

**UNITED METHODIST STUDIES SCHOLARSHIP FOR PART-TIME STUDENTS**  
**Advanced Course of Study (ACOS), Certification Studies, Deacon Studies (BGTS)**  
**JUNE-DECEMBER, 2008**

**NOTE: Beginning with 2008 Summer classes, the grant is \$200 per semester hour**

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, Certification Studies, and Basic Graduate Theological Studies (BGTS)**.

This program of financial assistance is designed to assist persons seeking 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. **CERTIFICATION STUDIES: Students must complete a one-time enrollment form** with the Division of Ordained Ministry, Education Team. The form (HE4064) is available from the school, 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 using **Form 101**, 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.* 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. The applicant must submit a **United Methodist Studies scholarship application** to the school registrar for verification of enrollment in certification studies, basic graduate theological studies, or advance course of study.
6. **Students in non-degree programs are expected to request the release of the transcript to the Division of Ordained Ministry, Education Team upon the completion of each course.** Upon receipt of the transcript the Education Team will issue a Report of Completed Study to the conference board with a copy to the student. Failure to request the release of a transcript may result in the withholding of recognition that academic requirements have been met and/or grants by the division for additional courses. Students in a degree program should request a transcript upon the completion of the degree program.
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 Certification Studies may not exceed a total of three (3) semester hours (or equivalent quarter hours).** *The Division of Ordained Ministry will review and approve or deny each grant application received based on compliance with the requirements.*
8. Funding is not available retroactively for courses taken in previous years. **Application for funds must be submitted during the year in which the course(s) are taken. Applications can be sent to us 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.

For questions regarding 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](mailto:deacons@gbhem.org) OR [certification@gbhem.org](mailto:certification@gbhem.org) <http://www.gbhem.org/>

## REQUIRED COURSES

**CERTIFICATION STUDIES: Students must complete a one-time enrollment form** with the Division of Ordained Ministry, Education Team, and (Form HE4064). The form is available from the school, conference board, or the Division of Ordained Ministry, Education Team. **Online course credit hours may not exceed a total of three (3) semester hours (or equivalent quarter hours).**

Christian Education:	Bible; Theology; Administration/Leadership; Teaching/Learning; UM Studies—History, Doctrine, or Polity (one 2-hr course)
Camp/Retreat (required Core courses (3 credit hrs each))	Faith Formation and Christian Living (Bible); Theology; Ecology of Common Ground; Ministry of Camp/Retreat Center Management; UM Studies—History, Doctrine or Polity. (one 2-hr course) [Electives (choose 2): <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 &amp; Staff Hiring, Training and Supervision for Non-profit Organizations</i> ]
Evangelism:	Bible; Theology; Evangelism as Outreach and Growth; Evangelism as Congregational Care; UM Studies—History, Doctrine or Polity (one 2-hr course)
Music Ministry	Bible Theology Music Ministry Specialized Skill Development; UM Studies--History Doctrine or Polity (one 2-hr course)
Older Adult	Bible; Theology; Ministry with Older Adults; Specialized Course to be determined by Seminary; UM Studies—History, Doctrine or Polity (one 2-hr course)
Spiritual Formation	Bible; Theology; Spiritual Direction/Companionship; Practicum in Spiritual Direction/Companionship; Spiritual Disciplines for Personal & Parish Renewal <b>OR</b> Prayer in Christian Ministry; UM Studies—History, Doctrine or Polity (one 2-hr course)
Youth Ministry	Bible; Theology; Ministry with Youth; Adolescent World; UM Studies—History, Doctrine or Polity (one 2-hr course)

**BASIC GRADUATE THEOLOGICAL STUDIES (DEACON CANDIDATES):** The applicant must have applied to the Division of Ordained Ministry through their district superintendent using **Form 101**, 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.*

<b>Required Courses</b>	<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 should be enrolled 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. 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).**

<b>Advanced Course of Study</b>	<i>Evangelism; UM History, UM Polity, and UM Doctrine Other elective courses</i>
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NAME OF STUDENT \_\_\_\_\_

**This section to be completed by student:**

**Please complete a separate sheet 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 SIGNED, STAMPED AND SUBMITTED BY THE REGISTRAR OR FINANCIAL AID OFFICER OF THE SCHOOL OR SEMINARY.**

Course # _____	Name of Course _____	
Classroom study <input type="checkbox"/>	Online* <input type="checkbox"/>	Independent study <input type="checkbox"/>
Beginning & Ending Dates _____	to _____	Semester/year _____
Semester Hours Credit _____	OR	Quarter Hours Credit _____
If taken off campus, list location _____		
Instructor's Name _____		

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**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 \_\_\_\_\_

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

\*Beginning with 2008 Summer classes, the grant is \$200 per semester hour

<input type="checkbox"/> ACOS	<input type="checkbox"/> BGTS	<input type="checkbox"/> Cert	<input type="checkbox"/> \$400*	<input type="checkbox"/> \$600*	<input type="checkbox"/> Other \$ _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Explanation: _____			
GBHEM Director's Signature			Date		

Email: [deacons@gbhem.org](mailto:deacons@gbhem.org) OR [certification@gbhem.org](mailto:certification@gbhem.org)

<http://www.gbhem.org>