

GUIDELINES
for
THE VIRGINIA ROMBERGER REBER PETTIJOHN SCHOLARSHIP

St. John's Evangelical Lutheran Church of Sweet Air
P. O. Box 800
3911 Sweet Air Road
Phoenix, MD 21131
410-592-6565, Fax 410-592-5868

A. Authority

The Virginia Romberger Reber Pettijohn Scholarship Fund was established in 1995 from the estate of Virginia Romberger Reber Pettijohn, a long time member of St. John's Evangelical Lutheran Church of Sweet Air. The Virginia Romberger Reber Pettijohn Scholarship, hereafter referred to as the Pettijohn Scholarship, is established by authority of the Congregation of St. John's Evangelical Lutheran Church of Sweet Air, hereafter referred to as St. John's. All guidelines stated herein are amendable at the discretion of the Scholarship Committee and Finance Committee with approval by the Congregation Council of St. John's.

B. Purpose of the Scholarship

The income from this fund shall be used to support deserving students pursuing higher education in preparation for ministry in the Lutheran Church. This includes degree programs in colleges, universities or seminaries that will lead to careers as Ordained Ministers, Associates in Ministry or Diaconal Ministers.

C. Eligibility Requirements

Generally, the applicant:

- Must be seriously planning and striving for a career in ministry in the Lutheran Church: and,
- Must be a communicant member of a congregation of the Evangelical Lutheran Church In America (ELCA); and,
- Must be registered in a degree program at a college, university, or seminary which is fully accredited by state and national accrediting associations; and,
- Must have established and maintained a satisfactory academic record, (normally a cumulative grade point average of 2.5).

D. Application

Students applying for a Pettijohn Scholarship should contact St. John's Evangelical Lutheran Church of Sweet Air for an application form.

- Completed applications must be received by July 1st for the upcoming academic year.
- Applications should be typed if at all possible. If this is not possible, they should be printed clearly with ink.
- An official copy of the applicant's most recent high school or college transcript must be included with the application.
- A copy of the applicant's completed Student Aid Report must be included with the application. If

an application for federal student aid was not completed, a copy of the last year's tax return(s) of the applicant's parents should be included. If the applicant is not a dependent, a copy of the applicant's last year's tax return should be included. (Usually IRS Form 1040 or 1040A.)

- First time applicants must request that three letters of reference be sent (Reference Form is attached to application). Letters of reference must be received by June 1st for the upcoming academic year.

E. Selection

Administration of scholarships at St. John's is the responsibility of the Scholarship Committee. The Scholarship Committee shall be nominated by the Finance Committee and appointed by the Congregation Council. In the absence of a properly appointed Scholarship Committee, the Finance Committee shall be responsible.

The Scholarship Committee will consider scholarship grants only for those applicants submitting complete applications by June 1, proceeding the fall academic semester for which they are applying. The three required personal reference forms must also be received by June 1.

The Scholarship Committee and the pastor(s) of St. John's will review all properly submitted applications.

For those applicants meeting the general eligibility requirements, candidates will receive preference based on the following criteria (in descending order of preference):

- Members of St. John's Evangelical Lutheran Church of Sweet Air,
- Members of congregations in the Delaware Maryland Synod of the ELCA,
- Members of congregations in the ELCA at-large.

Other factors which could govern the Committee's decision include, but are not limited to the following (Listed in no particular order of preference):

- Financial need,
- Merit (based on at least a cumulative grade point average of 2.5),
- Full or part time study,
- Career intent (Ordained Minister, Associate in Ministry or Diaconal Minister)
- Undergraduate or postgraduate study,
- Lutheran Seminary attending (Preference will be granted to those attending Lutheran Theological Seminary at Gettysburg, PA; Lutheran Theological Seminary at Philadelphia, PA; and Lutheran Theological Southern Seminary at Columbia, SC)

The Scholarship Committee and the Pastor(s) of St. John's will jointly recommend grants to deserving applicants and present their recommendations to the St. John's Congregation Council. The Congregation Council must approve all scholarships.

F. Award Amounts , Renewals and Payments

Scholarships will be awarded on an annual basis with payments made by semester or quarter.

Scholarship amounts will normally range between \$1500 and \$2500 per year. Amounts will vary depending on availability of funds, success of applicant renewals and other factors. Amounts will be determined by the Scholarship Committee in conjunction with the Finance Committee and be included in the recommendations presented to the Congregation Council for approval.

Scholarships are not automatically renewed for succeeding school years. Current recipients must submit a new application by June 1 of the next school year to be eligible for renewal. Renewal applications should include references but do not need to request references to send letters of reference.

Scholarship amounts will be prorated for part time students based on the ratio of credit hour load to credit hours required for full time status at the institution recipient is attending.

Scholarship recipients are expected to maintain a 2.5 cumulative grade point average. Failure to do so will result in termination of the scholarship. It is the recipient's responsibility to send an official copy of their transcript to the St. John's Scholarship Committee at the completion of the each semester or quarter.

Scholarship payments for successful applicants will be paid by the scholarship fund to the financial office only of the applicant's academic institution. These payments will be in equal semester or quarter installments. Scholarship funds are not payable directly to the applicant.

Scholar recipients should always check with their institution's financial aid officer for a complete understanding of their financial aid package. They should determine whether acceptance of a scholarship from one source requires cancellation of another funding source.

The Scholarship Committee may choose not to recommend an award in any given year.