



## **Campus Ministry Local Board Guidelines** (A Baseline for Training & Development)

### ***Theological Understanding***

While campus ministry is concerned about the whole of higher education, its primary focus (indeed, the focus of higher education itself) is on the nurture and enrichment of the lives of students. Campus ministry is unique in being a service both of local pastoral care and of mission outreach. While each local unit has its own understanding of this task, the following statement from the Board of Higher Education and Campus Ministries (BHECM) should inform ministry in each locale:

*The Church is the Body of Christ with but one mission: to witness to the presence of Christ in the world. What distinguishes campus ministry is that it is called to witness to God's graceful activity in the world of higher education. For this reason, campus ministry understands its role in the educational process as a partner that seeks to shape the quality of individual and community life and to foster a more just and humane society.*

### ***Importance of the Local Board***

Successful campus ministries require team work and partnerships:

- 1) Local Board
- 2) Campus Minister
- 3) Students
- 4) Local Church Partnerships
- 5) Holy Spirit

*The local board is the team that guides the mission and vision of the campus ministry to make disciples of Jesus Christ for the transformation of the world.*

The campus ministry local board is crucial in the leadership, administration, finances, and staffing of the campus ministry (a comparison would be a church council). Each local board is required to have a constitution that establishes the name, relationships, purpose, membership, government, and professional staff. By-laws are required for the board and student governing bodies that clarify overall responsibilities, offices and their election, the executive committee (team), standing committees (teams), their responsibilities, and guidance pertaining to the amendments, revisions and adoptions.

While the Virginia Conference provides a salary grant for the campus minister, the funding for administrative staff, ministry programs, and operations is a local board responsibility. Board responsibilities are to:

- Establish the local ministry leadership structure, goals, and approaches.
- Ensure the mission statement is clearly communicated and is effectively applied to every aspect of the campus ministry's programs, operation, and curriculum, along with the vision

- of the overall ministry.
- Prepare a budget for the ministry and the plans for adequate financial support.
- As appropriate, interpret the relationships between the College and the campus ministry and the relationship of the campus ministry to the churches in the local community.
- Be responsible for enlisting new members for the board and provide job descriptions and annual training for all board members.
- Annually evaluate the program and goals of the campus ministry.
- Support the campus ministry and campus minister through regular prayers, presence, gifts, service, and witness.

### ***Board Composition***

The local board works with each member to identify their experience and skills that can be applied to specific roles and responsibilities.

*Recommended* campus ministry board membership:

- University faculty/staff,
- Clergy and laity from local churches,
- Student representatives (normally from the student leadership team),
- Campus ministry alumni,
- Community members, and
- District Superintendent/Representative.

Each member should commit to a minimum of a three-year term of membership on the board to help with consistency and changes in leadership. Board membership should be limited to a maximum period, such as nine years.

*Representation* from area churches is expected. The District Superintendent can assist with this process. Having members from the district and annual conference leadership is encouraged.

Each board member is expected to attend some of the student programs (i.e. worship, dinner, service project, etc.) and assist in sponsoring these events. They are also expected to provide financial support during the annual campaigns.

### ***Responsibilities of the Board***

#### ***Officers of the Board***

Local boards organize themselves using varying governing structures. The officers form the executive committee which includes the director (campus minister) as an ex-officio member. It is recommended that local boards have the following officers:

- *Chairperson* – Schedules the meetings, sends out reminders of the board meetings, assists in preparing and coordinating the agenda at least 10 days in advance of the meeting, calls the meetings to order, and connects with the local board. (*The campus minister is the director of the campus ministry, but not the chairperson of the board.*)
- *Vice Chairperson* – Assists the chair in leading the team, especially in his or her absence, conducts the annual board training and evaluation.
- *Treasurer* – Provides updates on the financial health of the ministry, pays invoices, deposits

receipts, monitors investment accounts, prepares and submits the required financial reports to the Conference.

- *Secretary* –Drafts all minutes and other reports of the board and the executive team as directed and distributes the minutes and reports as appropriate and works with the administrative staff to maintain board records and files.

#### ***Required Teams/Committees:***

- ***Finance:*** In consultation with the campus minister, student leadership team and other committees/teams, develops a financial plan and proposes the annual budget for board approval. Arranges for an annual financial review (audit) of financial records. As a minimum there are three members: the chair, the financial secretary and the treasurer. The responsibilities are “structured” to comply with mandated financial practices.
- ***Property:*** *(for those with Wesley Foundation, Inc. property)* Manages the property and equipment entrusted to the campus ministry. Responsible for routine building maintenance, repair and/or replacement of equipment. Conducts annual property inspections, submits property-related reports to the BHECM, and works with the board to develop plans for the property to be financially self-sustaining. A second aspect is property utilization. This includes recommending guidelines and rules for building use, rental fees and charges for building use.
- ***Personnel:*** Works with the director and the board on submission of the Preference Forms that are due to the district superintendent on December 1<sup>st</sup> and the Director’s Evaluation Report due to the district superintendent and the BHECM on June 10<sup>th</sup>. Coordinates the annual performance evaluation of the campus minister and administrative staff. Typically, this team includes the vice chair and the president of the student leadership team.
- ***Development:*** This team is critical to the success of any campus ministry or non-profit organization. Cultivates relationships with individuals, churches, church groups, community members, and campus ministry alumni to raise funds for the campus ministry. This is accomplished through conducting annual financial campaigns, sponsoring fundraising events, maintaining a database of donors, and cultivating income for the campus ministry.

#### ***Some Highly Recommended Teams Include:***

- ***Outreach:*** Formulates and implements a comprehensive program designed to interpret campus ministry and its needs to local churches, pastors, alumni, and other constituencies. Prepares and sends periodic newsletters and other communications to these groups. Ensures that the web site and social media support this effort. Arranges for annual alumni events such as a homecoming open-house or off-campus activities. Effective outreach is critical to effective development/fundraising. Consider combining the two.
- ***Missions/Service:*** In conjunction with the campus minister and the student leadership team, assists in organizing mission trips and service projects approved by the board.
- ***Hospitality:*** Ensures major events are properly hosted. This could include weekly dinners, speaker programs, and other student leadership sponsored events. Assists in obtaining support from district churches or community groups.
- ***Nominations:*** Recruits for board members based on talents needed to sustain the campus ministry. Annually prepares a slate of officers, including designated teams, and new board members for election. Ensures that the list of nominees has the concurrence of the district Superintendent.

## ***Board Meeting Structure***

Different ministry settings require different board meeting intervals. Based on the local board membership reports, most of our boards meet four or five times a year. A typical meeting structure includes:

- Opening prayer and devotion
- Receive a campus minister/student leadership team report, including but not limited to:
  - Student participation in ministry sponsored events based on the Campus Ministry System Report (Explore, Engage, Embody) and the campus ministry “core group” goals for the academic year.
  - The state of the ministry based on vital signs, the student participation roster, and status of the ministry action plans.
  - Summation of events and programs offered and planned.
  - Strengths of the ministry and areas that need adjustment or improvement.
- Reports from all teams (finance, personnel, property, outreach, development, etc.) to include where board participation and assistance is needed.
- If there is money designated, the board must have a recorded vote.
- Close with prayer.

## ***Best Practice Timelines***

### **May - August**

- *Board Visioning, Goal Setting and Training Sessions* – Each campus ministry has a clear purpose, vision, and goal to invite, equip, and send students as faithful disciples of Jesus Christ. Visioning can bring the work of the board together for a common purpose and help start moving rapidly toward the programmatic, physical and spiritual aspects of what the campus ministry should and can become.
- *Property*: Organize/recruit “self-help” teams to complete routine maintenance projects.
- *Complete the following BHECM Reports*: Board Membership Report (Jun 1<sup>st</sup>), All Financial Reports (Jun 1<sup>st</sup>), Campus Minister’s Evaluation (Jun 10<sup>th</sup>), DS Annual Evaluation (Aug 1<sup>st</sup>).

### **August**

- Support and prayer for the beginning of the school year, specifically the first six weeks of the semester in connecting with new and returning students.
- *Executive* - Review and approve the strategic management/planning objectives and goals for the year.
- *Program/Hospitality/Missions/Service*: finalize event planning for the fall semester with the campus minister and student leadership team.
- *Outreach/Development*: Implement plans for the annual financial campaign.

### **October**

- *Property*: Complete property inspections, update the five-year maintenance/upgrade plan, review projected property income and expense reports to ensure the property can become financially self-sustaining. Submit the required property reports to BHECM (Oct 1<sup>st</sup>).

### **November**

- *Personnel*: For United Methodist Clergy:
  - Clergy compensation forms must be processed by Dec 1<sup>st</sup> for the next fiscal year. If

the local board is planning to recommend a salary increase, a recommendation for approval should be submitted to the district superintendent and the BHECM by Nov 15<sup>th</sup>.

- Submit Board and Campus Minister Reappointment Preference Forms to the district superintendent by Dec 1<sup>st</sup>.
- *Finance*: Develop the campus ministry budget for the next fiscal year.

### **December**

- *Development*: – Send a request for end of year financial gifts

### **January/February**

- *Executive*: Assess progress in meeting annual campus ministry goals.
- *Program/Hospitality/Missions/Service*: Finalize event planning for the fall semester with the campus minister and student leadership team.
- *Finance*: Schedule the annual financial review.
- *Development*: Initiate the spring semester annual campaign.

### **April/May**

- *Executive*: Assess progress in meeting annual campus ministry goals. Conduct a self-evaluation of the local board.
- *Nominations*: Recommend approval of new board members, officers, and team leaders for the next academic year.

## ***The Student Leadership Team***

The Student Leadership Team is vital to the success and strength of the campus ministry. The local board connects with student leadership through intentional conversation on achieving similar goals at the beginning of each semester, ensuring that the board's work and the student ministry substantively overlap. The Student Leadership Team's primary tasks are to help the campus minister lead the programmatic elements of campus ministry, invest in students' leadership skills, invite students to participate, connect with campus groups, and provide the environment for discipleship. The roles and responsibilities of a student leadership team can include:

- *Worship*- Support the worship life and leadership of the Ministry.
- *Missions/Service* - Engage the campus ministry in serving others and share Christ on the campus, community and beyond.
- *Small Groups* – Oversee discipleship in small groups.
- *Communications* - Share the story of God and the campus ministry to other students and local churches.
- *Fellowship* – Creating a supportive, caring nurturing community who loves God and loves neighbors.
- *Education and Justice* – Seek to empower students to know more about themselves, their world, and their faith and the transformative intersection of all three

*Note: The guidelines summarize the local board policies contained in the BHECM Handbook. Training and Development resources are available on the Wesley Board Resources web site. ([www.wesleyboardresources.org](http://www.wesleyboardresources.org))*