

Dear Campus Ministers:

First, I want to commend each of you for your dedication and creativity in ministry to our various campuses in the Alabama-West Florida Annual Conference. Let me assure you, the Board of Higher Education and Campus Ministries prays fervently for each of you and understands the unprecedented situations you have had to navigate to reach students with the gospel of Jesus Christ.

On behalf of the Board of Higher Education and Campus Ministries, I am writing to update you about some revisions to the Annual Wesley Foundation / Campus Ministry Report. The first page of the Report is taken from the *Campus Ministry Guidelines /BHECM* for Alabama-West Florida Wesley units, pp. 3-5, which outlines the roles of the campus minister. The BHECM has revised the report to more intentionally reflect the goals of the BHECM, as well as the campus minister's roles and duties as outlined in the *Guidelines*.

Below is a review of the Benchmarks established in October 2019:

1. At least 25% of your funding should come from something other than Conference Apportionments. (Ex. Individual donations, UMC or other churches, Fundraisers, Rentals, etc.)
2. Setting your own attendance goals and your steps needed to achieve those goals
3. Spending 100% of your Conference Apportionments
4. Identifying and developing Leadership team
5. Developing savings from monies raised (not apportionments)
6. 100% contributions from Board members
7. A new program initiative this year
8. 4 points of contact for students each week (bible study, dinner, worship, small group, etc.)

Added for 2021 Report:

9. How and what you have done differently in your ministries to reach and connect with students during the pandemic.

The local boards are a critical resource to provide accountability and support to the ministries and the campus ministers. Please share how your board is functioning and how you are planning to recruit effective board members to strengthen the ministry through their gifts and oversight. Additionally, continuing education is an important component in ministry leadership. What continuing education are you planning on participating in during the upcoming year and what

continuing education events have you enrolled in during the past year? Instead of several signatures on different forms we are requesting that your local board of directors approve all reports. **Please submit a copy of the minutes with your completed forms by the 3rd Tuesday in January.**

We have defined and included examples of the 5 areas within the report to better help us understand what your programming looks like on a weekly, monthly, semester and yearly basis.

- **Outreach:** Reaching out to those on your campus who are not already there; Events that are invitational. How are you recruiting new students? Ex: welcome week activities, cook-outs, handing out fliers on campus
- **Worship:** Gatherings, on or off campus, where students participate in praising God through song, prayer, proclamation of the word, testimony, etc.
- **Fellowship:** Events aimed at getting students to know one another and strengthening relationships between students and other groups. Ex: freshman lunch, semi-formal, intramurals
- **Discipleship:** Intentional events or small groups aimed at spiritual growth, using the Bible as the basis. Ex: Grad Student accountability group, Wednesday night bible study, devo groups, centering prayer groups, etc.
- **Missions:** helping students be the hands and feet of Christ in service to those in need in your community and the world. Ex: mission trips, local home repair, visiting nursing homes, justice work, etc.

We have also reformatted the Financial Report to include a budget for the upcoming year in addition to a spending report for the previous year. The budget contains a narrative component that reflects the five categories included in the Campus Minister's Report: outreach, worship, fellowship, discipleship, and missions. The budget will run August-June and should be submitted prior to the BHECM's August meeting (in lieu of the semi-annual report currently required).

Please do not hesitate to contact me with any questions you may have as you complete the reports over the next few weeks. **We are looking forward to meeting with you on Tuesday, February 7** to celebrate your ministry accomplishments and hear about the way God is at work in your campus ministry context. Thank you for completing this report prayerfully and carefully.

Grace and Peace,

Levi S. Gardner
Chair, BHECM
334-477-0834

Annual Wesley Foundation / Campus Ministry Report

For Alabama-West Florida Wesley Units with half-time or full-time campus ministers.

Campus Minister _____ Date _____

Purpose: *United Methodist campus ministry exists to make Christian disciples to be sent out from the campus to the world.*

As stated in the *Campus Ministry Guidelines/ BHECM* for Alabama-West Florida Wesley units, as the primary representative for the ministry of the United Methodist church on a university campus, the campus minister's role includes the following:

- Builds pastoral relations on campus;
- Maintains connectional relationships by participation in district, conference, and Campus Ministry Fellowship meetings;
- Give time to the roles which will be of the greatest benefit to the students and to the entire campus community to which he/she has been appointed or hired;
- Establishes a working relationship with the board, with the common vision of achieving the shared goals for the ministry;
- Holds on identifiable weekly gathering of the Wesley Foundation students;
- Give full attention and energies to campus ministry unit (full-time ministers);
- Carry out duties in a responsible manner, including the following:
 - 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.
 - Minister within the guidelines and general policies of the United Methodist Church and the BHECM.
 - Improve skills by attending various training opportunities related to campus ministry provided by the BHECM and/or the general church.
 - Receive continuing education credit specific to campus ministry – at least one CEU per year.
 - Interact with other campus ministers in conference-wide meetings.
 - 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.
 - Serve as the campus' representative for the United Methodist Student Loan.
- 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.

Campus Ministry Guidelines/BHECM
 - 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.

Annual Wesley Foundation / Campus Ministry Report

For Alabama-West Florida Wesley Units with half-time or full-time campus ministers.

Campus Minister _____ Date _____
 Campus _____

The following Annual Report is to be completed by the Campus Minister (or Board Chairman if no Minister is currently serving at the time of the Report) no later than the third Tuesday in January.

I. Ministry Programs

- How are you proclaiming the Gospel on a weekly basis that touches all students in various ways? To illustrate, please **provide a concise weekly schedule** of the ministry programs of your Wesley Foundation or Methodist Campus Ministry using the table below. Please note the frequency of the program, time of day, (example: Bible study, 2x day, 4-5 p.m. & 7-8 p.m., 20 total attending.) and the average number of participants. Samples of completed weekly sign-in sheets should be attached in an appendix to the report.
- Categories in the table below are defined as follows:
 - Outreach: Reaching out to those on your campus who are not already there; Events that are invitational. How are you recruiting new students? Ex: welcome week activities, cook-outs, handing out fliers on campus
 - Worship: Gatherings, on or off campus, where students participate in praising God through song, prayer, proclamation of the word, testimony, etc.
 - Fellowship: Events aimed at getting students to know one another and strengthening relationships between students and other groups. Ex: freshman lunch, semi-formal, intramurals
 - Discipleship: Intentional events or small groups aimed at spiritual growth, using the Bible as the basis. Ex: Grad Student accountability group, Wednesday night bible study, devo groups, centering prayer groups, etc.
 - Missions: helping students be the hands and feet of Christ in service to those in need in your community and the world. Ex: mission trips, local home repair, visiting nursing homes, justice work, etc.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Outreach							
Worship							
Fellowship							
Discipleship							
Missions							

- In addition to weekly events, **list 2-3 of your most successful special programming activities and briefly explain the impact of each.** (How was the activity/program related to one or more of the categories above? How did the activity/program provide students an opportunity to grow along their discipleship path? What was the attendance? What other points of contact do you have with students outside of training and meetings?)
- Briefly reflect on your weekly and special programming and attendance for last year. Identify **2-3 specific benchmarks you have set for next year related to the categories above.** (Examples: attendance goals, new program initiatives, establishing or enhancing multiple touchpoints, developing student growth in discipleship, developing student leaders, etc.).

II. Developing Student Leaders

- Identify student leaders and their roles in each of the following category.

Category	Student Leader	Role
Outreach		
Worship		
Fellowship		
Discipleship		
Missions		

- Describe your current **student leadership training program** :
 - How do you identify student leaders?
 - How do you help develop their growth as Christian disciples?
 - How do you help them engage others in discipleship?
 - In addition to the Campus Minister, who else is involved in this training process?

- Provide **3 written testimonial from student leaders in at least 3 different categories** (outreach, worship, fellowship, discipleship, and missions) whose life has been impacted by the ministry of your Wesley Foundation or Campus Ministry. In their response, ask them to answer the following questions:
 - With what ministry are you actively leading an activity or program? Explain your role.
 - How has the Wesley Foundation or Campus Ministry strengthened your faith? Your leadership in the faith?
 - What Wesley/Campus Ministry events/program grow you personally and how?
 - What could the Wesley Foundation or Methodist Campus Ministry do differently that might bring you closer to Christ?
 - What does the Wesley Foundation mean to you?

III. Outreach

- What is the relationship of your Wesley Foundation/Campus Ministry to Wesley/Campus Ministry alumni? What is your plan for growing this outreach?

- What groups on your campus would you like to reach that you are currently not reaching? Do you have a defined strategy to meet their needs? Explain.

IV. Board Relations

- When /how often does your local board meet? In what ways do local board members support the ministry of this Wesley Foundation/Campus Ministry? What percentage of your board members financially support the mission of this Wesley Foundation? they adhering to their constitution and bylaws?

- Describe your relationship with your local board.

- In what ways could the **Board of Higher Education and Campus Ministries** better support you and/or the ministry you serve?

V. Financial Planning

- What percentage of your current operating budget is spent on programming (outreach, worship, fellowship, discipleship, and mission)?
- What percentage of your operating budget currently comes from funds outside of the yearly apportionment?
- Briefly describe your plan to diversify the Wesley Foundation/Campus Ministry's income over and above the apportionment.
- Does your Foundation/Ministry have a savings account? What is the current balance?
- What is your process for receiving in-kind donations?
- With what local congregations is your ministry connected? In what ways are you connected with the congregations?
- **Please attach your year-end financial statement and budget for the upcoming year to this report.**

VI. Professional Development

- Please list any CEU's you have earned, any conference-wide meetings and training opportunities you have attended, and other duties you have performed/responsibilities you have assumed this year related to your position as Campus Minister.

Chair of Board of Directors Report to BHECM

To be completed by the Chairperson of the Wesley Foundation Board of Directors no later than the third Tuesday in January

Campus Ministry Unit: _____ Date: _____

On a separate sheet of paper(s), please address the following:

I. Mission Statement

- A. If your Board has adopted a mission statement for the overall campus ministry, or for itself, what is it?
- B. How is the Board living into this mission statement? Please be specific.

II. Goals

- A. What specific goals were adopted by the Board of Directors for itself for the current calendar year? Evaluate how well they were attained.
- B. What specific goals have been adopted by the Board of Directors for next year?

III. Activity

- A. When are your regularly scheduled board meetings?
- B. What is your average attendance at Board meetings?
- C. Describe the Board's fund-raising efforts for the current calendar year.
- D. Describe the Board's efforts on behalf of the campus ministry at the University and within the church for the current calendar year.

IV. Training

- A. Was there a training event held for the Board this year? If so, please describe the event, addressing its helpfulness, how many Board members participated, etc.
- B. Is training needed for the Board? What content should be covered and when would be a good time to try and hold this training?

V. Benchmarks set by BHECM

1. At least 25% of your funding should come from something other than Conference Apportionments. (Ex. Individual donations, UMC or other churches, Fundraisers, Rentals, etc.)
2. Setting your own attendance goals and your steps needed to achieve those goals
3. Spending 100% of your Conference Apportionments
4. Identifying and developing Leadership team
5. Developing savings from monies raised (not apportionments)
6. 100% contributions from Board members
7. A new program initiative this year
8. 4 points of contact for students each week (bible study, dinner, worship, small group, etc.)

How are you helping your campus ministry strive for these benchmarks?

VI. Property

- A. Please list property overseen by the Board of Directors (i.e. Wesley Foundation building, housing for director, etc.)
- B. Describe any property purchases or capital improvements made in current calendar year and/or planned for the future and how they were and/or will be funded.

This report was prepared by: _____

Date: _____

Nominations Report to BHECM (updated December 6, 2022)

Campus Ministry: _____

To be completed by the local board no later than the third Tuesday of January.

The BHECM has identified five main functions of local Wesley Foundation Boards including Campus Minister Relations/Personnel, Nominations, Finance, Program Development, and Facilities.

Responsibilities of the local board as it relates to Nominations include:

- Determine a slate of officers in order to carry out the functions of the board.
- Recommend a list of nominees to be approved at a duly called meeting of the local Board of Directors.
- Submit nominations on this form (see below) to the BHECM by the third Tuesday in January.

Complete the following:

Officers

	Name	Position	Years in this position
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Class of 2023

	Name	Address (mailing address, city, state, zip)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Class of 2024

	Name	Address (mailing address, city, state, zip)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Class of 2025

	Name	Address (mailing address, city, state, zip)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Class of 2026

	Name	Address (mailing address, city, state, zip)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Class of 2027

	Name	Address (mailing address, city, state, zip)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Ex-Officio Members of the Board

	Name	Address (mailing address, city, state, zip)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Honorary or Life Members

	Name	Address (mailing address, city, state, zip)
1.		
2.		
3.		
4.		
5.		

At-large, student, any additional board members

	Name	Address (mailing address, city, state, zip)	Role on board
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

This report was prepared by: _____ Date: _____

BHECM Budget Report Fall 2022-Spring 2023

Campus Ministry

Date: _____

	Budget	Actual	Notes
INCOME			
Received from the Annual Conference			
Church Contributions (list # of churches)_____			
District Contributions			
Rental Income			
Fundraisers			
Individual Donations (estimate # of individuals)_____			
Other			
TOTAL INCOME:			

	Budget	Actual
EXPENSES		
Personnel		
Campus Minister Salary		
Campus Minister Housing		
Campus Minister Pension		
Campus Minister Health Insurance		
Campus Minister Travel		
Campus Minister Continuing Education		
Parsonage Utilities		
Other Benefits		
Secretarial/Assistant Expenses		
Student Intern Expenses		
Other Personnel Expenses		
SUB TOTAL:		

	Budget	Actual
Operating		
Telephone		
Computer/Internet		
Postage		
Office Supplies		
Printing		
Utilities (combined)		
Building Maintenance		
Building Improvements		
Other		
SUB TOTAL:		

	Budget	Actual
Program		
Outreach		
Worship		
Fellowship		
Discipleship		
Missions		
Student Leadership		
Other		
SUB TOTAL:		

TOTAL EXPENSES		
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Ending Balance		
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This report prepared by _____ Date: _____

Budget Narrative

How will you/did you spend your outreach budget?

How will you/did you spend your worship budget?

How will you/did you spend your fellowship budget?

How will you/did you spend your discipleship budget?

How will you/did you spend your missions budget?

How will you/did you spend your student leadership budget?

What is the total value of in-kind donations for each of your program areas?