

## **MNC-PAUMCS Job Description**

### **SCHOLARSHIP COMMITTEE:**

The Scholarship Committee shall:

- have a working knowledge of the Bylaws;
- elect a chairperson for the Committee;
- make either a written or oral report to the Executive Committee at each meeting;
- publicize scholarship opportunities periodically;
- distribute applications to members upon request;
- notify Treasurer of scholarship recipient(s). The Treasurer will transfer money from the Scholarship Fund and credit it to the Annual Meeting or Retreat fund;
- make either a written or oral report to the Executive Committee at each meeting;
- report at the Annual Meeting and Retreat the number of scholarships given;
- notify the President of all meetings;
- keep the President and Executive Committee informed.

The entire amount of the scholarship fund shall not be used. There must be funds remaining for future use.

The funds appropriated to each applicant will be based on individual's need for funding, the amount of money available in the scholarship fund, and how many people are applying for funds, i.e. it is possible that not all applicants will receive the same amount of money.

Funds for scholarships are received from interest on the checking account and honorariums/memorials. An offering is also taken at every Annual meeting to support the Scholarship Fund. The Treasurer of the chapter will send acknowledgment for contributions and notify persons/families of honorariums/memorials.

**MNC-PAUMCS**  
**SCHOLARSHIP COMMITTEE:**  
**Processing of applications for scholarships**

**Procedures for Scholarship Applications:**

1. Committee will establish and publicize deadlines for scholarship applications.
2. Applicant will call or write for a Scholarship application form.
3. A Scholarship form will be sent to the applicant.
4. Applicant returns form to Scholarship Committee chairperson.
5. Chairperson makes copies of applications and sends to all committee members.
6. Chairperson contacts the committee for decisions on applications.
7. Chairperson or designated Committee member notifies all applicants of committee's decisions.
8. Chairperson notifies MNC PAUMCS treasurer about funds awarded as scholarships. (Treasurer will transfer money from the Scholarship Fund to the event fund.)
9. Chairperson or designated Committee members notifies the Retreat or Annual Meeting registrar of scholarship(s) awarded and the name(s) of recipients.

**MNC-PAUMCS**  
**(Professional Administrators of the United Methodist Connectional Structure)**

**Scholarship Requirements**

1. Applicant must:
  - (a) Currently be employed (paid or volunteer) in a United Methodist Church/Church-related office,
  - Or**
  - (b) Previously been employed by a United Methodist Church/Church-related office.
2. Applicant must submit a completed scholarship application form.
3. The funds appropriated to each applicant will be based on individual's need for funding, the amount of money available in the scholarship fund, and how many people are applying for funds, i.e. it is possible that not all applicants will receive the same amount of money.
4. A scholarship can be granted to an individual only once every two years.
5. Funds may be granted for MNC-PAUMCS or national PAUMCS events.

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**(Professional Administrators of the United Methodist Connectional Structure)**

**Scholarship Application Form**

Name: \_\_\_\_\_ Name/Date of Event \_\_\_\_\_

Address: \_\_\_\_\_  
*(Street) (City) (State) (Zip Code)*

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

Telephone: *(Home)* \_\_\_\_\_ *(Work)* \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Street) (City) (State) (Zip Code)*

District: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

# Of Years Church Office Related Work: Paid: \_\_\_\_\_ Volunteer: \_\_\_\_\_

# Of Years Member MN Chapter, PAUMCS: \_\_\_\_\_

Has your place of employment previously contributed to your continuing educational fund within the last year? \_\_\_\_\_

Will your place of employment be contributing anything toward the expenses of the educational event for which this scholarship application is being made? \_\_\_\_\_  
If so, how much? \_\_\_\_\_

Have you received scholarship assistance within the past two years? \_\_\_\_\_

Reasons for applying for scholarship assistance:  
\_\_\_\_\_  
\_\_\_\_\_

What do you hope to get out of this workshop/seminar? \_\_\_\_\_  
\_\_\_\_\_

STATEMENT OF GOALS AND LONG-RANGE PLANS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Signature

\*\*\*\*\*

**Scholarship Committee:**

Date received \_\_\_\_\_ Approved \_\_\_\_\_ Date applicant notified \_\_\_\_\_  
*(Yes/No)*