

**GLORIA JEAN SMITH SCHOLARSHIP FUND POLICY
PRESBYTERY OF HUNTINGDON**

March 25, 2014

The Gloria Jean Smith Scholarship Fund was established in September 1996, with a gift to the Presbytery of Huntingdon, from Mrs. Ruth Hanawalt Smith in memory of her daughter, Gloria Jean Smith.

Distribution of the net income of the Fund shall be made in accordance with the following policies:

I. Principles

- A. The principal amount of the Gloria Jean Smith Scholarship Fund (hereinafter referred to as “the Fund.”) shall be invested in a special interest bearing account, under the supervision of the trustees of the Presbytery of Huntingdon. The principal amount of the Fund and any additional gifts added to the principal amount shall be held in trust and shall be invested according to the investment policies of the Presbytery of Huntingdon as set forth in the Manual of the Presbytery of Huntingdon.

- B. The net income of the Fund shall be used to aid seminary students from Huntingdon County who are studying to become teaching elders in the Presbyterian Church (USA). If at any time the net income cannot be usefully applied for this purpose, it may be used to aid other seminary students from within the bounds of the Presbytery of Huntingdon who are studying to become teaching elders in the Presbyterian Church (USA). If the Subcommittee on Preparation for Ministry deems that additional funds are available from the net income of the Fund after the needs of seminary students have been met, grants may be awarded to relieve seminary debt of teaching elder members of the Presbytery in accordance with the policy of the Presbytery of Huntingdon. If funds are available from the net income of the Fund after the needs of seminary students have been met, the Committee on Preparation for Ministry may also award grants to ruling elders who are either certified lay preachers or commissioned lay pastors (CREs) of the Presbytery of Huntingdon to enhance their skills and preparation for ministry within the Presbytery or to the Committee on Preparation for Ministry for the purpose of holding programs that provide and enhance the skills of certified lay preachers and commissioned lay pastors (CREs) within this Presbytery, according to the guidelines outlines in section IV below. The Subcommittee on Preparation for Ministry of the Presbytery shall be empowered to decide on the eligibility of any particular student and the Subcommittee on Ministry to Ministers of the Committee on Ministry shall be empowered to decide on the eligibility of any particular teaching elder to benefit from the Fund. Recipients and amounts of scholarships and grants from the Fund shall be authorized by action of the Committee of Ministry of the Presbytery of Huntingdon upon recommendation by Committee on Preparation for Ministry (scholarships or instruction grants) or by the Subcommittee on Ministry to Ministers (debt reduction grants).

- C. These funds shall not be used for degrees beyond the M.Div.

II. Application process for seminary students

The process for application and distribution of funds to students who are studying to become teaching elders in the Presbyterian Church (U.S.A.) shall be as follows:

- A. *Eligibility:* In order to benefit from the net income from the Fund, a student shall ordinarily be enrolled or in the process of being enrolled as an inquirer or candidate for the Ministry of the

Word and Sacrament, under the care of the Presbytery of Huntingdon of the Presbyterian Church (USA). Exceptions to this policy may be made only on recommendation of the SubCommittee on Preparation for Ministry of the Presbytery of Huntingdon and by action of the Committee on Ministry of the Presbytery of Huntingdon in compliance with the will of Mrs. Ruth Hanawalt Smith.

- B. *Application:* Applications to benefit from the net income from the Fund may be made by a particular student or on behalf of an eligible student by the session of a church of the Presbytery of Huntingdon. Completed applications shall be submitted to the Office of the Presbytery of Huntingdon no later than June 1st for the academic year beginning in September, and shall be accompanied by evidence of the student's enrollment in an accredited theological seminary.
- C. *Other sources of funding:* The SubCommittee on Preparation for Ministry encourages applicants to seek other funding first, such as from their seminaries and other sources, and that funding from the Gloria Jean Smith Scholarship Fund will be sought to cover remaining needs after other sources have been exhausted.
- D. *Decision-making criteria:*
1. For the purposes of this scholarship program, the definition of "students from Huntingdon County" shall be students who are members of a congregation of the Presbytery of Huntingdon that is located within the bounds of Huntingdon County.
 2. If at any time the net income cannot be usefully applied for this purpose or this purpose exclusively, the Committee on Preparation for Ministry may make recommendation to the Committee on Ministry that more than one eligible seminary student may receive a scholarship or grant in any given year and make recommendation to the Committee on Ministry of recipient(s) of scholarship aid from the net income of the Fund for that year.
- E. *Distribution of funds:* Distribution of seminary scholarships from the net income of the Fund shall be made to the accredited theological seminary in which an eligible student is enrolled and shall be credited to the account of that student or paid directly to the student after the student has been accepted by the seminary for enrollment. Eligible expenses may include tuition, books, limited living expenses, or fees and travel for standard examinations, including travel for mandatory consultations with the SubCommittee on Preparation for Ministry, at the discretion of the Committee on Ministry, upon recommendation by the Committee on Preparation for Ministry. Distribution shall be approved annually and distributed according to the schedule of each seminary, and shall be authorized by action of the Committee on Ministry of the Presbytery of Huntingdon upon recommendation by Committee on Preparation for Ministry, and such action shall be reported to presbytery. Applicants should be aware that grants paid directly to the student will be taxable income to the recipient, and any taxes owed are the responsibility of the recipient. Grants will be reported to the IRS on a 1099 form if paid directly to the student. Grants paid directly to the seminary are tax free to the student and no 1099 form will be issued.

III. Application process for seminary debt reduction assistance

The process for application and distribution of funds to relieve seminary debt of teaching elder members of the presbytery shall be as follows:

- A. *Eligibility and Application:* After one year of successful service in the Presbytery of Huntingdon by a

pastor who has been in ordained ministry of teaching elder for less than seven years and who bears a large debt burden, the session of which the teaching elder is pastor may make a seminary debt reduction grant request to the Committee on Ministry's SubCommittee on Ministry to Ministers. The request shall include the total amount of student debt load, the name and address of the entity(ies) to which the debt is owed for seminary education, years of attendance and degree earned. The session will also include a summary statement of satisfactory ministry of the past year – accomplishments in the church, community and presbytery.

- B. *Decision-making criteria:* The SubCommittee on Ministry to Ministers will interview the pastor, assess the needs, and make recommendation to the Committee on Ministry. Such a discussion should include deepening the commitment to the particular call, continuing as an active participant in the Presbytery of Huntingdon, and other matters of mutual concern to the church and pastor.
- C. *Distribution of funds:* Any payments to reduce or eliminate student debt load will be paid to the creditor to which the applicant pastor owes seminary debt for the specific purpose of reducing seminary debt. Distribution of funds shall be authorized by action of the Committee on Ministry of the Presbytery of Huntingdon upon recommendation by the SubCommittee on Ministry to Ministers, and such action shall be reported to presbytery. Teaching elders should be aware that the funds so paid may be taxable income to them. Teaching elder beneficiaries of such grants are responsible for any taxes owed.
- D. Sessions may reapply annually.
- E. In considering seminary debt reduction grants from the net income of this Fund, the spirit of the original intent to support financially and encourage pursuit of a Master of Divinity degree will be respected. The process will be as nearly identical as possible to that outlined in the Presbytery of Huntingdon Policy for the Gloria Jean Smith Scholarship Fund grants for seminary education, with the provision that it is a grant for the relief of debt after the fact.

IV. Application process for Lay Preacher & Lay Pastor program grants

- A. If the net income of the Fund cannot usefully be applied to support the education of seminary students, the SubCommittee on Preparation for Ministry may choose to make grants to support the training of ruling elders of this Presbytery to provide and enhance their skills for ministry in the churches of this Presbytery. Grants may be made to
 - (1) ruling elders, who are certified lay preachers or commissioned lay pastors of this presbytery, for tuition and/or fees in a seminary or workshop or program which is approved by the Committee on Preparation for Ministry. Each application is to be considered on its individual merits as enhancing the skills of the individual lay preacher or commissioned ruling elder, or
 - (2) the Lay Preacher and Lay Pastor program of the Presbytery of Huntingdon to provide stipend and expenses to outside instructors brought in by the SubCommittee on Preparation for Ministry to provide training in the Lay Preacher and Lay Pastor program of the Presbytery.
- B. The process for application and distribution of funds for lay preachers and lay pastors may be made by a particular student or on behalf of an eligible student by the session of a church of the Presbytery of Huntingdon. Completed applications shall be submitted to the Office of the Presbytery of Huntingdon no later two weeks prior to the next meeting of the Committee on Ministry and shall

be accompanied by evidence of the student's enrollment [or application to enroll] in an approved course or program

- C. Distribution of funds shall be made by the Presbytery directly to the seminary or approved course or program as far as possible. Students should be aware that the funds may be taxable income to the student. Beneficiaries of such grants are responsible for any taxes owed.
- D. Students may reapply annually. Students should be aware that the financial needs of seminary students take first priority and that the availability of funding is dependent upon the fluctuations of the market. Therefore, students should recognize there is no guarantee of continued funding.
- E. *Lay preacher and lay pastor instruction:* As an alternative to provision of grants for lay preacher and lay pastor educational program tuition or fees, or in addition to it, the SubCommittee on Preparation for Ministry may make grants to the Lay Preacher and Lay Pastor program of this Presbytery for the purpose of bringing in instructors to train its ruling elders in the Lay Preacher and Lay Pastor Program. The content of such instruction should be to enhance ordained ministry in the congregations of this Presbytery. Such grants may cover stipend and expenses. Instructors should be aware that such stipends are taxable to the instructor. The Committee on Preparation for Ministry may choose to cover all or some of the expenses and shall have the authority to determine what is a reasonable expense. Stipend expenses will be paid upon submission of appropriate documentation by the instructor.
- F. In considering grants for lay preacher and lay pastor training, the intent is to honor the spirit of the original intent to support financially and encourage pursuit of training to provide pastoral leadership by either ruling or teaching elders for the P.C.U.S.A
- G. If the SubCommittee on Preparation for Ministry wishes to invite leadership from outside the presbytery to lead lay preacher and lay pastor training, the Committee on Ministry will vote on the proposal and no application form is required.

GLORIA JEAN SMITH SCHOLARSHIP FUND
SEMINARY STUDENT SCHOLARSHIP
THE PRESBYTERY OF HUNTINGDON, THE PRESBYTERIAN CHURCH (U.S.A.)

APPLICATION FORM
To be completed by Applicant

Name of applicant:

Home address:

Home phone:

Email address:

Church of membership:

Church address:

Church phone:

Pastor/Moderator of session:

Seminary name:

Date of enrollment in seminary:

Seminary address:

Date of projected graduation:

Name and phone number of appropriate contact at seminary:

Date of enrollment as Inquirer:

Date of enrollment as Candidate:

On a separate sheet(s) of paper, briefly describe:

A. Your sense of call to the ministry of the PCUSA

B. Your participation in the life of your local church and the larger church

On the back side of this form, please provide the requested financial data. Include estimated dollar amount for each: (Attach additional sheets of paper as necessary.)

Projected Income:

- Work (source(s) and amount):
- Spousal income (if any) source(s) and amount):
- Other scholarships or grants:
- Investments, gifts:
- Loans:

Outstanding Debts (list type of debt, creditor, amount, estimated payoff date for each):

Projected Seminary Expenses

- Tuition:
- Books:
- Housing:
- Living expenses (transportation, food, incidentals, etc.)
- Health insurance:
- Other:

Total projected expenses:

Are there any other considerations of which the Committee on Ministry should be aware in your personal and/or family situation? (medical expenses, dependent college expenses, alimony, child support, etc.)

Signature of applicant and date

To be completed by the Subcommittee on Preparation for Ministry

Date of interview of applicant:

Summary of needs of applicant:

Comments: (How a grant will deepen the commitment to ordained ministry in the PCUSA, enhance the ability of the student to complete his or her seminary education satisfactorily, and address other matters of mutual concern to the applicant and C.P.M. Attach additional pages as necessary.)

Scholarship amount to be recommended to C.O.M.:

Date of C.O.M. approval and amount:

This application is to be completed and returned to the office of the Presbytery of Huntingdon, 1319 Logan Avenue, Tyrone, PA, 16686. Attach additional pages as necessary. The Subcommittee on Preparation for Ministry reserves the right to request documentation and/or further information, if necessary, in determining the allocation of these funds. These funds are given at the discretion of the C.O.M. Grants will be paid to the seminary to be used solely for seminary expenses of the student named in the grant. Any grant paid directly to the student may be taxable to the recipient, and any taxes owed on that amount are the responsibility of the recipient.

GLORIA JEAN SMITH SCHOLARSHIP FUND
SEMINARY SCHOLARSHIP
THE PRESBYTERY OF HUNTINGDON, THE PRESBYTERIAN CHURCH (U.S.A.)

APPLICATION FORM
To be completed by Session of Applicant's Church

Name of student whom session is endorsing:

Church name:

Church address:

Church phone:

Email address:

Clerk of session: Name, phone, email

Pastor/Moderator of session: Name, phone, email

Date student applicant was received into active membership of your church:

Date student applicant was recommended to be taken under care in preparation for the Gospel Ministry by the session of your church:

Session liaison for this student: Name, phone, email

Date on which the session met with the applicant and voted to endorse the student's application for scholarship grant:

Clerk of session signature and date submitted: _____

This application is to be completed and returned to the office of the Presbytery of Huntingdon, 1319 Logan Avenue, Tyrone, PA 16686. Attach additional pages as necessary. The SubCommittee on Preparation for Ministry reserves the right to request documentation and/or further information, if necessary, in determining the allocation of these funds. These funds are given at the discretion of the C.O.M. Grants will be paid to the seminary to be used solely for seminary expenses of the student named in the grant. Any funds paid directly to the student ~~may be~~ are taxable to the student and any taxes are the responsibility of the recipient.

**GLORIA JEAN SMITH SCHOLARSHIP FUND
NEWLY ORDAINED TEACHING ELDERS GRANT PROVISION
THE PRESBYTERY OF HUNTINGDON, THE PRESBYTERIAN CHURCH (U.S.A.)
SEMINARY DEBT REDUCTION GRANT**

**APPLICATION FORM
To be completed by Pastor**

Name of pastor :

Home address:

Home phone:

E-mail address:

Church(es) or Parish of Call:

Clerk of session: Name, phone, e-mail

Seminary attended, address, and phone:

Years of attendance, degree earned:

What was the semester total cost of attendance during years at seminary (broken down by tuition, room & board, books & fees). (Attach additional pages as necessary.)

What is your current debt load for your theological education? Monthly payment?

Name(s) and address of creditor(s) for the loans incurred in pursuit of your M.Div. degree . Supply account number(s).

Are you eligible for the small church solo pastor grants? Have you applied? If so, how much has been granted toward your seminary debts? If you have not applied, what is the reason for not applying (Do you need information or assistance)?

When were you ordained as a Teaching Elder? How many years have you served in the Presbytery of Huntingdon?

In what capacities have you participated and served in the Presbytery of Huntingdon? In your church community?

Your current terms of call as expressed in PCUSA Board of Pensions effective salary and housing:

Spousal income (if any) (source(s) and amounts):

Other avenues of debt repayment (investments, military income, outside jobs or work, etc.)

Other debts outstanding (list creditors and amounts)

Are there any other considerations of which the Committee on Ministry should be aware in your personal and/or family situation? (medical expenses, dependent college expenses, alimony, child support, etc.)

On a separate sheet of paper, briefly describe your sense of call to your current church or parish and share how this grant would assist in deepening that relationship.

Signature of applicant and date

**To be completed by
the SubCommittee on Ministry to Ministers**

Date of interview of applicant:

Summary of needs of applicant:

Comments: (How a grant will deepen the commitment to the particular call, enhance the continuation of the minister as an active participant in the Presbytery of Huntingdon, and address other matters of mutual concern to the church and pastor. Attach additional pages as necessary.)

Grant amount to be recommended to C.O.M.:

Date of C.O.M. approval and amount:

This application is to be completed and returned to the office of the Presbytery of Huntingdon, 1319 Logan Avenue, Tyrone, PA 16686. Attach additional pages as necessary. The Sub-Committee on Ministry to Ministers reserves the right to request documentation and or further information, if necessary, in determining the allocation of these funds. These funds are given at the discretion of the C.O.M. Grants will be paid to the lending institution to be used solely for the reduction of seminary debt of the pastor named in the grant. Grants are taxable income to the teaching elder beneficiary of such funds, and any taxes owed are the responsibility of the beneficiary.

**GLORIA JEAN SMITH SCHOLARSHIP FUND
NEWLY ORDAINED TEACHING ELDERS GRANT PROVISION
THE PRESBYTERY OF HUNTINGDON, THE PRESBYTERIAN CHURCH (U.S.A.)
SEMINARY DEBT REDUCTION GRANT**

**APPLICATION FORM
To be completed by Session of Applicant's Church**

Name of pastor on whose behalf session is applying:

Church(es) or Parish of Call:

Church address:

Church phone:

E-mail address:

Clerk of session: Name, phone, e-mail

How many years has pastor served in this call?

Pastor's current terms of call as expressed in PCUSA Board of Pensions effective salary and housing:

On separate sheet(s) of paper, the clerk of session should submit a summary statement of (pastor's) satisfactory ministry of the past year, including accomplishments in the church, community, and presbytery.

How would a seminary debt reduction grant deepen the relationship between pastor and church?

Further comments by session:

Date on which the session met with the applicant and voted to make request to C.O.M.:

Clerk of session signature, and date submitted. _____

This application is to be completed and returned to the office of the Presbytery of Huntingdon, 1319 Logan Avenue, Tyrone, PA 16686. Attach additional pages as necessary. The Subcommittee on Ministry to Ministers reserves the right to request documentation and or further information, if necessary, in determining the allocation of these funds. These funds are given at the discretion of the C.O.M. Grants will be paid to the lender to be used solely for the reduction of seminary debt of the pastor named in the grant.

GLORIA JEAN SMITH SCHOLARSHIP FUND
LAY PREACHER/LAY PASTOR STUDENT SCHOLARSHIP
THE PRESBYTERY OF HUNTINGDON, THE PRESBYTERIAN CHURCH (U.S.A.)

APPLICATION FORM
To be completed by Applicant

Name of applicant:

Home address:

Home phone:

Email address:

Church of membership:

Church address:

Church phone:

Pastor/Moderator of session:

Program name:

Date of enrollment in program:

Provider of program

Address of provider:

Name and phone number of appropriate contact at program provider:

Projected length of program:

Description of program and goals:

On a separate sheet(s) of paper, briefly describe:

A. Your sense of call to the ministry of the PCUSA

B. Your participation in the life of your local church and the larger church

Projected Tuition and fees

Are there any other considerations of which the Committee on Ministry should be aware in your personal and/or family situation? (medical expenses, dependent college expenses, alimony, child support, etc.)

Name of applicant: _____

This application is to be completed and returned to the office of the Presbytery of Huntingdon, 1319 Logan Avenue, Tyrone, PA 16686. Attach additional pages as necessary. The SubCommittee on Preparation for Ministry reserves the right to request documentation and or further information, if necessary, in determining the allocation of these funds. These funds are given at the discretion of the C.O.M. Grants will be paid to the seminary or program provider, if possible. Any grants paid directly to the student are taxable income to the recipient, and the recipient is responsible for the payment of any applicable taxes.

To be completed by the SubCommittee on Preparation for Ministry

Date of interview of applicant:

Summary of needs of applicant:

Comments: (How a grant will deepen the commitment to ordained ministry in the PCUSA, enhance the ability of the student to complete his or her seminary education satisfactorily, and address other matters of mutual concern to the applicant and C.P.M. Attach additional pages as necessary.)

Scholarship amount to be recommended to C.O.M.:

Date of C.O.M. approval and amount:

This application is to be completed and returned to the office of the Presbytery of Huntingdon, 1319 Logan Avenue, Tyrone, PA, 16686. Attach additional pages as necessary. The SubCommittee on Preparation for Ministry reserves the right to request documentation and/or further information, if necessary, in determining the allocation of these funds. These funds are given at the discretion of the C.O.M. Grants will be paid to the seminary to be used solely for seminary expenses of the student named in the grant. Any grant paid directly to the student may be taxable to the recipient, and any taxes owed on that amount are the responsibility of the recipient.