



## HELLENIC COLLEGE FACULTY VOCATION MINI-GRANTS Office of Vocation & Ministry Hellenic College

**What is a Faculty Vocation Mini-Grant?** Hellenic College Faculty Vocation Mini-Grants were developed as part of the Lilly Endowment Inc. initiative at Hellenic College and at 88 colleges nationwide to:

1. help students examine the relationship between their faith and vocational choices;
2. provide opportunities for young people to explore Christian ministry as their life's work;
3. enhance the capacity of the school's faculty to teach and mentor students effectively in these arenas.

Hellenic College Faculty Vocation Mini-Grants enable faculty to add a vocation-related project, event, or material to an existing course. The application process includes submitting (a) a short request form and (b) the course syllabus with the project, event, or material clearly integrated into the course.

**Who is eligible?** Any full- or part-time faculty member teaching a course at Hellenic College may apply. Faculty who have received a Faculty Vocation Grant are eligible for courses not already covered by their grant.

**How many grants are given?** In the sustainability phase of the Lilly Endowment grant, two mini-grants per semester are given. Individual faculty members may apply for up to \$500 to add a vocation-related project, event, or material to a course. Typically, a faculty member would not be granted mini-grants for more than one course per semester unless there is low demand for mini-grants.

**What is the deadline?** There is a rolling deadline for mini-grants; the OVM will disburse two mini-grants per semester or up to \$1000 in funding. Evaluation research and feedback has noted that the most successful mini-grant projects occur when (a) they are planned well in advance, and (b) when they are thoughtfully integrated into course syllabi.

**What is the purpose?** The OVM defines "vocation" as one's unique and ongoing response to Christ's ultimate call to love God with heart, soul, mind and strength, and the neighbor as oneself. "Vocation" in this sense is not synonymous with "career" or "profession." Rather, "vocation" is about viewing one's whole life in light of humanity's ultimate calling in such a way that life is transformed and transfigured, making it salvific.

A student's own intellectual, moral and spiritual growth is seen as the constant unfolding of his or her unique vocation. College faculty play a central role in forming the educational environment and are deeply influential in shaping the aspirations, convictions and commitments of students. The OVM believes that the more academic teaching and personal mentoring are seen in terms of growth in vocational understanding of students and professors, the more Hellenic College will be offering an excellent liberal arts education.

Moreover, the OVM hopes that this vocation exploration will spring out of Hellenic College's deep, rich commitment to the Orthodox Christian theological tradition. Religiously-affiliated colleges face a growing trend to relinquish strong commitment to their faith roots when facing the pressures of running a school in today's world. Yet simultaneously, excellent Christian colleges are engaging in lively conversation about what it means to be both Christian and scholarly, discussing the different forms that Christian scholarship has taken and can take.

Hellenic College has the unique, exciting opportunity – and is expected by the Lilly Endowment – to engage in this conversation and to contribute Orthodox Christian wisdom to the nation-wide dialogue on vocation and education.

These mini-grants are a way for academic coursework to be enhanced by the themes of vocation and ministry.

**Questions to consider might be:**

- What are connections between the subject matter I teach and the idea of “vocation”?
- What are the fundamental questions of a course, and how can my students explore these questions in ways that would equip them to make life decisions?
- What professionals could share wisdom that might have significant impact on my students' own vocational discernment? How do these professionals integrate their work and faith life?
- What wisdom does my discipline have to contribute on the nature and aim of work?
- How might a class project help with “the formation of wise and courageous leaders who are able to act ethically and faithfully when faced with difficult circumstances” (in the words of the Lilly Endowment literature)?
- What might help me mentor students to make connections between faith and vocational choices?
- What could be added to a course that would help with the formation of future Church leaders?

Words and phrases that the OVM favors include (but are not limited to): exploration of vocation and calling, leadership in service, mentoring, identifying individual strengths and talents, exploration of career options, and personal narratives of vocation.

**What if I do not agree with the definition of “vocation” of the Office of Vocation & Ministry?** The OVM respects a diversity of opinion and perspective. On the application to apply for funds, there is a spot for a faculty member to articulate his or her perspective on vocation. A faculty member may choose to use that of the OVM, or write his/her own, provided that the definition responds to the three related objectives of the Lilly Endowment listed above.

**What if I can think of a project but it does not relate to vocation?** The project may well be a worthy one, but please don't apply for funding through the OVM. We have an obligation to our granting institution to use the funds responsibly, and these funds have been earmarked for “the theological exploration of vocation.” Using these funds responsibly will enable more funds for wider purposes to come to Hellenic College.

**What support can I ask for from the Office of Vocation & Ministry?** The OVM provides the financial support of up to \$500 per course. A faculty member may apply for one mini-grant per semester. Receipts or check requests are simply submitted to the OVM for reimbursement. The OVM also will loan its digital video camera for any vocation-related project, and would love to post any event information on its website. The OVM does not provide student support staff or any other related administrative help. We encourage faculty to employ a college student or two as part of the cost of the project to provide administrative or other support — to arrange details, publicize if relevant, arrange for travel, etc. This simple employment can be vocational exploration for these students!

**PLEASE NOTE:** Off-campus meals are not ordinarily eligible for funding. However, simple on-campus receptions following a speaker or another event are eligible for funding. Please email the OVM director, Ann Bezzerides, in advance of submitting a mini-grant proposal if you think you have a project that would necessitate an off-campus meal (e.g., an all-day off-campus excursion).

**How do I apply for funds?** Complete the form, “Faculty Vocation Mini-Grant request for funds,” and prepare the corresponding course syllabus to reflect inclusion of the mini-grant project, event, or material. Email the form and the course syllabus to Ann Bezzerides at [abezzerides@hchc.edu](mailto:abezzerides@hchc.edu). Please note that the form requires that you develop and administer an evaluation questionnaire as part of your application.

**Once I submit a request for funds, what is the approval process and timeline?** Faculty will receive a response within the timeframe stated in the “Deadlines” section above. Faculty will receive an approved budget form and should submit all receipts indicating appropriate line item with this form. Please note that reimbursement checks

and check requests can take up to three weeks to process.

**Once a mini-grant project is approved, can I change my funding request?** Your budget should be as specific as possible when you apply. For example, this is how your budget might look in your initial application:

**Mini-Grant Budget Example  
Course # 1234**

<b>Line Item #</b>	<b>Item</b>	<b>Details</b>	<b>Cost</b>
1.	Speaker honorarium	Speaker Name	\$150.00
2.	Student Assistant	Videotape and advertise event (10 hours @ \$7.00/hour)	\$70.00
3.	Reception	fruit and cheese platter and coffee, soft drinks	\$100.00
4.	Total		\$320.00

Should you need to revise your budget, you must submit a request **in writing** to the OVM for review. If a line item will deviate significantly (more than 20% from the proposed budget), you should submit a written request with a rationale for a revised budget. This request must be made to Ann Bezzerides, [abezzerides@hchc.edu](mailto:abezzerides@hchc.edu), at least three days before proposed funds are spent.

Example: “In line item 2, Student Assistant, I overestimated the amount of time it would take this student to advertise and video-tape. Student Assistant totaled \$42 (6 hours @ \$7.00/hr). I would like to apply the remainder of line item 2 (\$28) to line item 3, Reception, as we expect more people than originally anticipated.”

**Is anything else required if I receive funds?** The OVM requires that faculty have their students fill out a one-page evaluation questionnaire at the conclusion of the mini-grant funded project, event, or use of material. Our objective here is to assess the impact of the mini-grant project, *not* to assess the professor or the course.

A template for this evaluation questionnaire, “Student Reflection on Mini-Grant Activity and Vocation,” is included as part of the application form. Faculty should tailor it to their individual project as part of their application. Within two weeks of completion of the mini-grant, faculty should have students fill out these reflections, collect them, and submit a copy of a complete set to the OVM. The OVM will forward the evaluations to its external evaluator. (Faculty should keep a copy for themselves.)

In addition to submitting student reflections, faculty are required to submit their own reflection on their assessment of the mini-grant project. We look forward to sharing faculty creativity and learning in our reporting to the Lilly Endowment.

Please direct any further questions to Ann Bezzerides, Director of the Office of Vocation & Ministry: [abezzerides@hchc.edu](mailto:abezzerides@hchc.edu).

## Hellenic College Faculty Vocation Mini-Grants Request for Funds

*Please complete this form electronically and send as an email attachment.*

**Faculty member(s) requesting funds:** [insert here]

**Semester/Year:** [insert here]

**Course name(s) and number(s):** [insert here]

**Number of students in course(s):** [insert here]

**Proposed project, event or material:** [insert here]

**Relationship of project, event or material to vocation exploration:**

*Please explain in one short paragraph that includes a definition of “vocation.” “Vocation” according to the OVM, is one’s unique and ongoing response to Christ’s call to love God with heart, soul, mind and strength, and the neighbor as oneself. A faculty member may choose to use that definition of the OVM, or write his/ her own.*

[insert here]

**Date(s) of proposed project, event or use of materials:** [insert here]

**Budget:**

*Please be specific. For instance, if a museum trip is included, put cost of entrance fee times number of students. If you need a college student to assist with the project, estimate for example 10 hours of work times \$7 an hour = \$70.*

[insert here]

**Evaluation Questionnaire:**

*Please prepare the post-event evaluation questionnaire, below, for your students as part of your application process. This “Student Reflection on Learning” may be further tailored to meet your own course needs and interests. Faculty should submit a copy of completed questionnaires to the OVM no more than two weeks after the completion of the mini-grant project.*

*Please email this form to Ann Bezzerides at [abezzerides@hchc.edu](mailto:abezzerides@hchc.edu)*

**Student Reflection on Learning  
Hellenic College Faculty Vocation Mini-Grant**

[Insert here course name]

Professor [insert your name]

What did you find most interesting about [insert here a description of the mini-grant event, project, material]?

Explain in your own words the connection between [insert here] and vocation.

How did it help you understand what Professor [insert here] was aiming to teach in this course?

How do you think what you learned will have an impact on your own vocation?

*Student name (optional)* \_\_\_\_\_ *Date* \_\_\_\_\_