



WILLIAM GILBERT AND FLORENCE LEONARD JONES SCHOLARSHIP APPLICATION CHECK-LIST

The William Gilbert and Florence Leonard Jones scholarships are restricted to members of the Christian Church (Disciples of Christ) who are engaged in graduate study in religion working toward the Ph.D. degree, who are either preparing for ordination in, or are already ordained in the Christian Church (Disciples of Christ), and who intend to provide leadership to a congregation or other agency of the church.

Applicants must provide the following items to Higher Education and Leadership Ministries postmarked no later than **April 18, 2012.**

_____ **SCHOLARSHIP APPLICATION FORM**

Complete all parts of the form, sign, and send to HELM. Don't forget the brief essay in part V.

_____ **THREE (3) REFERENCE FORMS**

Give the appropriate form to each of your referees along with a stamped envelope addressed to HELM. Be sure they know we must receive the forms postmarked no later than April 18, 2012.

_____ One from your pastor (If your pastor is also your parent or spouse,
see instructions on the form.)

_____ Two from current professors familiar with your academic work

_____ **OFFICIAL TRANSCRIPT**

Instruct your school to send an official transcript of grades through the Fall 2011 semester, or the last semester you have completed, directly to HELM.

_____ **FINANCIAL INFORMATION:**

Completed 2011 Federal Income Tax Federal Return (1040, 1040A, 1040EZ) – including supporting schedules

All of these items **must** be received by HELM postmarked no later than **April 18, 2012.**

PLEASE NOTE: It must be YOUR responsibility to make sure your file is complete. HELM cannot notify you if items are missing. However, we encourage you to contact us as often as necessary to make sure all your application materials have arrived. We will always be happy to hear from you.

III. EDUCATIONAL COST INFORMATION

Estimated 2012-2013

Tuition and fees (costs before any financial aid reductions) _____

Books _____

Living Expenses _____

Total fellowships, assistantships and other financial aid _____

Total Educational Indebtedness to date _____

IV. CHURCH INFORMATION

A. Congregation where you are a member _____

B. City and State _____

C. Pastor's Name _____

D. Positions of leadership you have held in the local, regional, and/or general church organizations or on your campus:

1. _____
2. _____
3. _____
4. _____

V. BRIEF ESSAY

On a separate sheet, write no more than 300 words describing your vocational goals, academic interests and how you envision being of service to the Church. (THIS ESSAY MUST BE TYPED.)

VI. OFFICIAL TRANSCRIPT

Instruct your school to send an official transcript of grades through the Fall 2011 semester, or the last semester you have completed, directly to HELM at the address shown on Page 1 of this application.

VII. FINANCIAL INFORMATION

Please send a copy of your completed 2011 Federal Income Tax Federal Return (1040, 1040A, 1040EZ). You must mail this information to Higher Education & Leadership Ministries no later than **April 18, 2012**.

VII. SIGNATURE

I have read and understand the guidelines, policies, and deadlines related to the William Gilbert and Florence Leonard Jones Scholarship.

Applicant Signature



Higher Education & Leadership Ministries

of the Christian Church (Disciples of Christ)
11477 Olde Cabin Road, Suite 310
St. Louis, Missouri 63141

314-991-3000 fax 314-991-2957
www.helmdisciples.org
helm@helmdisciples.org

2012 William Gilbert and Florence Leonard Jones Scholarship References

A complete application contains three references:

- One reference from the applicant's pastor. In the event that the applicant is the child or spouse of the pastor, the reference should be completed by another minister of the Christian Church (Disciples of Christ) or a lay leader who knows the applicant well.
- Two references from a faculty member at the applicant's current institution who is familiar with the applicant's academic work.

In the letter, please answer the following questions about the applicant as completely as you can.

PASTOR:

What is your relationship to the applicant and how long have you known him/her?

Please describe the applicant's involvement in congregational, regional and/or general church activities and any leadership roles she/he has held.

Please reflect on the applicant's spiritual and ethical development.

How does the applicant relate to other people and how do they view him/her?

FACULTY (2):

What is your relationship to the applicant and how long have you known him/her?

How would you describe the applicant's academic performance and his/her potential as a scholar and teacher.

Please reflect on the applicant's character, judgment, integrity and ethical development.

How does the applicant relate to other people and how do they view him/her?

We request that the letter be typed on letterhead from the referee's congregation or institution. Please include the referee's name, daytime phone, and mailing address.

References must be returned to the address above postmarked no later than April 18, 2012.