

SCHOLARSHIP TEAM CHARTER, POLICIES and PROCEDURES

MISSION:

The Scholarship Team, hereafter called the Team, shall award scholarships to Church members who are pursuing an undergraduate degree in any field of study or pursuing an alternative formal training program for a career in Christian ministry. All applicants must be members at time of scholarship award. The Team will establish criteria by which it will evaluate applicants. The Team is not required to award scholarships to every applicant.

FUNCTIONS:

The duties of the Team shall include the following:

1. Review Application Requirements.
 - (a) Before announcing the application period the Team should review the current scholarship application package requirements to update and/or make changes if necessary. The Team should review the following:
 - (i) information to include on the application
 - (ii) transcripts required
 - (iii) number and sources of letters of recommendation
 - (iv) content desired in the applicant's personal letter
 - (b) The Team should also at this time review the individual scholarship funds available and their individual requirements. This will allow the Team to better inform applicants as well as aid the Team in the actual awarding of scholarships later.
2. Promote the Application Period.
 - (a) This should be done in the March timeframe for the next school year.
 - (b) The application period should be at least 4 weeks but should not exceed 8 weeks.
 - (c) The Team should explore a variety of ways to advertise scholarships, such as: in the Trumpet, on the website, in church bulletins, and by any other means deemed appropriate by the Team with Staff approval. Descriptions of the scholarship funds available should be included in appropriate advertisements and applicants' information packets so that applicants are aware of the requirements.
 - (d) Application packages should be submitted by the student only when all required elements are complete. It will be the student's responsibility to ensure that all requirements are met before submission. Only complete

packages submitted no later than the due date will be reviewed by the Team for scholarship consideration.

3. Award Scholarships.

(a) After the application deadline, the Team Leader should make contact with the Church office to find out how soon materials will be available for the Team and then schedule a Team meeting to distribute materials and review procedures for evaluating application packages. (See attachment "Guidelines for selecting scholarship applicants") Each team member should carefully read all letters of recommendation, personal letters, as well as carefully review all transcripts.

(b) A team member who is an immediate family member of any applicant shall not participate in the application review or in any team matter relating to the awarding of a scholarship to that applicant, including reviewing the application, transcripts, letters of recommendation, and personal letters, or participating in any team discussion, either in person or electronically, in which such application is considered. Immediate family member is defined as a person's spouse, son, daughter, son-in-law, daughter-in-law, brother, sister, father, mother, father-in-law, or mother-in-law.

(c) The Team should be given at least a week to individually evaluate all the application packages before meeting again. The Team should then meet again to evaluate each application package together, answer any questions that may have arisen during each member's review of the applications, and then determine first, which applicants are eligible for each fund and then second to determine the actual scholarship award amounts. All scholarship funds available should be awarded each year as much as possible within the requirements of each fund. The team's evaluation should follow these general guidelines:

- (i) Total the individual scores given by each team member for each applicant;
- (ii) Rank applicants from highest to lowest total score.
- (iii) Discuss ranking to ensure everyone is in agreement based on each member's review of the applications;
- (iv) Award scholarships based on final rankings.

(d) After scholarship awards have been decided the Team Leader should write a letter to the Church Administrator informing him of the Team's decisions.

(e) Personal information contained in the application shall remain confidential and the applications shall be destroyed at the end of each scholarship year.

(f) Scholarship awards should not be awarded in excess of the income available by the funds being managed. The church should protect the corpus of each fund to ensure award levels not to exceed request.

(g) Income not spent will be held for future scholarship periods/applications.

4. Follow-up with scholarship recipients.

In the fall and spring, the Team should follow up with scholarship recipients through e-mails, text messages, and/or notes in order to find out how the scholarship is assisting them.

DURATION:

The Team shall continue in existence indefinitely until terminated by the church body..

TEAM LEADER:

Team Leader. The Team Leader shall be nominated by the Ministry Matching Team and approved by the Church body. If the Team Leader is unable to attend a Team meeting or leadership meeting, the Team Leader shall designate another member of the Team to lead the meeting or represent the Team.

TEAM MEMBERSHIP:

To effectively carry out the mission of the team, it is recommended that the team have at least 5 members to serve on the team. The assigned staff liaison shall be a non-voting member.

MEETINGS:

A meeting of the Team may be called at anytime by the Team Leader or any other two members on at least 7 days notice and communicated to the Church office for posting on the website and Church calendar. A majority of the members of the Team shall constitute a quorum for the transaction of Team business. All Team meetings shall be open to Church members and invited guests, except for those matters which may require an executive session. Participation in Team deliberations, however, shall only be by invitation of the Team.

MINUTES & REPORTS:

The Team may designate a person to summarize the proceedings of the Team's meetings. The records of the Team shall be delivered to the Church Administrator to be retained in accordance with the retention policy established by the Church. The Team Leader may authorize the creation and distribution of reports or position papers as appropriate.

EFFECTIVE DATE:

This Charter was approved by the Church to be effective January 28, 2018 and shall govern the operation of the Team hereafter.

**SCHOLARSHIP TEAM
MEETING SCHEDULE AND PRIMARY AGENDA ITEMS
ADDENDUM 1**

The annual meeting schedule and primary agendas for such meetings are described below.

DATE	PRIMARY AGENDA
February	Meet to... <ul style="list-style-type: none">~Review the Policies & Procedures and revise if necessary~Establish key meeting dates and deadlines
March	Advertise through various means the availability of scholarships Meet to... <ul style="list-style-type: none">~Review the application packet and revise if necessary~Review scholarship fund balances and criteria
April	Distribute application packets on request
May	Receive completed applications Evaluate completed applications
June	Meet to... <ul style="list-style-type: none">~Discuss applications and award scholarships~Notify recipients of scholarships
Fall and spring	Communicate with scholarship recipients to encourage and obtain feedback

ADDENDUM 2



Example Score Card:

GUIDELINES FOR SELECTING SCHOLARSHIP APPLICANTS

APPLICANT'S NAME: _____

Please rate from 0 to 5, with 5 being the highest

	0	1	2	3	4	5
Church Involvement and Service						
Financial Need						
Academically capable of success						

Remarks:

ADDENDUM 3



INSTRUCTIONS FOR COMPLETING SCHOLARSHIP APPLICATION

- 1. Print using dark ink. Make it legible!**
- 2. Fill in all blanks, use "N/A" or "zero" if necessary.**
- 3. Attach a recent photo of yourself.**
- 4. Send only the information and attachments requested on the application.**
- 5. Ensure all information is submitted and received in the church office by the application deadline**
- 6. Application Deadline is Friday, May 15, 2015. Applications will not be accepted after this date.**
- 7. Review Instructions 1-6. Incomplete applications will not be considered.**

ADDENDUM 4

AVAILABLE 2015 SCHOLARSHIPS

There are three eligible scholarships available this school year: the McLendon Fund, the Rouse Fund and the Reyes fund. Scholarships will be provided to college students of all ages who are working toward an undergraduate degree or a career in Christian ministry.

Below you will find a description of each fund and the criteria for qualifying for each scholarship. (Scholarship Funds and Dollar amounts may vary from year to year.)

I. GLORIA REYES SCHOLARSHIP FUND

- a. Dated 3-2-93, from estate of Gloria Reyes
- b. Purpose: Scholarships to deserving ministerial students at one or more seminaries which students/seminaries shall be selected by and distributed by TBC.

II. DAN & MILDRED MCLENDON SCHOLARSHIP FUND

- a. Dated 1992
- b. Purpose: Scholarships for college students who are members of TBC
- c. Trust income plus 75% of gifts received to the scholarship fund during the year. The remaining 25% will be added to trust corpus.

III. ROUSE MEMORIAL ENDOWMENT FUND

- a. Dated 12-22-67, upon death of the Rouses
- b. Purpose: To assist needing and deserving students attending any educational institution which is under the control or supervision of the BGCT, SBC or CBF and which students have declared their intention to become ministers of the gospel, music or church related vocations or are to engage in full-time, church related and approved vocations within the Baptist denomination.

IV. ELEANOR HAILEY SCHOLARSHIP FUND

- a. Dated March 2005, on death of Eleanor Hailey
- b. Purpose: To provide scholarships to music students.