

# **CAMPUS MINISTRY GUIDELINES**

(FOR ALABAMA-WEST FLORIDA WESLEY UNITS  
WITH HALF TIME OR FULL TIME CAMPUS MINISTERS)

## **PURPOSE**

“United Methodist campus ministry exists to make Christian disciples to be sent out from the campus to the world.”

## **Organization of Local Unit**

### **I. Local Board of Directors**

#### **A. Purpose**

- i. The local Board of Directors shall be responsible for the direction and administration of the foundation in accordance with the policies and objectives of the BHECM.
- ii. The board should meet at least quarterly.

#### **B. Training: Board must receive every two years training provided by BHECM in order to receive Annual Conference funds.**

#### **C. Membership**

- i. Membership of the local Board should be broadly representative of the immediate vicinity of the college or university. Representatives may include laypersons, clergy, faculty, staff, and students.
- ii. Care should be taken so that no more than one member of an immediate family residing in the same household shall be a voting member of the board. Likewise, an immediate family member of a staff person related to the ministry should not be a voting member of the board.
- iii. Ex-officio members shall include: the superintendent of the district in which each campus ministry unit is located, the conference staff person related to campus ministry, and a liaison appointed by BHECM (This person must be someone other than the campus minister).
- iv. The board shall reflect in its membership appropriate racial and ethnic representatives with due attention given to women and students.

#### **D. Term of Membership**

- i. Members of the board shall rotate in multi-year classes, and membership shall be limited to two (2) consecutive terms.
- ii. Nominations of new board members are to be presented to the BHECM in the annual reports due no later than the third Tuesday of January. All nominees are to be elected by the Annual Conference in June.

#### **E. Board Functions: In order to carry out the purpose of the board, it is necessary that the following essential functions be accomplished by the board:**

- i. Campus Minister Relations/Personnel
  1. Consult regularly and support the campus minister in his/her ministry.
  2. Conduct a yearly evaluation of the effectiveness of the campus minister according to BHECM guidelines. Submit Campus Minister Relations/Personnel Report Form to BHECM no later than the third Tuesday of January.

3. Annually establish the salary, benefits, leave, continuing education, and housing for the campus minister in consultation with the campus minister.
  4. Counsel with the campus minister if it should become evident that the best interests of the campus ministry unit and campus minister would be served by a change.
  5. In the event of personnel changes, provide primary leadership in the process of securing new staff for the local unit. For director changes, consult the "filling vacancies" guidelines provided in this document (Section II.B.v.)
  6. In consultation with the campus minister, determine other personnel needs of the campus ministry and develop personnel policies related to non-campus minister personnel including hiring/firing, salary, benefits, vacation time, etc. practices.
- ii. Nominations
    1. Determine a slate of officers in order to carry out the functions of the board.
    2. Recommend a list of nominees to be approved at a duly called meeting of the local Board of Directors.
    3. Submit nominations on the appropriate forms to the BHECM no later than the third Tuesday of January.
  - iii. Finance
    1. Develop an annual budget
    2. Develop and implement appropriate fundraising plan
    3. Implement financial guidelines (Section II.A)
  - iv. Program Development
    1. Assist the campus minister and the students to develop a program appropriate for the setting in which the unit is located.
    2. A student council or leadership team may be established to provide guidance in program development.
  - v. Facilities
    1. Upkeep and maintain property constituting the local campus ministry unit.
    2. Establish a plan for long range development/expansion of property.

## **II. Operating Policies**

### **A. Financial**

#### **i. Guidelines**

1. Each local unit establishes its own deposit and check writing policy for primary financial accounts. BHECM recommends two signatures in order to access funds and/or write checks on the primary financial account(s) for all Wesley Foundation units. For protection and accountability, the BHECM strongly recommends that Wesley Foundation campus ministers and students not have check writing authority on primary financial accounts.
2. Each local unit establishes written guidelines for the use of petty cash and discretionary Accounts. A copy of these guidelines must be attached to the year-end financial statement

#### **ii. Budget**

1. Budget Requests to the CORE team and Council on Finance and Administration (CFA): The BHECM will compile the requests received from the campus ministry units and make their recommendations to the CORE team and CFA.
  2. Disbursement of Funds: The BHECM will be responsible through the conference treasurer for the disbursement of funds to the local campus ministry units.
  3. Pensions: The Annual Conference shall assume responsibility for paying the pension support for ordained campus ministers.
  4. Insurance: The Annual Conference and clergy pay the health insurance premium for full time clergy campus ministers.
- iii. Audit—The BHECM will require certain review procedures to be performed by an independent auditor by each campus ministry unit by quadrennium (approximately 2 units per year) and reserves the right to call for a full audit of any campus ministry unit at any given time. These procedures must include at minimum those outlined in the appendix
- iv. Reporting
1. Each campus ministry unit shall submit to the BHECM Chairperson a semi-annual financial report twice a year according to the following:
    - a. No later than the third Tuesday of January containing financial information from the previous calendar year &
    - b. No later than July 31<sup>st</sup> containing financial information from the previous six months.
  1. Each campus ministry unit shall submit to the BHECM and the Conference Treasurer by July 31<sup>st</sup> an annual internally prepared financial review of the previous calendar year and shall include:
    - a. Balance sheet – modified cash basis.
    - b. Income and expense summary with budget comparison– modified cash basis.
    - c. Letter explaining the procedures performed, as proscribed by the guidelines for financial reporting in the conference handbook.

## B. Personnel

### i. Campus Minister Roles and Expectations

1. The campus minister is the primary representative for the ministry of the United Methodist Church on a university/college campus.
2. The campus minister builds pastoral relationships on campus. The breadth of roles which define the work of a pastor in the local church would also command the energies of the campus pastor, e.g., counselor, administrator, educator, priest, leader of worship, theologian, proclaimer of the Word, and prophet.
3. The campus minister maintains connectional relationships through participation in district, conference, and Campus Ministry Fellowship meetings.
4. Each United Methodist campus ministry minister/director has special skills and talents. He/she must give time to the roles, which will be of greatest benefit to the students and to the entire campus community to which he/she has been appointed or hired.
5. The campus minister establishes a working relationship with the board, with the common vision of achieving the shared goals for the ministry.

6. The campus minister holds an identifiable weekly gathering of the Wesley Foundation students.
  7. Full-time campus ministers are expected to give their full attention and energies to their campus ministry unit; therefore, additional employment for a full-time campus minister is discouraged. Exceptions may be granted under limited condition. Additional employment or appointment for a full-time minister must be approved by: (1) the local Board of Directors; (2) the district superintendent; and (3) the BHECM. (Please see *The Book of Discipline of the United Methodist Church 2004* ¶ 633.4.d.9).
- ii. Campus Minister Minimum Qualifications
    1. Commitment to campus ministry.
    2. A minimum of a bachelor's college degree for any person employed as a full time campus minister; graduate degree in religion, Christian education, or related field is preferred.
    3. A lay or clergy member of The United Methodist Church with the ability to interpret the Wesleyan heritage.
    4. A person who has a lifestyle consistent with the ethics and standards of our Christian and United Methodist tradition as outlined in *The Book of Discipline*.
  - iii. Other Responsibilities of Campus Minister: The campus minister is expected to carry out his/her responsibilities in a professional manner, including the following:
    1. Establish an inclusive Body of Christ on campus, open and welcoming to all persons, fully accepting and supporting them, enabling them to participate fully in the life of campus ministry.
    2. Minister within the guidelines and general policies of the United Methodist Church and the BHECM.
    3. Improve skills by attending various training opportunities related to campus ministry provided by the BHECM and/or the general church.
    4. Receive continuing education credit specific to campus ministry – at least one CEU per year.
    5. Interact with other campus ministers in conference-wide meetings.
    6. Complete all reports required by the Annual Conference, BHECM, and the general church. The campus minister should, also, assist the local Board of Directors in submitting its required reports.
    7. Serve as the campus' representative for the United Methodist Student Loan.
  - iv. Accountability of Campus Minister
    1. Ordained
      - a. The ordained campus minister (elder or deacon) serves in an extension ministry, and therefore, as required by *The Book of Discipline*, shall establish membership in a charge conference in his/her home Annual Conference in consultation with the pastor-in-charge and with the approval of the district superintendent and the bishop. He/she shall submit to his/her home charge conference a local church near the university campus. An ordained pastor serving a part-time appointment in the local church may elect to establish his/her charge conference with that particular church.

- b. The ordained elder shall be available and on call to minister the Sacraments of Baptism and the Lord's Supper as required by *The Book of Discipline* and requested by the district superintendent of the district in which the appointment is held.
      2. Lay person: A layperson serving as campus minister shall hold membership in a local United Methodist Church near the campus ministry.
    - v. Filling a Campus Minister Vacancy
      1. In case of an anticipated vacancy involving the minister on a university/college campus, the local Board of Directors shall contact the chairperson of BHECM and the district superintendent concerning the vacancy.
      2. A consultation shall be held with the district superintendent, representatives from the local board, and two representatives from the BHECM.
      3. Any ordained campus ministers and those persons serving as full-time or part-time local pastors shall be appointed by the cabinet after appropriate consultation. All appointed United Methodist campus ministers shall be accountable to the district superintendent in whose district he/she resides, as does any other appointed minister of the conference.
      4. A campus minister who is not ordained must be approved by the BHECM after recommendation from the Board of Directors and in consultation with the cabinet.
    - vi. Additional staff shall be accountable to the local Wesley Foundation board of directors and policies set therein.
- C. Property
  - i. General
    1. The BHECM is the duly constituted board under authority *The Book of Discipline of the United Methodist Church 2004*, and all laws of the church regarding property are applicable to the board and to the United Methodist Campus Ministries.
    2. The property of the United Methodist Campus Ministries shall function to facilitate campus ministry.
  - ii. Sale: The local board shall present in writing to the BHECM a complete proposal/plan to include the following:
    1. Reasons for sale of property
    2. Conditions of sale
    3. Post-sale plans
  - iii. Acquisition and Construction
    1. The property purchased shall become the property of the Alabama-West Florida Conference.
    2. The local Board of Directors will be expected to provide plans for the payment of property and on-going maintenance and upkeep of the physical plant to the BHECM.
    3. Property to be purchased shall be approved by BHECM for further action by appropriate bodies.
    4. Prior to any land acquisition or construction of buildings, the local Board of Directors shall present its plans to the District Building and Locations

Committee in the district in which the building is to be located and also to the BHECM.

- iv. Insurance: All Wesley Foundation student centers and parsonages shall have basic property, bonding, and liability insurance for Maintenance and Upkeep
  - 1. The local board shall be responsible for all capital improvements, maintenance of equipment, replacing worn out equipment, emergency repairs and general upkeep of their property. In extreme conditions, BHECM shall assess the problem and may take steps to protect the property and ministry of the United Methodist Church.
  - 2. Revenue derived from any source, including local churches of the district, or derived from rent of buildings or space in the building, may be used by local boards for maintenance and upkeep of their property.
- D. Reports—to be completed and submitted to BHECM by Board of Directors (refer to Appendix A and Report Forms of the Guidelines)
  - i. Campus Minister Relations/Personnel (no later than the 3<sup>rd</sup> Tuesday of January)
  - ii. Nominations (no later than the 3<sup>rd</sup> Tuesday of January)
  - iii. Board Chair (no later than the 3<sup>rd</sup> Tuesday of January)
  - iv. Semi-Annual Financial (no later than the 3<sup>rd</sup> Tuesday of January & July 31<sup>st</sup>)\*
  - v. Annual Financial Review (July 31<sup>st</sup>—Section II.A.iv.2)\*
  - vi. Campus Minister/Annual Conference Brochure Report (no later than the 3<sup>rd</sup> Tuesday of January)
  - vii. Quadrennial (July 31<sup>st</sup> every four years beginning in 2000)

\* Annual Conference funds will be withheld from institutions that do not submit financial reports on time.

### **Appendix to Campus Ministry Guidelines: Financial Reporting Requirements**

*When preparing the quadrennial financial report for the Board of Higher Education and Campus Ministry, the following procedures are to be performed by an independent CPA*

- 1. Review the year end bank reconciliation and bank statement and tie cash balance to the financial reports provided to BHECM.*
- 2. Review long term debt balances per bank, and tie balances to reports provided to BHECM.*
- 3. Scan the year end trial balance for unusual items and tie balances to reports provided to the BHECM*
- 4. Scan credit card transactions for each of the twelve months of credit card statements for any unusual or significant transactions.*
- 5. Test each credit card transaction per the statement to actual receipts for two random months and verify adherence to procedures as to check signing and disbursement approval.*
- 6. Test each cash disbursement per the check register to supporting documentation for two randomly selected months and verify adherence to procedures as to check signing, disbursement approval, and investment authority.*
- 7. Test each deposit per the bank general ledger for 2 randomly selected months to verify they are properly recorded in the general ledger.*
- 8. Ensure all payroll tax returns for the year have been filed with both the federal and state authorities and that payroll taxes have been paid on time.*
- 9. Scan the bank reconciliations for each of the twelve months for unusual patterns or items and tie balances to bank provided statements.*
- 10. Provide a report of findings and suggestions.*