



The Theological Commission of The Reformed Episcopal Church

Deaconess Scholarship Fund

PURPOSE:

The purpose of the Deaconess Scholarship Fund is to provide financial aid to women of the Reformed Episcopal Church who have been officially approved and designated as Candidates for Deaconess by their Bishop Ordinary and Standing Committee and are enrolled in one of the programs for Deaconess Studies provided by an REC seminary. Women who have already been Set Apart as a Deaconess but are enrolled in a Masters Degree program for Deaconess Studies are also eligible.

GENERAL INFORMATION:

1. Scholarship funds for Deaconess Candidates or Deaconesses shall benefit students of the three seminaries of the Reformed Episcopal Church: Reformed Episcopal Seminary, Cummins Memorial Theological Seminary, and Cranmer Theological House Seminary.
2. A maximum of three scholarships per year may be awarded to applicants who meet the eligibility requirements established by the Theological Commission.
3. Until such time as the principle amount of the fund becomes self-sustaining, the Theological Commission may only issue a maximum of \$4,000 in scholarship funds for a single academic year. Scholarships will be in an amount of no more than \$2,000 per applicant for a single academic year.
4. Scholarships will be announced by August 15th and December 1st for Fall and Spring semesters respectively.
5. Scholarships will be distributed to the designated seminary on behalf of the applicant twice per year in September and January.
6. Scholarships are renewable for a maximum of **one (1) year**, provided the student maintains a B- or better grade average and is enrolled in at least three courses per semester. Grades must be sent to the Theological Commission each semester in order to maintain eligibility.
7. The Sunday closest to St. Phoebe's Day (September 3rd) shall be designated for an appeal for donations to the Deaconess Scholarship Fund throughout the Reformed Episcopal Church each year.

ELIGIBILITY:

1. The applicant must submit an official copy of the letter from her Bishop Ordinary and Standing Committee stating that she has been approved as a Candidate for Deaconess; or she must be listed on the official rolls of the Reformed Episcopal Church as a Deaconess.
2. The applicant must present a letter of recommendation from her Bishop Ordinary requesting that she be considered for the awarding of a scholarship.

3. Applicants must produce acceptance or enrollment in an REC Seminary. This is required for each semester.
4. Applicants must complete the application form including a statement concerning the income level of themselves and their spouse (if applicable), and their family situation.
5. Applicant must give her permission to the seminary in which she is enrolled to share transcripts, previous semester grades, and other pertinent information necessary for consideration in awarding a scholarship.
6. First time applicants must submit their application by August 1st for the Fall semester; or by November 15th for the Spring semester. Supplemental paperwork must be received within fourteen (14) days after the application is submitted in order to be considered.

BASIS OF AWARDS:

1. In the event of there being more applicants than scholarships available, the following two criteria will be used to determine which applicants receive scholarships. The criteria are listed in order of importance.
 - A. Financial need.
 - B. Academic proficiency.
2. The Theological Commission of the Reformed Episcopal Church shall have the responsibility of awarding the scholarships in accordance with the criteria and procedures established by them. A report of their decision shall be submitted to the Treasurer of the Sustentation Fund within ten (10) days of the announcement. The Treasurer will distribute the funds accordingly, directly to the seminary for the individual's account from the Deaconess Scholarship Fund (a restricted asset under the Sustentation Fund). The Canon for Deaconesses in the Reformed Episcopal Church shall be responsible for overseeing the Deaconess Scholarship Fund on behalf of the Theological Commission.
3. The Theological Commission shall send a letter to all applicants indicating whether their request for scholarship was awarded or denied.
4. If a student withdraws from the seminary, any scholarship awards shall revert back to the fund. If a situation occurs in which a student must withdraw from a course or for a semester, scholarship monies may be retained by the seminary on a case-by-case basis.