



CENTER *for*
CONGREGATIONAL
RESOURCES
AT SAMFORD UNIVERSITY

HELPING CHART A COURSE TO THRIVING MINISTRY

The James A. Auchmuty
Congregational Leadership Fellowship

Application Information

Center for Congregational Resources
at Samford University
resource@samford.edu
(205) 726-4064



Dr. James A. Auchmuty

About the Fellowship

The James A. Auchmuty Fellowship is named in honor of Dr. Jim Auchmuty, pastor Emeritus of Shades Crest Baptist Church in Birmingham, Alabama. For over 50 years, “Dr. Jim” has given of himself to individuals, families, congregations, and communities as a pastor, friend, and mentor. For 27 years, he served as pastor of Shades Crest Baptist Church. Dr. Auchmuty remains active, preaching in churches and providing pastoral ministry to families in times of grief and loss. The Fellowship was established in 2004.

Developed in partnership with the Center for Congregational Resources at Samford University, the Fellowship helps congregational leaders have resources needed to participate in activities that encourage spiritual renewal as well as opportunities for ministerial continuing education and leadership skills development.

The Fellowship is offered on a periodic basis, usually every other year, and is available to ministers from any Christian denomination, including lay leaders, regardless of gender or ethnicity.

Center for Congregational Resources at Samford University James A. Auchmuty Fellowship in Congregational Leadership

The goal of the Auchmuty Fellowship is to provide resources that help pastoral leaders experience emotional, spiritual, physical, and intellectual renewal. As a result, pastoral leaders will clarify their ministry priorities, hone their ministry skills, interact with other pastoral leaders from different traditions, and engage students in vocational exploration. This begins with the application process as pastoral leaders are asked to describe their reasons for applying for a Fellowship and explain them to their congregations.

Requirements:

Eligibility

The Fellowship is available to active ministers, ordained or lay, fully funded or bi-vocational; pastors and church ministerial staff members currently serving in congregational settings.

Important Dates to Consider

The Auchmuty Fellowship will be awarded in September. The recipient's Fellowship plan can be scheduled over a period of weeks used consecutively like a Sabbatical leave. Or, if preferred, several blocks of time ranging from a few days to a week or more, scheduled over several months, can be proposed. The Fellowship plan is intended to be completed within one year.

The deadline for receipt of applications is **September 30 of the current calendar year.**

Project

The Auchmuty Fellowship's goal is to facilitate time away from routine ministry-related tasks so that ministers experience professional, spiritual, and personal renewal. Recipients generally pursue a wide variety of activities over the course the Fellowship based on particular needs, interests, and goals. Though a specific project or written report is not required of Fellowship recipients, they may be asked to speak in one or more Religion classes at Samford University as well as at Shades Crest Baptist Church, the congregation that established the Auchmuty Fellowship. In addition, recipients may be asked to meet with the Auchmuty Congregational Leadership Committee to discuss activities and experiences related to their Fellowship.

Resume

A resume must be submitted with the application.

Proposal

An applicant must submit a 3 to 5 page, double-spaced proposal that includes the “Proposal Content Elements” found on page 4 of this document. The proposal should present the details of an applicant’s Fellowship goals and the plans proposed to achieve the goals.

Applicants are encouraged to contact the Center’s Program Director, Michael Wilson, either by phone at (205) 726-4064 or email at mkwilson@samford.edu for assistance with proposal preparation and identification of resources available on campus and in the Birmingham area.

Budget Options

Applicants may apply for funding of no more than \$5,000 to cover food, lodging, travel to and from Birmingham, resources including books and periodicals¹, recreation activities, consultations with experts in a field of study, pulpit supply², and travel.

Campus Resources Available

Fellowship recipients have access to the university libraries, computer labs, writing center, classrooms, chapel services, gymnasium, track, pool, and other recreational facilities. Participants will also be able to sit in on classes.

There are many resources for vocational enrichment, along with arts and leisure experiences available on campus as well as in the greater Birmingham area.³ Pastoral leaders will also have opportunities for consultations with faculty in the Religion Department and Divinity School as well as other academic units of interest to participants.

The University Library has an extensive theological collection as well as a fascinating and diverse range of items in the Special Collections department.

Michael Wilson, the Center’s Program Director, is available to assist applicants in identifying resources on campus as well as around the region and beyond, that match the goals and interests of applicants.

REQUIRED APPLICATION DOCUMENTS

Each of the following must be submitted by email to resource@samford.edu on or before September 30, and an original of each of the following must be postmarked on or before September 30.

1. Applicant’s resume and photo
2. Fellowship proposal, timeline, and budget
3. Institution Support Form
4. Brochures or other information about any conferences or continuing education events included in the fellowship plan.

Sponsoring Church Responsibilities:

1. An appropriate official must review the applicant's proposal and sign the attached Congregational Support Form after discussion with a leadership group.
2. *Successful applicants* will be asked to appoint a Fellowship liaison⁴ as a contact point between the recipient of the Fellowship, the Center, and the church.
3. The sponsoring church must provide matching financial support for participants. While dollar-for-dollar matches are encouraged, we recognize many churches are not in a position to provide this. We allow for "in kind" resources to be offered as a match.⁵ Congregational matches must be listed in the proposal budget.

Proposal Content Elements:

Sample proposals and other planning resources can be viewed at the web link shown below. These samples are from recent Sabbath Leave program participants, but are useful in preparation of Fellowship proposals. www.samford.edu/congregational-resources. Refer to the "Resources for Clergy" then "Sabbath Leaves and Study Leaves" section.

Purpose and Rationale

Why are you applying for the Auchmuty Congregational Leadership Fellowship?

Successful proposals will establish relevancy to current ministry position and make a strong case for the needs addressed in the plan.

Plan

What do you propose to do?

Describe the resources on and off campus you will utilize and the activities your Fellowship plan will include to accomplish your purpose. Be as specific as possible.

Compatibility

Describe why you think your proposal meets or fulfills the goal of the Auchmuty Fellowship?

Benefit

How will you, your family, your congregation or ministry context, and/or others benefit from your experience as an Auchmuty Fellow? What are some results you hope to realize?

Preparation

How will you prepare your congregation or ministry context for this experience?

Include a brief discussion of the role lay or other leaders will play, ways you plan to educate your congregation or ministry context about your Fellowship plans, and concrete steps you will take to cover your responsibilities while away from your ministry role (if applicable).

Timeline

What is the proposed schedule and timeline for your Fellowship plan?

This should be a summary in list form of the plan indicating specific dates such as the beginning and ending of the Fellowship plan as well as dates for various activities proposed.

Budget

What is the budget necessary to fund your proposed Fellowship plan?

Be as detailed as possible, including an *itemized* list with brief explanations of projected expense items as well as your congregation's matching contributions where appropriate. (see website for example)

End Notes

¹Those within easy driving distance of Samford are encouraged to live at home. Funded resources do not include computer hardware. Funds for books and periodicals may not exceed \$300.

²No more than \$250 per week may be budgeted for pulpit supply

³A liaison may be the same person who signs the letter of institution support or another congregational, denominational, or church-related agency leader.

⁴Many faculty members are available for consultation. Contact the Center's Program Director for more information at (205) 726-4064. Fellowship recipients may also attend campus lecture series, Samford Theater productions, athletic events, and concerts. They also may sample Birmingham's arts and culture including the Birmingham Symphony Orchestra, the Alabama Ballet, the Birmingham Museum of Art, and the Birmingham Civil Rights Institute and Archives. In addition, Alabama boasts the nationally-recognized Robert Trent Jones golf trail, a number of state parks with hiking, camping, fishing and boating facilities, and gulf beaches.

⁵For example, congregations or agencies might commit to covering the cost of pulpit supply, continuation of salary, travel costs, lodging, meals, etc. Address further questions about congregational matching to the Center for Congregational Resource's office at resource@samford.edu or (205) 726-4064.

Appendix 1: Auchmuty Fellowship Leave Policies and Procedures

Participant Expectations

While on Leave:

- **Day 1** of a Fellowship plan must include an on-campus orientation session with Center staff members.
- Temporary Samford identification cards are only valid for the time you are on campus.
- A temporary e-mail account is available upon request.
- Participants must engage in a Fellowship plan of their own design.
- Participants may be asked to discuss their experiences on film for a promotional/educational video. While this is encouraged, it is optional.
- Fellowship expenses will only be reimbursed if receipts (or written records of mileage, reimbursed at \$0.54 per mile (or the current prevailing rate) are submitted to the Center office. (Note: Samford University will not reimburse expenses for alcoholic beverages.)
- Reimbursement for meals (with original itemized receipt) may not exceed \$30 per meal and \$40 per day.
- No more than \$250 per week will be reimbursed for pulpit supply.
- Funds for books and periodicals may not exceed \$300.

Before Departing from Campus at End of Your Fellowship:

- Participate in a one-on-one exit interview with the Center Director.
- Complete a brief exit survey.
- Return your temporary campus identification card.

Fellowship Liaison Expectations

- Successful applicants will be asked to appoint a lay liaison as a contact point between the pastoral leader on leave, the Center, and the church.
- Lay liaisons will be responsible for facilitating appropriate congregational support of the pastor Fellowship.
- The lay liaison will participate in an evaluative conversation with Center staff a few months after a minister's Fellowship ends.

Appendix 2: Budget Planning Helps

The following information is provided as a help in your budget planning.

Please note that all prices are subject to change.

Local Accommodations

When considering housing, keep in mind that taxes are 18% and are not usually quoted in the price. The following offer discounted rates for Samford guests:

- TownePlace Suites by Marriott has furnished studio suites with queen beds, full kitchens, and a living area.
500 Wildwood Circle, Homewood, Alabama 35209
205-943-0114, 888-236-2427
www.marriott.com/BHMTH
- Residence Inn by Marriott also has furnished studio suites with queen beds, full kitchens, and a living area.
50 State Farm Parkway, Homewood, Alabama 35209
205-943-0044, 888-331-3131
www.marriott.com/BHMHM
- Premier Living Suites has furnished one-bedroom apartments (1- to 3-month leases available).
205-978-8885, 800-987-8828
www.premierliving.com
- For a complete list of hotels which offer a special Samford rate, refer to Samford's webpage www.samford.edu/admission/hotels.

Meal prices on Campus

Cafeteria prices are: Breakfast (\$6.00); Lunch (\$8.00); Dinner (\$9.50)

There is also a food court on campus with various fast food options.

Meetings with Faculty

Meetings with faculty resource persons at Samford University can be arranged for an appropriate honorarium. A resource list of selected faculty members, their credentials and experience is available upon request.

Pastoral Counseling

Individual pastoral counseling is available through the Samaritan Counseling Center at \$100 per session.

Institution Support Form

To be completed by applicant:

Name of applicant: _____

Organization: _____

Denominational affiliation: _____

Address: _____

Telephone: _____ **E-mail:** _____

I am applying for the James Auchmuty Fellowship for the purpose of:

- A study leave of 2 weeks or less.
- A 'sabbatical' leave of 4 weeks or more.

I first learned about the Auchmuty Fellowship from _____

Date/s proposed for the Fellowship _____

To be completed by appropriate official:

Please verify support of the applicant's supervisory committee and/or other congregational leadership for this application for the James A. Auchmuty Fellowship of the Center for Congregational Resources, at Samford University. **Sign and return this form to the applicant.**

On behalf of _____ (name of institution)

I certify that _____ (name of applicant)

has discussed his/her Auchmuty Fellowship proposal with and has the support of
_____ (name of committee)

in making this application to the Center for Congregational Resources.

Signed _____

Name (print) _____

Title _____

Date _____





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Helping Chart a Course to Thriving Ministry

800 Lakeshore Drive • Birmingham, Alabama 35229

Phone: (205) 726-4064 • Fax: (205) 726-4285

E-mail: resource@samford.edu

www.samford.edu/congregational-resources