

Central Union Church Deacon's Theological Scholarship Application

**Please read the scholarship guidelines before completing application.
Return the application to:**

Central Union Church
Deacons — DTSF Committee
1660 S. Beretania Street
Honolulu, HI 96826
Or... E-mail as directed by DTSF Committee member

Name _____

Address _____

Telephone *Home/Office* _____ *Cellular* _____

E-mail _____

Marital Status _____ Spouse's & children's names & ages: (If applicable)

Educational background including high school: _____

Please list three references, including one Christian minister: _____

Please indicate the best time to schedule a personal interview: _____

Please answer the following questions on a separate sheet and attach to application.

1. Describe your relationship with Central Union Church and/or your own church if you are not affiliated with Central Union.
2. Describe your work experiences and how they have influenced your pursuit of further theological education.
3. Describe your need for financial assistance. Please include any other aid you receive or other applications for aid, which are currently being or have been submitted.
4. Describe as specifically as possible your career plans after you have completed your seminary education. What would you like to accomplish in the Christian Career Life ahead of you.
5. What theological degree will you be pursuing?
6. What theological school are you enrolled in and what is the accreditation of the school.
7. How long will you take to acquire your degree?
8. What is the yearly amount of tuition you are requesting?
9. What other sources of tuition funding are you receiving.

Signature of applicant

Date

*Central Union Church
Deacons Theological Scholarship Fund (DTSF)
Mission, Standards and Guidelines for Applicants*

I. Mission, Purpose, Goals

The DTSF provides financial assistance to students who are preparing for service as Christian Ministers. The primary focus will be to grant tuition assistance for students who are enrolled in accredited graduate schools pursuing a Master of Divinity degree.

II. Criteria for Selection and Following of Candidate

- A. Priority will be given to candidates who are...
An Active member of Central Union Church, or an Active member of a Church within the Hawaii Conference UCC.

- B. Applicants will develop long-term career objectives and be as specific as possible about their career plans after their completed course of study.

- C. The recipients must provide evidence that they are satisfactorily progressing in their course of study at an accredited school of theology. They are expected to arrange to have transcripts and letters from the appropriate school Dean forwarded to the DTSF committee at least once per semester. Failure to promptly provide copies of semester transcripts may result in delays in disbursement of DTSF funds. If the Board of Deacons determines that the recipient is not making satisfactory progress as evidenced by poor grades or for any other valid reason, the Board has the option to terminate any future tuition payments.

- D. The recipient shall make contact with a least one member of the DTSF committee each year while receiving tuition grant support. The contact would be preferably in person at a time when the recipient is visiting Honolulu. Otherwise, telephone or correspondence is acceptable. This contact allows the DTSF committee to monitor more closely the recipient's progress in his/her studies and ongoing commitment to career goals.

III. The Scholarship Process

- A. There will be one granting cycle per year. Applications must be presented to the committee by January 31 for the start of the fall academic year. A decision will be made by the DTFS Committee and communicated to the applicant by March 31.
- B. It is recognized that the theological students may occasionally take unplanned leave from their studies for personal or academic reasons. Therefore, it is permissible for the recipient to interrupt their studies for internships, pastoral duties, chaplaincy programs, etc.
- C. The recipient must notify the DTFS committee of these plans. During hiatus periods he/she must communicate with the committee at least semi-annually about his/her activities. Tuition support will not be given during these periods.
- D. Tuition grants will be given for a maximum of (3) years or equivalent in credit hours approved by the theological school, where the candidate is registered.
- E. Funds will be granted only for tuition. However, if the applicant receives assistance from sources other than the DTFS, the deacons, if they so choose, may apply the financial assistance to other budgeted expenses such as housing. The amount of funding may not exceed the tuition assistance originally requested.
- F. All grant funds will be forwarded directly to the school by the CUC Accounting Department.

IV. Candidate Application Process

- A. Applications for tuition financial assistance must be submitted on the official form — page one of the documents.
- B. The DTFS committee must receive the completed application and supporting documents by the stated deadline.
- C. Each candidate will have a personal interview with a least two members of the DTFS committee.
- D. The application form must be accompanied by three letters of recommendations — one of these from and ordained minister – preferably the senior minister of CUC.

IV. Approval Process

- A. The DTSF committee will make the initial tuition support approval. If approved by the committee, the application will be presented to the full Board of Diaconate for final approval.
- B. The applicant should not assume that he/she would receive a grant for all three years of study. A new application must be presented each academic year for which tuition support is requested.
- C. New letters of recommendation are not required for the subsequent years of support.
- D. If the process of ongoing communication between the candidate and the DTSF committee is followed, the approval process will be streamlined.
- E. The final approval for subsequent years' grants still lies with the full Board of Diaconate.

