative Ministerial Track:** When funds are available, the Foundation Board will consider dedicated UMC staff members pursuing specific graduate ministerial degrees from an accredited seminary supporting the mission and needs of the church (e.g. Youth Ministry). The award of funds will be on an annual basis and will not compete with funds for the preaching ministry. Applicants will notify the Scholarship Chair they are completing the Mel Hughes Seminary Scholarship Application and modifying it for their use.

POLICY REGARDING SEMINARY STUDENT SCHOLARSHIP ASSISTANCE

The amount of seminary scholarship assistance is set yearly by the Foundation Board Committee for the following academic year. A scholarship renewal application is submitted annually by the established deadlines for consideration of continued assistance.

If there are any questions about this application or the application process, please do not hesitate to contact Laura Ames, Foundation Board Administrative Assistant at (210) 696-1033, or by email at lames@universitiesatx.org

University Methodist Church Foundation, San Antonio
5084 De Zavala Road
San Antonio, TX 78249-2025
(210) 696-1033 Fax (210) 696-7723

APPLICATION PROCEDURES:

Applications for scholarship grants for the current upcoming academic year are available from our website at <http://www.universitysatx.org/foundation>. **All applications must be received in the office of the Foundation, University Methodist Church no later than 10:00 am on Monday, April 1, 2024. Late or incomplete applications cannot be accepted.** If there are circumstances that do not allow the application to be completed by the deadline, the applicant may call the Foundation office for reconsideration of the deadline based upon unusual circumstances.

AWARD PROCESS:

Scholarship awards will be paid in August to the Financial Office of the specific University.

INSTRUCTIONS FOR FIRST TIME APPLICANTS: (If you have completed this application in previous years, go to page 5 INSTRUCTIONS FOR RETURNING APPLICANTS.) Each application must be accompanied by the following:

- I. A recent photograph. Digital photo is preferred. Please note that hard copies will not be returned.
- II. College/University transcript(s), including scores for the Graduate Record Exam or other similar testing requirements.
- III. A two-page essay on your understanding of your personal call to ministry.
- IV. Three original (not copies) letters of recommendation from teachers, counselors, or current/recent professors. Please include one from the University pastoral staff. At least one of the letters must verify your full time/part time seminary status and academic major. The recommendation letters should be on official letterhead and signed by the person recommending the applicant. Recommendation letters must not be sent via email.
- V. All applicants will attach actual/official schedule of university tuition and fees the committee may consider for the award.
- VI. All applicants will need to validate from university officials any awards (scholarships, grants, gifts, etc.) received / to be received from other sources for their education/instruction/training at the university.
- VII. All applicants will provide the name, telephone number and email address of the university financial official.
- VIII. (Optional) If you feel that your financial circumstances should be reviewed as part of the application process, please include a copy of the completed current year's Free Application for Federal Student Aid (FAFSA) form or other similar standardized financial assessment form(s) available through college/university counselor's office or admissions office. The financial need analysis report will be reviewed only by the chair of the Scholarship Committee. Detailed information will be kept in strict confidence. (If this information is not included, the committee will assume that financial need is not a factor in your application for this scholarship.)

ALL APPLICATIONS WILL BE HELD IN STRICT CONFIDENCE.

APPLICATIONS CAN BE SUBMITTED ELECTRONICALLY TO Laura Ames at lames@universitysatx.org. YOU WILL ATTACH THIS APPLICATION, YOUR ESSAY AND A PHOTOGRAPH. HARD COPIES OF TRANSCRIPTS MUST BE RECEIVED IN THE OFFICE BY THE DEADLINE.

INSTRUCTIONS FOR RETURNING APPLICANTS:

1. Provide a recent photograph (digital copy is preferred).
2. An essay not to exceed two pages on what you learned, scholastically and in community involvement, the previous year of seminary that further committed you to a life in the ministry of the Methodist Church.
3. Transcript of courses completed in the year prior or courses still in process. If this is the final year of seminary, please detail completion date and workload to define a full year or partial year.
4. List any awards (scholarships, grants, gifts, etc.) not detailed in previous applications.
5. Please provide detail as to whether you are a full time or part time seminary student, and number of credit hours you are taking.
6. Returning applicants only complete Part A & Part C along with the Essay portion in response to number 2 above.
7. All applications must be received in the office of the Foundation Board, University Methodist Church no later than 10:00 am on the **Monday, April 1, 2024**. Late or incomplete applications cannot be accepted. If there are circumstances that do not allow the application to be completed by the deadline, the applicant may call the Foundation Board office for reconsideration of the deadline based upon unusual circumstances.

PLEASE READ THE PRECEDING INSTRUCTIONS CAREFULLY BEFORE BEGINNING

The completed application can be submitted online to Laura Ames at lames@universitiesatx.org or in a sealed envelope addressed to:

Attn: Chairperson, Scholarship Committee
University Methodist Church Foundation
5084 De Zavala Road
San Antonio TX 78249-2025

PERSONAL INFORMATION**PART A**

1.) Full Name _____ 2.) School year you are applying for: _____

3.) Student Identification Number used by College/University _____

4.) Home Address _____

5.) City _____ State _____ Zip Code _____

6.) Mailing Address (if different) _____

7.) City _____ State _____ Zip Code _____

8.) Home Telephone _____ Alternate Telephone _____

9.) Email _____ Birthplace _____ Date of Birth _____

10.) Age _____ Marital Status _____ Dependents _____ Citizenship _____

11.) Your Church Membership _____ Date Joined _____

12.) Do you plan on entering full-time Christian ministry, make a commitment for ordination as an Elder and to actively serve as a full time preaching pastor of a local church? ____yes ____no

Note: If applying for an exemption, please state ultimate church position: _____

13.) Area of intended ministry: _____

14.) Name of seminary to attend or currently enrolled: _____

15.) Anticipated graduation date: _____

16.) Anticipated degree: _____

17.) Academic status: _____ full time _____ part time

18.) Employment History: By whom? Type of work? How long? _____

19.) (If applicable) Spouse's name and occupation _____

20.) How did you hear about this program? _____

PART B

COLLEGE & COMMUNITY INVOLVEMENT

21.) College or University Last Attended _____

22.) Location _____

Student ID Number _____

23.) Semester Last Enrolled _____

24.) GRE, GMAT, or other exam score, if applicable _____

25.) GPA _____ on a _____ scale. Class standing _____ out of _____ students.

26.) List, by year, recent extracurricular activities, organizations, offices, special recognitions and honors received in college: _____

27.) Describe your participation in church and community activities: _____

FUTURE PLANS AND OTHER INFORMATION

PART C

28.) List any additional degree(s) you plan to seek _____

29.) Estimate annual costs of your school:

Tuition _____

Room & Board _____

Fees _____

Books _____

Travel (if out of town) _____

Total Costs: _____

30.) How do you plan to pay for school? _____

Student Loan \$ _____ Family Support \$ _____

31.) List grants or scholarships for which you have applied or that you have received or will receive for the forthcoming school year (List source and amount of each award). Indicate which ones are those for which you have only applied. _____

PART D**ESSAY**

32.) In your own words, attach a typed essay of not more than two pages, double-spaced in response to this statement: "Discuss your personal call to ministry and why you want to be considered for this scholarship."

(Please include your name on the essay.) Essays submitted electronically should be in PDF (preferred) or Microsoft Word format and attached via email with your application.

PART E**OTHER INFORMATION**

33.) Is there any other information that you feel the committee should know that might help in considering your application? _____

34. Please list below the name, mailing address, telephone number and email address of the school's financial aid office:

Name _____

School _____

Street Address _____

City _____ **State** _____ **Zip Code** _____

Office Telephone _____ **Extension** _____

Email Address _____

SIGNATURE _____ **DATE** _____