



**BALTIMORE-WASHINGTON CONFERENCE  
BOARD OF ORDAINED MINISTRY  
Ministerial Education Fund**

**APPLICATION PROCESS**

The Baltimore-Washington Conference, Board of Ordained Ministry (BoOM) through the Ministerial Education Fund (MEF), provides for Grants/Loans to certified candidates for ordained ministry who are taking seminary classes towards a master's degree or **Basic Graduate Theological Studies**. The amount of the grants/loans will be determined by the availability of funds and will be available through the completion of the Master's degree or denominational requirements.

**FIRST-TIME APPLICANTS MUST COMPLETE AND SUBMIT:**

- The Initial Application Form. Your District Chair **must certify your candidacy by signing on the bottom of this form.**
- The Applicant's Agreement/Co-signer's Agreement. Please note **the co-signer may not be a spouse**. This form **MUST BE COMPLETED ONCE EACH YEAR** at the beginning of the academic year or mid year if that is when you first apply.
- The Seminary Certification Form (Parts A & B ONLY) **to the registrar at the seminary where you attend.**

**RENEWAL APPLICANTS MUST COMPLETE AND SUBMIT:**

- The Renewal Application Form each semester and the Applicant's Agreement/Co-signer's Agreement (once at the beginning of the academic year).
- The Seminary Certification Form (Parts A and B ONLY) **to the registrar at the seminary where you attend.**

**To continue to receive funds, you must maintain a "C" or equivalent grade point average which must be verified by the seminary registrar (Part C of the Seminary Certification Form).**

Return completed forms to: Baltimore-Washington Conference, 11711 East Market Place, Fulton, MD 20759 Attn: Rev. John Nupp



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**APPLICANT'S AGREEMENT**

I request financial assistance in the form of a **GRANT/LOAN** to assist me in my seminary education preparation for ministry in the United Methodist Church. I understand that the terms of the **GRANT/LOAN** are that I must make repayment through five (5) years of service as a Commissioned/Ordained Deacon or Elder under Episcopal appointment in the Baltimore-Washington Conference after graduation. This means that the indebtedness is reduced each year served by 20% of the total. A co-signed promissory note is required yearly. This note obligates me to repay all funds, plus 4% interest if I do not complete seminary and serve under Episcopal appointment in the Baltimore-Washington Conference.

I further promise to keep the Chairperson of the Board of Ordained Ministry informed of changes of address, seminary attendance and other matters related to my preparation for ministry.

I intend to take classes this \_\_\_\_\_ academic year during the:

☐ Fall Term \_\_\_\_\_ # credits      ☐ Spring Term \_\_\_\_\_ # credits      ☐ Summer Session \_\_\_\_\_ # credits

I am registering for \_\_\_\_\_ credits (total for the academic year) and request \$ \_\_\_\_\_ in funding (total for the year @\$350.00 per credit beginning **Fall 2018**).

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Date

**CO-SIGNER'S AGREEMENT**

**(A spouse may not be a co-signer)**

I will assume responsibility for repayment of the above grant if it becomes a loan which the recipient fails to repay. I understand that this application may be one of three which the applicant may request MEF funding this academic year. This Agreement obligates me for the grant/loan funds received between (DATE)

\_\_\_\_\_  
Co-signer's Signature

\_\_\_\_\_  
Co-signer's Name (Print)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

**Applicant: Please keep a copy of this form for your records.**

# INITIAL APPLICATION FORM

Date Certificate Received: \_\_\_\_\_

\_\_\_\_\_ (Signature)

I HEREBY CERTIFY THAT I HAVE REGISTERED FOR THE FOLLOWING SPECIFIC COURSES AND HOURS:

☐ FALL TERM☐ SPRING TERM☐ SUMMER SESSION\_\_\_\_\_  
Year

Course Number	Course Name	Academic Hours

Total Credit Hours: \_\_\_\_\_

Comments:

Applicants Signature: \_\_\_\_\_

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

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**SEMINARY CERTIFICATION FORM**

**PLEASE COMPLETE PARTS A and B ONLY and RETURN TO THE REGISTRAR'S OFFICE OR  
OTHER APPROPRIATE OFFICE OF THE SEMINARY YOU ARE ATTENDING.**

**A. PERSONAL INFORMATION**

Applicant's Name: \_\_\_\_\_

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

Seminary: \_\_\_\_\_

**B. RELEASE OF INFORMATION**

I hereby authorize \_\_\_\_\_ to release the information requested  
(Seminary)  
below to The Baltimore-Washington Conference.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**C. CERTIFICATION INFORMATION**

I hereby certify that \_\_\_\_\_ is currently enrolled as a  
candidate for the degree of \_\_\_\_\_ at \_\_\_\_\_  
and is currently registered for \_\_\_\_\_ hours of academic credit.

- ☐ **Yes**, this student has maintained an average of "C" or better this past semester.  
☐ **No**, this student has not maintained an average of "C" or better this past semester.

**Semester:**      ☐ Fall              ☐ Spring              ☐ Summer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Mail completed form to: Baltimore-Washington Conference, 11711 East Market Place, Fulton,  
MD 20759. Attn: Rev. John Nupp