



## Scholarship Form for Part-time Students

in Advanced Course of Study • Studies in Professional Ministry Certification • Basic Graduate Theological Studies (Deacon Candidates) • United Methodist Studies (Transferring Clergy)

The Division of Ordained Ministry provides a grant of \$225 per semester hour for required two- or three-hour courses (or equivalent) for part-time students in the above categories.

Qualifications: Students in Advanced Course of Study must be full- or part-time local pastors or associate members who have completed Course of Study. Professional certification students must be taking courses at a school authorized to offer studies in United Methodist professional specialized ministry certification. United Methodist Studies students must be clergy in good standing who are approved by a United Methodist annual conference to pursue transfer into United Methodist clergy membership.



### Requirements for 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** (*Check with your annual conference for enrollment requirements*): **Students must submit a one-time enrollment form** to the Division of Ordained Ministry and their annual conference. The form (HE4064) can be downloaded from [gbhem.org/certification](http://gbhem.org/certification).
- 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.* Deacon candidates taking certification courses should be enrolled for certification in specialized ministries (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 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*.
- Applications** must be submitted to the seminary/school registrar for verification of enrollment in certification studies, basic graduate theological studies, or Advanced Course of Study.
- 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 lowering the amount of the grant.
- Online credit hours for Advance Course of Study (ACOS) may not exceed 10 semester hours. Online credit hours for Basic Graduate Theological Studies (non-degree students) for deacon candidates may not exceed 18 semester hours. Three of the five courses for professional certification may be taken online.** *The Division of Ordained Ministry will review, approve, or deny each grant application received based on compliance with the requirements.*
- Applications for funds must be submitted during the year in which the courses are taken.** Funding is **not available retroactively** for courses taken in previous years. For questions regarding professional certification, deacon requirements, or advanced course of study, contact Division of Ordained Ministry, Certification Office, Coordinator, PO Box 340007, Nashville, TN 37203-0007; 615-340-7375; [certification@gbhem.org](mailto:certification@gbhem.org).

## REQUIRED COURSES

### PROFESSIONAL CERTIFICATION STUDIES:

**Students must submit a one-time enrollment form (Form HE4064)** to the Division of Ordained Ministry's Certification Office and their annual conference. The form is available from [gbhem.org/certification](http://gbhem.org/certification). **Three of the five courses may be take online.**

Christian Education	*Teaching Biblical Faith; Teaching Theology; Administration/Leadership; Teaching/Learning; UM Studies—History, Doctrine, or Polity (one 2-hour 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-hour course)
Camp/Retreat (required Core courses) <i>Under development</i>	Faith Formation and Christian Living (Bible course requirement); The Theology and Ecology of Common Ground; Ministry of Camp/Retreat Center Management; UM Studies—History, Doctrine or Polity (one 2-hour course). [Electives (choose 1): <i>Biblical Foundations for Camp/Retreat Ministry; Partnering with Ethnic Leaders and Communities in Camp/Retreat Ministries; Volunteer &amp; 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)
Ministry with People with Disabilities	Theology for the Practice of Ministry; Disability, the Bible, and the Church; Disability Awareness; Ministry with People with Disabilities; UM Studies—History, Doctrine, or Polity (one 2-hour course)
Ministry with the Poor	Engaging the Bible in Congregation & Community; Theology & Practices of Ministry; Being with the Poor; Congregations & Communities as Partners in Ministry with the Poor; UM Studies—History, Doctrine, or Polity (one 2-hour course)
Music Ministry	*Teaching Biblical Faith; Teaching Theology; Music Ministry Specialized Skill Development; UM Studies—History Doctrine, or Polity (one 2-hour 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-hour 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-hour course)
Urban Ministry	Engaging the Bible in the Urban Ministry Setting; Practical Theology and Ministry in the Urban Setting; Urban Community; Congregations and Communities as Partners in Urban Ministry; UM Studies—History, Doctrine, or Polity (one 2-hour course)
Youth Ministry	*Teaching Biblical Faith; Teaching Theology; Ministry with Youth; Adolescent World; UM Studies—History, Doctrine, or Polity (one 2-hour course)

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

### BASIC GRADUATE THEOLOGICAL STUDIES (CERTIFIED 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. **Online course credit hours may not exceed a total of eighteen (18) semester hours (or equivalent quarter hours).**

Required Courses	Evangelism; New Testament; Old Testament; Church History; Theology; Mission of the Church in the World; Worship and Liturgy; UM History, Polity, and Doctrine
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**NOTE:** If you are a certified deacon candidate taking certification courses, you need to enroll in certification studies using form HE4064, and your UM History, Doctrine, and Polity course can be counted as your UM studies.

### ADVANCED COURSE OF STUDY: (32 Semester hours)

For full- 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. **Online course credit hours may not exceed a total of 10 semester hours (or equivalent quarter hours).**

Advanced Course of Study	Evangelism; UM History, UM Polity, and UM Doctrine; Other elective courses
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**Scholarship for Part-time Students  
Advanced Course of Study, Professional Certification Studies, Deacon 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
E-MAIL		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 \_\_\_\_\_

- Area of Certification:**     Camp/Retreat     Children's Ministry     Christian Education     Evangelism
- Ministry with the Poor     Ministry with People with Disabilities     Music Ministry     Older Adult Ministry
- Spiritual Formation     Urban Ministry     Youth Ministry

**Certified 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.

Date completed online candidacy application and candidacy mentor assigned \_\_\_\_\_

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):** \_\_\_\_\_

Classroom study     Online     Hybrid\*     Independent study

Beginning & Ending Dates \_\_\_\_\_ to \_\_\_\_\_ Semester/year \_\_\_\_\_

Semester Hours Credit \_\_\_\_\_ OR  Quarter Hours Credit \_\_\_\_\_

If taken off campus, list location \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Shaded area must be completed, or application will be returned.

\*Per the University Senate, a hybrid course that entails 50 percent or more of instruction time in which the students are required to be physically present in the same classroom is considered a residential course. A hybrid course consisting of less than 50 percent of instruction time in which the students are required to be physically present in the same classroom is considered an online course.

**This section must be completed by the school:**

NOTE TO REGISTRAR: Sending application confirms the student is attending class. Send both sides of the application. 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.

Name of Educational Institution	
Name of official to receive funds	
Address	
City/State Zip	
E-mail	
Signature of Registrar or financial aid officer	School Seal

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

Coordinator, Certification Office, Division of Ordained Ministry, PO Box 340007, Nashville, Tennessee 37203-0007 • Phone: 615-340-7375

<b>For GBHEM use only</b>			<div style="border: 1px solid black; padding: 2px;">GBHEM Process Number:</div> <div style="border: 1px solid black; padding: 2px;">Check Number:</div>
<input type="checkbox"/> Advanced Course of Study	<input type="checkbox"/> Basic Graduate Theological Studies	<input type="checkbox"/> Certification	
<input type="checkbox"/> \$450* <input type="checkbox"/> \$675*	<input type="checkbox"/> Other \$ _____		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Need additional information		
Explanation: _____			
_____			
_____			
GBHEM Director's Signature _____			Date: _____