

2012 MINISTRY PROGRAM FELLOWSHIP GENERAL INSTRUCTION

NOTE: FTE uses one application for its Ministry Program Fellowships. Each fellowship application contains some components unique to that particular program. The application guidelines for the individual fellowship programs are described below. **Please read all instructions carefully to ensure that you provide the necessary materials for the fellowship program to which you are applying.**

ABOUT THE FELLOWSHIPS

FTE UNDERGRADUATE FELLOWSHIP applicants must be nominated online by a college faculty member, administrator, chaplain or campus minister, or current pastor. Nominations form links are provided with your application and should be forwarded to your nominator. Nominations and applications are due by **March 1**.

FTE MINISTRY FELLOWSHIP applicants must be nominated by the dean or president of their seminary. The nomination form is provided with your application. Applications are due by **March 1**.

FTE VEV FELLOWSHIP applicants must be current or former participants in one of the faith-based volunteer organizations partnering with FTE in the Volunteers Exploring Vocations program. If not a current volunteer, the year of volunteer service must have been completed within the previous five years. Applications are due by **March 1**.

A COMPLETED ONLINE APPLICATION INCLUDES:

- ❖ Official transcripts from all schools attended (mailed separately)
- ❖ Resume
- ❖ Three-page essay
- ❖ Letter of nomination from college faculty member, administrator, chaplain, campus minister or current pastor (*Undergraduate Fellowship applicants only*)
- ❖ [Letter of nomination from seminary dean or president \(Ministry Fellowship applicants only\)](#)
- ❖ [Letter of Recommendation from VEV Supervisor \(VEV applicants only\)](#)
- ❖ [Academic Letter of Reference \(Undergraduate, Ministry and VEV Fellowship applicants\)](#)
- ❖ [Ministry Letter of Reference \(Undergraduate and Ministry Fellowship applicants\)](#)
- ❖ [Employer Letter of Reference \(VEV applicants only - can be used in lieu of academic reference if graduation from undergraduate Institution is more than 5 years\)](#)
- ❖ [Endorsement by seminary or divinity school \(VEV Fellowship applicants\)](#)
- ❖ Information on Formal Candidacy Process (*Ministry Fellowship applicants only*)

APPLICATION DEADLINES:

Undergraduate Fellowship	March 1
Ministry Fellowship	March 1
VEV Fellowship	March 1

AGE

- ❖ **Undergraduate Fellowship** nominees and applicants must be no older than 29 years of age on September 1, 2012.
- ❖ **Ministry and VEV Fellowship** nominees and applicants must be no older than 35 years of age on September 1, 2012.

CITIZENSHIP

All applicants must be citizens or permanent residents of either the United States or Canada.

ACADEMIC STATUS

UNDERGRADUATE FELLOWSHIP

Each nominee must be a junior or senior during the 2012 – 2013 fellowship year in a program leading toward a bachelor's degree from an accredited college or university and have a cumulative grade point average of 3.0 or higher. Copies of official transcripts from all institutions attended must be submitted in envelopes signed and sealed by the college or university registrar. **Student copies of transcripts or grade reports are not acceptable.** Nominees must be enrolled **full-time** during the fellowship year. Seniors who will be graduating in December of 2012 may be eligible to apply, please contact Elsie Barnhart, 404-727-1409 or ebarnhart@fteleaders.org.

MINISTRY FELLOWSHIP

Each nominee must hold a bachelor's degree from an accredited college or university and be in the first year of a full-time Master of Divinity or eligible Masters student in a program oriented toward ministerial leadership program at an accredited A.T.S. Seminary and have a seminary grade point average of 3.3 or higher at the end of the first academic term. Copies of official transcripts from all institutions attended must be submitted in envelopes signed and sealed by the registrar. Student copies of transcripts or grade reports are not acceptable.

VEV FELLOWSHIP

A candidate must hold a bachelor's degree from an accredited college or university and entering the first year of a full-time Master of Divinity or eligible Masters student in a program oriented toward ministerial leadership program at an accredited A.T.S. Seminary . Copies of official transcripts from all institutions attended must be submitted in envelopes signed and sealed by the college or university registrar. **Student copies of transcripts or grade reports are not acceptable.**

RESUME

UNDERGRADUATE FELLOWSHIP

A professional resume is required. Applicants should highlight work, church leadership and involvement during high school and college, leadership and involvement in activities outside the church during college, cross-cultural study or experiences (national and/or international), academic or other honors and distinctive experiences, skills or interests.

MINISTRY AND VEV FELLOWSHIPS

A professional resume is required. Applicants should highlight work, church leadership and involvement during college and beyond, leadership and involvement in activities outside the church, cross-cultural study or experiences (national and/or international), academic or other honors and distinctive experiences, skills or interests.

PERSONAL ESSAY *(All Fellowship Applicants)*

How does your faith shape your engagement with the church, the world, and your own community? How has this engagement informed your sense of vocation/what you are called to do? This essay should be neither simply an autobiography nor a set of doctrinal statements; it should be a reflection involving both heart and mind.

ENDORSEMENT BY SEMINARY OR DIVINITY SCHOOL *(VEV Fellowship only)*

Applicants must submit an endorsement from the school in which they intend to enroll. Applicants should contact the admissions office for assistance with determining securing the endorsement from the academic dean, admissions officer or other appropriate seminary administrator. If the applicant has not been accepted to the seminary before the March 1 deadline, an endorsement should still be completed and submitted contingent upon acceptance. The endorsement must be received by March 1 regardless of whether the student has been admitted by this date or not. **If applicant is awarded a fellowship FTE must receive a final endorsement of acceptance from an accredited A.T.S. seminary no later than May 31 or the award will be forfeited.**

INFORMATION ON FORMAL CANDIDACY PROCESS *(Ministry Fellowships only)*

Each Ministry Fellowship applicant must complete the Information on Formal Candidacy Process section of the application.

LETTERS OF REFERENCE

UNDERGRADUATE FELLOWSHIP

Two letters of reference are required. The Academic Letter of Reference should assess the applicant's academic capabilities and should be written by a professor within the applicant's major or minor discipline, if possible. A person who has observed the applicant in a ministry setting and should assess the applicant's gifts and aptitudes for ministry should write the Ministry Letter of Reference. In both cases, letters should avoid simply restating information provided in the resume, transcript or essay and should provide unique insight into the applicant's particular capacities. The person nominating the student may submit either letter of reference. References should know the applicant well; however, references from relatives or family members are not acceptable.

MINISTRY FELLOWSHIP

Two letters of reference are required in addition to the letter of nomination from the seminary dean or president. The Academic Letter of Reference should be written by a seminary professor who can assess the applicant's academic capabilities. The Ministry Letter of Reference should be written by a person who has observed the applicant in a ministry setting and should assess the applicant's gifts and aptitudes for ministry. In both cases, letters should avoid simply restating information provided in the resume, transcript or essay and should provide unique insight into the nominee's particular capabilities. References should know the applicant well; however, references from relatives or family members are not acceptable.

VEV FELLOWSHIP

Two letter of reference are required. The Academic Letter of Reference should be written by a professor who can assess the applicant's academic capabilities. In addition, each applicant must secure a letter of recommendation from the supervisor of the Volunteers Exploring Vocation program in which she or he is currently participating or has participated. By "Supervisor" we mean a program leader within the volunteer organization who has worked closely with the applicant during the year of service, and who best can speak to the applicant's gifts and capacities for ministry. In both cases, letters should avoid simply restating information provided in the resume, transcript or essay and should provide unique insight into the nominee's particular capabilities. References should know the applicant well; however, references from relatives or family members are not acceptable.

An Employer Letter of Reference will be considered in lieu of the Academic Letter of Reference for applicants who graduated from their most recent academic institution prior to the 2006-2007 academic year.

TERMS OF THE FTE MINISTRY PROGRAMS FELLOWSHIPS

UNDERGRADUATE FELLOWSHIP

2012-2013 Stipend: Undergraduate Fellows will receive a one-year stipend of \$2,000 to use for educational expenses or exploration of ministry as a vocation.

2012 FTE Ministry Leaders Conference Benefit: Fellows are **required** to attend the FTE Ministry Leaders Conference to be held **June 19-23, 2012**. Prominent theologians, scholars, ministers and church leaders will participate in the leadership of the conference. Transportation, lodging, food and fees will be provided for Undergraduate Fellows. **Students unable to attend the conference should not apply for the fellowship.**

MINISTRY FELLOWSHIP

2012-2013 Stipend: Ministry Fellows will receive a one-time \$10,000 stipend partly for educational expenses and partly to fund the implementation of a ministry project of the Fellow's own design. This project should enrich the Fellow's preparation for ministry. Fellows will submit proposals for projects during the spring of 2012 and will work with FTE staff, seminary faculty, financial consultants and others to fully develop the project. Fellows are **required to attend a second gathering** at the end of summer 2012 to reflect on their completed projects. Further information will be provided at the conference.

2012 FTE Ministry Leaders Conference Benefit: Fellows are **required** to attend the FTE Ministry Leaders Conference to be held **June 19-23, 2012**. Prominent theologians, scholars, ministers and church leaders will participate in the leadership of the conference. Transportation, lodging, food and fees will be provided for Ministry Fellows. **Students unable to attend the conference should not apply for the fellowship.**

VEV FELLOWSHIP

Volunteers Exploring Vocation Fellows will receive a \$10,000 stipend over three years that will be disbursed as follows: \$7,500 (\$2,500 per year) to be applied toward education-related expenses and \$2,500 to fund a ministry internship the summer before the third year of seminary. This internship opportunity should enrich the Fellow's preparation for ministry and will be negotiated in partnership with FTE

2012 FTE Ministry Leaders Conference Benefit: Fellows are required to attend the FTE Ministry Leaders Conference to be held June 19-23, 2012. This gathering brings together new FTE Undergraduate, Volunteers Exploring Vocation and Ministry Fellows with distinguished theologians, pastors and church leaders for several days of thoughtful exchange, including lectures, worship, forums, workshops, recreational activities and informal time together. Transportation, lodging, food and fees are provided.

2013 and 2014 Summer Community: VEV Fellows will be convened in the summer of 2013 and 2014. The exact dates and locations for those gatherings have not been determined, however they will be held during a three-day period in June. **Students unable to attend the conference and retreats should not apply for the fellowship.**

CONDITIONS FOR FELLOWSHIPS

UNDERGRADUATE FELLOWSHIP

Award of the FTE Undergraduate Fellowship is contingent upon receipt of the applicant's nomination form from a college faculty member, administrator, chaplain or campus minister, or current pastor by February 1. Current college juniors who will be graduated in December 2012 may be eligible to apply for the fellowship. Please contact Elsie Barnhart, Fellowships Associate, ebarnhart@fteleaders.org if you will be graduating early. Eligible candidates must be:

- a current sophomore or junior in an [accredited](#) undergraduate program at a North American college or university
- nominated by a faculty member, administrator, chaplain or campus minister or current pastor
- a student with a cumulative GPA of at least 3.0
- a U.S. or Canadian citizen or permanent resident of either country

MINISTRY FELLOWSHIP

To apply for the Ministry Fellowship, you must be nominated by the dean or president of your seminary. Eligible candidates must be:

- a full-time Master of Divinity or eligible Masters student in a program oriented toward ministerial leadership who has completed one semester at a seminary accredited by the [Association of Theological Schools \(ATS\)](#).
 - To verify eligibility of Master degree programs, please [click here](#). Eligible programs are grouped under the category "Basic Programs Oriented Toward Ministerial Leadership Programs." Click through each category to see if your degree program is listed as approved by the ATS.
 - You are not eligible if you are already in the second or third year of a M.Div. program.
- have a seminary GPA of 3.3 or higher
- a U.S. or Canadian citizen or permanent resident of either country
- age 35 or younger
- able to participate in all fellowship activities

VEV FELLOWSHIP

Eligible candidates must be:

- entering the first- year of a full-time Master of Divinity program or eligible Master degree program oriented toward ministerial leadership at an [ATS](#) accredited institution (for Masters students, please [click here](#) and review the complete list of basic programs oriented toward ministerial leadership approved by ATS)
- be a U.S. or Canadian citizen or permanent resident of either country
- age 35 or younger
- persons who are currently participating in a year of service or have completed a year of service within the previous five calendar years
- able to participate in all required fellowship activities

FTE will mail notification of fellowship awards by:

Undergraduate Fellowship: April 30
Ministry Fellowship: April 30
VEV Fellowship: April 30

Please send transcripts and/or additional materials to:
Ministry Program Fellowships
The Fund for Theological Education
825 Houston Mill Road, Suite 100
Atlanta, GA 30329
404-727-1450 tel
404-727-1490 fax