

ALABAMA-WEST FLORIDA CONFERENCE BOARD OF HIGHER EDUCATION AND CAMPUS MINISTRY

MISSION STATEMENT

The mission of the Board of Higher Education and Campus Ministry is to provide resources, accountability, and connectional relationships for United Methodist campus ministries and United Methodist related colleges and universities of the Alabama-West Florida Conference.

Organizational Structure

As provided by ¶ 634 of *The Book of Discipline of the United Methodist Church 2008*, the Alabama-West Florida Conference shall have a Board of Higher Education and Campus Ministry whose membership, responsibilities, policies, and organizational structures are delineated below.

- 1) Membership: The membership of the Board of Higher Education and Campus Ministry (BHECM) shall be approved by action of the annual conference and shall include:
 - a) Ten representatives nominated by the annual conference Nominations Committee. These ten representatives shall be members in a church within the bounds of the annual conference and/or shall be clergy members of the annual conference. These ten representatives shall reflect diverse racial, ethnic, and gender backgrounds and shall give representation to both lay and clergy members of the annual conference. The duly elected BHECM shall nominate and elect one of these ten representatives to be its chairperson.
 - b) One campus minister selected by the association of campus ministers.
 - c) The conference staff person related to campus ministry and higher education (ex officio)
 - d) The annual conference treasurer (ex officio)
 - e) Any person serving as a member of the General Board of Higher Education and Ministry (GBHEM) from the Alabama-West Florida Conference shall, by virtue of his or her office, be a member of the conference BHECM (*The Book of Discipline*, ¶ 634.2)
 - f) The duly elected BHECM shall nominate and elect from within its membership a secretary and a treasurer. The secretary and treasurer can/may be the same position.
 - i) The secretary shall take minutes at each meeting and ensure that a copy is sent to the Archives Office to be placed in the permanent file at the end of each calendar year.
 - ii). The treasurer shall be responsible for signing all check requests and maintain a balance of all administrative expenditures.
- 2) Meetings:

The BHECM shall meet at least quarterly.

 - a) Each campus minister and each annual conference United Methodist related college and university president or church relations staff person shall attend at least one BHECM meeting per year.
 - b) The chairperson or other designate (shall not be paid staff) of each campus ministry local board of directors and the chairperson or other designate (shall not be paid staff) of each annual conference United Methodist related college and university board of trustees shall attend at least one BHECM meeting per year.
- 3) Responsibilities:
 - a) Each BHECM member shall make one on-site visit per year to the primary meeting of the Wesley Foundation of the school with which he or she is a liaison. Also, BHECM members shall attend at least one regularly scheduled board meeting of the campus ministry unit per year. The BHECM shall be responsible for training the local board on the BHECM Guidelines at least once every two years.
 - b) The Board of Higher Education and Campus Ministry shall complete the following tasks each year:
 - i) Evaluate each campus ministry unit by monitoring progress, offering support, and making suggestions and recommendations for ways each campus ministry unit could be improved.

- ii) Make a written recommendation, in consultation with the local Wesley Foundation/campus ministry board, to the Cabinet each year to return or reassign clergy who are under appointment and currently serving as campus ministers (both full time and part time).
 - iii) Monitor fiduciary and legal relationships with United Methodist schools, colleges, universities, and campus ministries and assist the Alabama-West Florida Conference in this matter.
 - iv) Make a recommendation to the Conference Council on Finance and Administration for the level of funding to be apportioned for campus ministry and United Methodist related colleges.
 - v) Designate appropriate levels of funding for each campus ministry unit and United Methodist related colleges and universities.
 - vi) Establish an annual budget for the BHECM's work to include meeting expenses, apportioned dollars, and the management of monies held in the United Methodist Foundation.
 - vii) Counsel United Methodist institutions about property and endowments entrusted to the institutions and maintain and enforce trust and revisionary clauses in accordance with the provisions of the Division on Higher Education under If 1413.3c of *The Book of Discipline 2004*.
 - viii) Receive proposals for building or renovating any property owned by local units if the proposals for building or renovating any property owned by local unit exceeds 10% of local Wesley Foundation budget. Communicate with local board to make recommendations and advise on proper procedure.
- c) Consider continuing education grants for campus ministers with less than three years of experience.
 - d) Determine where new campus ministries are needed, and plan for their establishment and financial support.
- 4) Scholarships:
- a) The BHECM is charged with the oversight of scholarships, one of which is the annual conference Merit Award Scholarship.
 - b) The BHECM shall elect a scholarship chairperson who shall be the primary contact for all scholarship requests. The scholarship chairperson shall identify at least two additional persons (lay or clergy) from within the Alabama-West Florida Conference to serve on the scholarship task force who shall make a recommendation to the BHECM as to the applicants they feel are the most qualified to receive the scholarship. These two persons shall not be related to one another as members of the same family.
 - c) The responsibilities of the scholarship chairperson shall be:
 - i) Promote United Methodist Student Day offering awareness.
 - ii) Promote scholarship availability to students, local churches, and campus ministries.
 - iii) Create specific criteria for special scholarships as funds become available and are so designated by the BHECM.
 - iv) Field all requests for scholarship applications, collecting them, responding, and filing them.
 - v) Filing check requests with the Annual Conference Treasurer once recipients have been determined.
- 5) Permanent Trusts/Endowments:
- a) The BHECM is charged with the oversight of three permanent trusts/endowments managed by the United Methodist Foundation in Dothan: the Roberta Cammack Estate Trust, the Higher Education and Campus Ministry Trust, and the Development Fund Endowment.
 - b) The BHECM shall elect an endowment chairperson who shall be the contact for all trust/endowment related issues.
 - c) The endowment chairperson shall identify at least two additional persons (lay or clergy) from within the Alabama-West Florida Conference to serve on the endowment task force. These two persons shall not be related to one another as members of the same family.
 - d) The responsibilities of the endowment task force shall be to create endowment/public trust awareness within the annual conference, including publicizing opportunities and means by which individuals may make contributions through bequests, estate planning, wills, and other BHECM approved means.
 - e) Periodically, the BHECM shall review the assets in the permanent trust area.
- 6) Talent Fund Campus Ministry Grant:
- The purpose of the fund is to provide grants to United Methodist campus ministries of the Alabama-West Florida Conference for special projects, new ministries, and expanding ministries of promise.

- a) Criteria/Guidelines
 - i) Awards will be given for projects or ministries that meet one or more of the following criteria. Assistance is available for:
 - (1) New campus ministries units or local churches committing to begin ministries in areas or on campuses not currently served.
 - (2) Program funds for existing campus ministry units that are embarking on new or innovative programs to reach and/or involve students.
 - (3) New programs of mission outreach designed to reach the local community near the campus that involve students.
 - (4) Promotion of campus ministry in the conference, district, and in local churches.
 - (5) Equipment needs of campus ministries where the investment will significantly enhance programmatic and/or outreach ministry with, to and for students.
 - ii) Further consideration will be given to proposals that:
 - (1) Show additional funding being provided or raised by the campus ministry unit;
 - (2) Show how the project or program fits into a mid- and long-range plan for the campus ministry unit;
 - (3) Involve student populations not currently reached.
 - (4) Student involvement will be an additional consideration.
 - iii) The maximum award per request is \$2,000.
- b) It will be the responsibility of the BHECM chairperson to make available applications, guidelines, and evaluation forms to all campus ministry units
- c) The BHECM chairperson shall present grant applications to the BHECM for the BHECM to review and approve or reject during their quarterly meetings.
- d) The treasurer shall provide the BHECM an annual report of grants awarded and the status of the talent funds;
- e) The BHECM shall receive evaluation reports from campus ministry units concerning previous grants.
- e) Grant recipient responsibilities include:
 - i) A full evaluation report mailed to the BHECM not more than one year after the grant approval.
 - ii) A short article celebrating and reporting the new ministry effort suitable for publication in annual conference communications.