



## GENERAL POLICIES

Below are general policies that apply to all applicants and candidates for the Ministry Training Program (MTP) at University Reformed Church. Specific policies related to each track of the MTP—the Fellowship, Residency, and Internship—are also available at <http://www.universityreformedchurch.org> or by request from Nate Groelsema ([nate@urcstaff.org](mailto:nate@urcstaff.org)).

Internship - for applicants who have not received formal theological education at a Master's level

Residency - for applicants who are currently enrolled as theological students

Fellowship - for applicants who have graduated with an M. Div degree and are pursuing pastoral ministry

## Application & Hiring Process

### Application Process

A resume and a completed application form should be submitted to URC's Assistant Pastor, Nate Groelsema ([nate@urcstaff.org](mailto:nate@urcstaff.org)). Reference letters are required for every application.

| Reference Letters          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All applicants             | <p><i>Pastoral reference:</i> Written by a pastor or elder of the church the applicant is currently attending. This reference should include information related to the applicant's gifting for the internship track they are pursuing, comment upon the applicant's maturity and character, and describe the applicant's participation in the local church.</p> <p><i>Personal reference:</i> Written by a personal friend, who can attest to the applicant's character, gifts, and abilities.</p> <p><i>Co-laborer reference:</i> Written by a co-laborer in a ministry which the applicant has served in. This reference should comment on what they have observed to be the strengths and weaknesses of the applicant in ministry.</p> |
| Fellows and residents only | <p><i>Professor reference:</i> Written by a current or recent seminary professor familiar with your academic and theological experience. If the applicant hasn't begun seminary studies yet, a suitable replacement reference letter should be written, subject to the approval of the Assistant Pastor.</p>                                                                                                                                                                                                                                                                                                                                                                                                                               |

### Hiring Process

The Assistant Pastor will assemble an interview team consisting of himself and members of the congregation of URC. They will review applications, determine which applicants will receive interviews, and conduct the interviews. The interview team will recommend to ExComm how many ministry trainees should be hired for the upcoming year and who those candidates should be. ExComm will then review and approve or reject applicants. The interview team will contact the candidates approved by ExComm by February 15.

## Timeline

|                                                                                                                                                                                                                                                                                                 |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Application Deadline                                                                                                                                                                                                                                                                            | February 1  |
| Hire date                                                                                                                                                                                                                                                                                       | March 1     |
| Fundraising training                                                                                                                                                                                                                                                                            | By March 15 |
| Start date                                                                                                                                                                                                                                                                                      | August 1    |
| note: the timeline for an individual candidate is subject to change based on their needs. The above iteration is offered as the ideal and preferred timeline. The start date in particular helps coordinate the schedule of the Ministry Training Program with the calendar of the school year. |             |

## Fundraising Guidelines

| Fellowship                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Residency                                 | Internship |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------|
| Funded primarily through URC's Fellowship Fund and is supplemented through fundraising (the amount of which is designated by ExComm depending on various factors).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Completely funded through support raising |            |
| <p>URC will train approved candidates in fundraising after the hire date. All monies raised are for the Ministry Training Program, though individual donors and churches may be contributing to that program on behalf of a specific candidate. All excess or leftover monies at the end of a ministry training term will be applied to the Ministry Training Program at URC to be used for like-purposes in the future. <b>URC is not allowed to refund charitable contributions.</b> Candidates should recruit donors from outside the membership of URC. Permission to approach particular members of the church can be obtained through a special request to ExComm.</p> <p>Support raising funds must include donations from at least five different supporters. If at any point during the program, support pledges fall below 90% or their support account balance drops below \$1,500, the fellow will be required to set aside time to raise more support.</p> <p>All fundraising communication to actual or potential supporters must include this language:<br/><i>All contributions made to support University Reformed Church (URC) are tax deductible. To comply with IRS regulations, all donations go toward the overall financial support of URC, not an individual person. Donations made to URC on behalf of specific individuals cannot be returned if the individuals lose their financial connection to URC, and any gift amounts remaining will be used to further the ministry of URC. URC endeavors to use all gifts where intended, but has complete discretion and control over the use of all donated funds. The donor has not received any tangible goods or services for this contribution.</i></p> |                                           |            |



## Fundraising Deadlines

|                                                                                                                                                                                 |                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| May 31                                                                                                                                                                          | A candidate must demonstrate the ability to raise support by having 25% of the support raising goal pledged.   |
| June 30                                                                                                                                                                         | A candidate must demonstrate the ability to raise support by having 50% of the support raising goal pledged.   |
| August 1                                                                                                                                                                        | 100% of their support raised, with at least 25% of their annual support goal in their account before starting. |
| note: for each deadline, if the candidate does not reach the goal by the stated date, they will be asked to withdraw from the program unless an extension is granted by ExComm. |                                                                                                                |