

PRESBYTERY OF THE TWIN CITIES AREA
Procedures for Administration of the Carl H. Bossman Scholarships

Purpose - This document contains the procedures for the administration of the scholarships which are funded by the income from the endowment given by Carl H. Bossman of Baldwin, Wisconsin. The endowment states that this income will be used for "scholarships for students preparing for the ministry with preference given to applicants from St. Croix County, Wisconsin." A copy of Agreement No. 87-637, dated October 15, 1987, between the donor and the Presbyterian Church (U.S.A.) Foundation is attached to this procedure. In awarding these scholarships, the Presbytery of the Twin Cities Area will follow these guidelines:

1. That the scholarships be awarded only to persons who are in covenant relationship with the Presbytery of the Twin Cities Area;
2. That the scholarships be used only to help provide seminary education;
3. That preference be given to applicants from St. Croix County, Wisconsin;
4. That preference be given to applicants who are inclined to serve smaller congregations.

Authority - The Presbytery hereby delegates the authority to award these scholarships to its Committee on Preparation for Ministry. The Committee on Preparation for Ministry (CPM) hereby delegates the authority to award these scholarships to a Carl H. Bossman Scholarship Committee, hereafter referred to as the committee. The committee will report its activities to the CPM at each regularly scheduled meeting of the CPM, and will report its decisions on the scholarship awards as specified below in the section entitled "Schedule".

Committee - The Chair of the CPM will appoint members to serve on the committee and will appoint a committee chair annually from among those members. Members of the committee will be chosen from current members of the CPM or from those who have recently completed terms on the CPM. There will be a minimum of three and a maximum of five members on the committee. Members will serve for terms of two years and may succeed themselves. Members will be appointed in such a manner that approximately one-half of the terms expire each year. Terms will begin and end in September. The Executive Presbyter and the Area Representative of the Presbyterian Church (U.S.A.) Foundation will be ex-officio members. The Chair of the CPM will have the authority to remove members who are non-functioning or who are not carrying out their duties in accordance with these procedures, and to fill vacancies which occur for whatever reason. The committee may determine its own procedures regarding meetings, taking of minutes, and preservation of records.

Responsibilities - The committee has these general duties:

1. To publicize the existence of the scholarships and the methods of applying for the scholarships;
2. To receive applications and act on them by awarding monetary scholarships to selected applicants;
3. To oversee the distribution of the scholarship funds, utilizing the presbytery's financial procedures;
4. To communicate to the presbytery community the details of the awards in such a way as to heighten awareness of the scholarships and to promote the intentions of the donor;
5. To communicate details of the awards to the donor.

Applications - The committee will require applications from all who wish to be considered for the scholarships. All applicants will be required to complete a specific application process. The committee provides an application form. (A copy of the form is attached to this procedure and is a part of this procedure document.) The committee will require a standard financial report, the Graduate and Professional School Financial Aid Service (GAPSFAS) form, to be submitted. The committee may require interviews of some or all applicants, and may require other written or reference information, including seminary transcripts, and may also require such other information or documentation as it deems necessary or helpful in fulfilling its responsibilities. The purpose of the form and application process is to elicit information which will enable the committee to determine how well the applicant meets the criteria on which the award decisions are based.

Eligibility - The scholarships will be awarded only to applicants who are in a covenant relationship with the Presbytery of the Twin Cities Area. Awards will be made on the conditions that the person remain in a covenant relationship with the presbytery, and, at the time of receipt of the funds, be enrolled in seminary classes for the period of the award, make satisfactory academic progress, and submit a transcript for the previous term when applicable.

Criteria for Awards - The criteria on which the scholarship award decisions will be based are these:

1. The degree to which the applicant shows a need for financial assistance in meeting seminary education costs;
2. How well the applicant meets the guidelines set forth above in the section entitled "Purpose".

From funds available, the committee will award monetary scholarships to the applicant or applicants who, in its judgment, best meet these criteria.

Monetary Scholarships -

1. Scholarships will be awarded annually according to the schedule shown in the section entitled "Schedule". The awards may cover one or more semesters or quarters, depending on the situation of each individual recipient.
2. Recipients may reapply and receive awards for more than one year. The committee may waive parts of the application process for recipients who are applying for an additional year's award.
3. The financial procedures established by the endowment agreement call for quarterly transfers of the endowment income from the Presbyterian Church (U.S.A.) Foundation to the Presbytery of the Twin Cities Area. These amounts are to be held in a separate fund at the presbytery and to earn income through the presbytery's investment process until expended. Thus, the balance in this separate fund, which includes transfers from the Presbyterian Church (U.S.A.) Foundation and income earned from the presbytery's investment process, is the amount available for scholarships. The total amount available for scholarships each year will be the amount in the separate fund at the June month-end closing of the presbytery's books. The committee will estimate this amount when making its decision in March. The committee will award scholarships for the entire amount unless it determines that the applicants and their needs do not warrant it. Any balance not awarded in one year will remain in the separate fund and thus be added to the amount available for the next year.
4. The maximum amount of any scholarship for any individual will not exceed the total cost for that individual of tuition, fees, books, and supplies for degree-related courses during the school year, semesters, or quarters to which the scholarship applies.
5. The committee reserves the right not to disburse funds to an individual if, in the interval between the announcement of the award and the disbursement date, the situation of the applicant changes in any way that pertains to the award. This would include, but not be limited to, changes in educational plans, failure to make satisfactory academic progress, changes in financial condition, or material misrepresentation in the application.
6. The committee may request the recipient to repay funds that have been disbursed if the funds are not used as intended or if there is material misrepresentation in the application.

Schedule - These dates and events describe the flow of application, award, and disbursement for scholarships pertaining to the academic year beginning the following September.

Publicity: September through November will be the period for publicizing the existence of the scholarships and the details of the application process. Besides general publicity, the committee will communicate directly with all eligible or potentially eligible persons known to it.

Applications: The committee will consider applications received between April 1 and May 31.

Decision: The committee will determine the recipients and the amounts to be awarded by July 1. The committee will report its award decisions to the CPM at the regular March meeting of the CPM.

Awards: The recipients will be notified and the awards announced on or about June 30. The names of the recipients will be communicated to the presbytery. The donor of the endowment will be provided details regarding the awards and the recipients.

Disbursement: Funds will be disbursed at the beginning of the academic year, semesters, or quarters for which they are awarded.

Taxes - It is an objective of this procedure that the scholarships given under this procedure not be subject to federal or state income tax for the recipients. The committee will make the awards for tuition, fees, books, supplies, etc., which under the 1986 Internal Revenue Code are not subject to taxation. However, the committee will furnish an election form or other written instrument by which each recipient may select the mode of payment, date of payment, to whom paid, etc. This is intended to allow recipients flexibility in controlling the tax status of their awards and in coordinating the awards with other sources of income that they may receive.

General - The committee will not discriminate on the basis of race, or sex, or marital status, or age. The Presbytery of the Twin Cities Area reserves the right to amend these procedures and all particulars, except the terms and conditions of the original gift. The committee has sole discretion to determine the recipient and the amount of each scholarship.

Attachments to the Procedure -

1. Presbyterian Church (U.S.A.) Foundation Agreement No. 87-637
2. Carl H. Bossman Scholarship Application Form

**PRESBYTERY OF THE TWIN CITIES AREA
Carl H. Bossman Scholarships Application Form**

Send completed application to the Presbytery of the Twin Cities Area office by May 1, 2014 for scholarships covering the next September – May academic year. While preference is given to those applicants who are open to serving in a rural church or in Wisconsin, this is not a requirement for the application.

Personal Information:

Name: _____ Date: _____

Home Church: _____ Academic Year: _____

Current Address: _____ Phone: _____

Permanent Address: _____

Phone: _____

Permanent Address: _____

Covenant Relationship with the Presbytery:

Date enrolled as an inquirer: _____

Most recent annual consultation date: _____

Date received as a candidate: _____

Name of liaison assigned by the Committee on Preparation for Ministry: _____

Academic Information:

Seminary: _____ Degree Program: _____

Major focus of area of special interest: _____

Year in seminary as of next fall (circle one): Junior Middler Senior

Expected date of graduation: _____

Number of terms in academic year: _____

Cumulative GPA: _____ Through term ending: _____

Please attach the latest transcript (and seminary evaluation of academic achievement if on a pass/fail system).

Attending: Full time: _____ Part time: _____
(indicate % of full time)

Church Experience:

List all churches with which you have been involved. List your home church and the church you are currently attending first.

Church Name: _____ City, State: _____
Denomination: _____ Approximate number of members: _____
Dates of involvement: _____ Member (circle one): Yes No
Types of involvement: _____

Church Name: _____ City, State: _____
Denomination: _____ Approximate number of members: _____
Dates of involvement: _____ Member (circle one): Yes No
Types of involvement: _____

Church Name: _____ City, State: _____
Denomination: _____ Approximate number of members: _____
Dates of involvement: _____ Member (circle one): Yes No
Types of involvement: _____

Church Name: _____ City, State: _____
Denomination: _____ Approximate number of members: _____
Dates of involvement: _____ Member (circle one): Yes No
Types of involvement: _____

Church Name: _____ City, State: _____
Denomination: _____ Approximate number of members: _____
Dates of involvement: _____ Member (circle one): Yes No
Types of involvement: _____

Describe any experiences with the churches listed above that relate to your interest in serving smaller congregations. (Attach extra pages to the application if more space is needed for response.)

Vocational Goals:

(Attach extra pages to the application if more space is needed for response.)

1. What sort of call would you look for after completing seminary?

2. How long would you serve there?

3. What sort of call would you seek next?

4. What gifts do you bring to the sorts of calls you plan to seek?

Financial Need Information:

Marital Status (circle one): Single Married

Name of spouse: _____ Occupation: _____

Will spouse be employed next fall? (circle one)

Yes – full time Yes – part time No

Will spouse be a student next fall?

Yes – full time Yes – part time Name of school: _____

No

List any children dependent on you and/or your spouse for support:

Name	Age	Name	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Estimated Expenses for Next Academic Year:

	Term 1	Term 2	Term 3	Total
Seminary Tuition	_____	_____	_____	_____
Fees	_____	_____	_____	_____
Books	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Sub-total	_____	_____	_____	_____
			Sept – May	
Housing (include utilities)			_____	
Food			_____	
Clothing, laundry, cleaning			_____	
Medical and dental expense (not covered by insurance)			_____	

Recreation, incidentals and pledges	_____	
Sub total	_____	_____
	Sept – May	
Auto expenses: include payments, maintenance, Operation, insurance, registration	_____	
Other transportation	_____	
Insurance premiums:		
Life	_____	
Medical	_____	
Child care	_____	
Other expense (specify)	_____	
Sub total	_____	_____
TOTAL ESTIMATED EXPENSES		_____
Estimated Resources:		
	Sept – May	
Cash and other assets available next Sept. 1 st from Savings, employment, other sources	_____	
Your income during academic year (after taxes)	_____	
Spouse’s income (after taxes)	_____	
Support from parents and other individuals	_____	
Seminary grants and scholarships	_____	
Church support	_____	
Loans	_____	
Other	_____	
Sub total	_____	
TOTAL ESTIMATED RESOURCES		_____
UNMET NEED FOR NEXT ACADEMIC YEAR (Subtract Total Estimated Resources from Total Estimated Expenses)		_____

Please comment on any special financial needs or special circumstances of which you would like the committee to be aware.

The information given on these pages is true to the best of my knowledge. I agree to advise the Carl H. Bossman Scholarship committee of any change in my financial circumstances of over \$1,000.00. I understand that my application is not complete and will not be considered unless this form is completed in full and all additional requirements are met. If the committee requests additional information and verifications, I agree to provide them if I still wish to be considered for a scholarship. I understand and consent that any information in this application and supporting documents will be reviewed by all members of the committee and may, at the sole discretion of the committee, be released to the Committee on Preparation for Ministry. I also agree that, in the event that I am awarded a scholarship, it would be reported to the Presbytery and may be publicized.

Signature

Date

Attachments:

Seminary transcript

Seminary evaluation of academic achievement, if applicable

Remember to send a copy of your FAFSA (Federal Student Aid) form to the Carl H. Bossman Scholarship Committee as soon as you receive the form.

Presbytery of the Twin Cities Area
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Eagan, MN 55122
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651-357-1141 fax