



## **SCHOLARSHIP RULES OF ADMINISTRATION**

- This policy was approved and adopted by Pearland First United Methodist Church Ministry Council in November 2014, and will remain in effect until amended in writing.
- This policy was amended and adopted by Pearland First United Methodist Church Ministry Council on October 24, 2015, and will remain in effect until amended in writing.
- This policy was amended and adopted by Pearland First United Methodist Church Ministry Council on January 30, 2017, and will remain in effect until amended in writing.

### **AUTHORITY**

The FUMC Pearland Scholarship Designated Fund was formally established by vote of the Finance Committee and Ministry Council in May 2014. This Fund will be administered in accordance with the procedures and requirements contained herein. This document may be amended from time-to-time as deemed necessary by the Scholarship Committee.

### **SCHOLARSHIP COMMITTEE**

A Scholarship Committee shall administer the process of awarding Scholarships in accordance with the procedures and requirements contained herein.

The Committee shall consist of three (3) members nominated by The Nominations Committee from the membership of FUMC Pearland and approved annually at Charge Conference, and three (3) At-Large members including one (1) member from the Finance Committee. Each Committee member shall serve a maximum three-year term. The terms shall be staggered so that two members of the Committee are elected new annually. One of the third-year committee members shall serve as chairperson of the Committee for that year. FUMC Pearland members who expect to have a family member who would be eligible for a scholarship during their three-year term, or otherwise feels a conflict of interest may exist, should decline to serve on the Committee.

The Scholarship Committee chairperson is responsible for coordinating the efforts of the Scholarship Committee in communicating scholarship information to the congregation, receiving scholarship applications, and reviewing the applications. The chairperson will schedule committee meetings when deemed necessary by the chairperson or the committee members.

### **SCHOLARSHIP ELIGIBILITY**

Applicants must be members of FUMC Pearland to receive scholarship awards from the Fund. Applicants may be graduating high school seniors who have been accepted to an accredited institution of higher learning, or students who are currently enrolled in an accredited institution of higher learning. However, all other things

being equal, high school seniors shall receive greater consideration. Other applicants may be considered only in the presence of special circumstances. The Committee shall determine the adequacy of those circumstances. The Scholarship Committee shall ensure there is no discrimination based on age, race, or gender.

These eligibility requirements must be attached or included in the scholarship application. A model eligibility document is attached in Exhibit I.

### **NOTIFICATION**

Notification of scholarship availability shall be made to the FUMC Pearland congregation beginning in October of each year through typical communication channels (ie. church bulletins, website, etc). Notifications should continue at a reasonable frequency through the application period.

Scholarship applications may be received by the Scholarship Committee following initial notifications. The application final due date shall be set by the Scholarship Committee but must allow for adequate evaluation time (see below). A designated member of FUMC Pearland Staff will issue formal confirmation of application receipt to the applicants.

### **SCHOLARSHIP APPLICATION**

The scholarship application and cover letter shall generally be in the form of, and contain the information shown in, the model application and cover letter attached herein (Exhibit II). Modifications may be made to the documents as deemed necessary by the Scholarship Committee, but applications must contain the following demonstration criteria at a minimum:

- Demonstration of community service and active participation in the programs and ministries of FUMC Pearland. I.e. UM Army, Be the Church, Bible Study leadership, etc.
- Scholastic ability and extracurricular activities that demonstrate the ability to be successful at his/her chosen institution of higher learning.
- Christ-Like behavior

Three reference letters shall be requested from all applicants to provide additional testimony for the demonstration criteria above. Reference letters shall be from the following sources:

- Reference Letter #1 from a teacher or professor who knows the applicant well.
- Reference Letter #2 from the Director of Student Ministries at FUMC Pearland.
- Reference Letter #3 from a source of applicant's choosing that is not a family member.

Model reference letter request forms are shown in Exhibit III. The Scholarship Committee shall ensure all attachments referenced in the application accompany the main application in a single package. Applications are received at the church office either in person or by mail. Originals are required.

## **EVALUATIONS**

The Scholarship Committee is responsible for evaluation of the applications and determination of award recipients and monetary amounts, subject to the limitations noted below. The Scholarship Committee must complete their evaluations and determinations by May 8 of each year.

The Scholarship Committee shall first confirm eligibility of the applications. Incomplete applications shall not be considered for scholarship awards. Once eligibility is confirmed the Scholarship Committee shall score the applications with the following criteria:

- Active Church and community participation (Service)
- Scholastic capability and activities
- Christ-Like behavior

Reference letters should be used to assist scoring the areas above. A sample scoring sheet is attached in Exhibit IV. The Scholarship Committee must ensure no discrimination based on age, race, or gender.

The Scholarship Committee chairperson (or designee) shall report the results to the Finance Committee in early May of each year.

## **SCHOLARSHIP AWARD**

The Scholarship Committee shall determine the number of scholarships to be awarded and their monetary value. The total value of all scholarships to be awarded in a given year may not exceed the funds available in the Scholarship Designated Fund, or \$7,500, whichever is lower. This total value limit can be modified by the Scholarship Committee as deemed necessary if there are sufficient funds in the Designated Fund to cover the increase.

The FUMC Pearland Director of Finance or designee is responsible for distribution of the awards. The scholarship(s) shall be paid directly from the Scholarship Fund to the eligible institution of higher learning. The applicant must provide proof of enrollment (i.e. registration document or similar) and invoiced costs for which the scholarship funds will apply. The Scholarship Committee may request to distribute funds across one or two semesters at its discretion, but the total award must be made across that enrollment year.

## **SOURCE OF FUNDS**

FUMC Pearland shall maintain a Scholarship Designated Fund to fund the scholarship awards each year.

## **ANNOUNCEMENT OF SCHOLARSHIP AWARDS**

The Scholarship Committee shall ensure a public announcement of the award recipients is made by May 31 of each year. The Scholarship Committee shall also notify all applicants of award or regret by May 31 of each year.

## **DOCUMENTATION**

The Scholarship Committee chairperson will maintain hardcopies of the scholarship applications and other key documentation used in the evaluation process in an orderly manner. These records will be turned over to the

subsequent Committee chairperson each year. Records must be maintained for a minimum of three (3) years. All documentation shall be held confidential and viewed only by the active Scholarship Committee at the time. The Committee chairperson and FUMC Pearland Director of Finance are responsible for ensuring this confidentiality.