

**UNITED METHODIST CITY SOCIETY**  
**GUIDELINES FOR URBAN MINISTRY SCHOLARSHIP**  
**For the academic year 2016-2017**

Requirements and Procedures

- I. The applicant must be a member of a United Methodist Church in the New York Annual Conference.
- II. The Scholarship Fund is designated **primarily** to assist those persons who are planning to enter full-time ordained ministry in a United Methodist Church with special interest in urban ministry. Scholarship Candidates should be pursuing candidacy in the New York Annual Conference of the United Methodist or explain why they are not in the candidacy for ministry track.
- III. The scholarship shall be granted to a person studying in a seminary approved by the University Senate of the United Methodist Church. Other priorities listed in IX.
- IV. Applicant must present to the Scholarship Committee a current official transcript of scholastic standing of the seminary in which they are enrolled. If attending college and are graduating and entering seminary, then a copy of the college transcript, and/or a copy of the letter of acceptance in the seminary where the applicant will be studying. A transcript from a previous school or previous year in a school is required.
- V. Applications are received through the office of the United Methodist City Society. 475 Riverside Drive, Room 1922, New York, NY 10115. Attn: Rev. Dr. William S. Shillady. Emailed Microsoft Word or PDF files are preferred.
- VI. The scholarship granted shall be paid to the educational institution involved. Scholarships are given at different funding levels to part-time and full-time students. It shall be the responsibility of the recipients of the scholarship to send the following to the United Methodist City Society office:

1. The applicant's proof that he/she is fully registered in the seminary.
2. The applicant's course list showing full time or part time status  
Part Time students are given payment toward academic courses only.  
Field Education is not paid for by scholarship funding.

The UMCS will send the scholarship check made payable to the institution. It will be sent to the recipient to give to the institution's business office. Grants will vary depending upon full time and part time programs and financial need. Scholarship amounts vary upon the number of applicants and funding levels, and excellence for ministry.

- VII. If a student leaves the school after being granted a scholarship, the school shall return any remaining balance to the United Methodist City Society.
- VIII. Scholarships are awarded on an annual basis. **Applicant must apply separately each year.** Financial need will be taken into consideration. Please complete the financial information part of the application and provide a copy of your Federal 1040 form. (The first two summary pages of the 1040.) Additional financial information may be requested by the committee.
- IX. Scholarship monies will be used for a Master of Divinity degree or for those who need special expertise or training in urban ministry.
- X. The funds would **not** be used for those who are doing additional graduate work or continuing education. A Doctoral degree program is not funded.
- XI. The deadline for scholarship application is Friday, May 13th, 2016 at 12 NOON. The application must be in our office or email by the deadline.  
FAX: 212-870-3091 E-Mail: [bshillady@umcitysociety.org](mailto:bshillady@umcitysociety.org)

You may hand deliver by noon to room 1922 at 475 Riverside Drive, New York, NY, 10115.

Awards will be announced at the Annual Conference Session.

There is the need for reference letters sent by your pastor, your candidacy mentor and by your District Superintendent. These letters or emails should be sent by them independently and directly to the City Society Office. You should do all within reason to have them respond to us by May 13, 2016. However, your application will not be denied if we have not received the letters of reference by that date. We will work with you to have them submit these letters before the meeting of the committee.

All questions should be addressed to Rev. Dr. William S. Shillady,  
Executive Director of the United Methodist City Society.

Contact:

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