



## **Campus Ministry Local Board Training Guidelines**

### ***Theological Understanding***

*Luke 6:12-16: One day soon afterward Jesus went up on a mountain to pray, and he prayed to God all night. At daybreak he called together all of his disciples and chose twelve of them to be apostles. Here are their names: Simon (whom he named Peter), Andrew (Peter's brother), James, John, Philip, Bartholomew, Matthew, Thomas, James (son of Alphaeus), Simon (who was called the zealot), Judas (son of James), Judas Iscariot.*

Jesus began his ministry by calling disciples to work with him in ministry and mission. Each disciple had a story, purpose and direction as to how Jesus would bring about the kingdom of God on earth. In a similar way, we gather as a team of disciples seeking to bring about the kingdom of God on a college campus.

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

There are parts to a vital campus ministry:

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

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

Like a board of directors or a church council, the campus ministry local board is crucial in the leadership, administration, finances and staffing of the campus ministry.

The campus ministry board is incorporated and insured with the Great Plains United Methodist Campus Ministry, Inc. Each local board is invited to create additional components to the by-laws that are campus specific and helpful for the work of the board.

While no two boards are alike, the below principles can be used in each setting.

The Board is to function in the roles to:

- Define the mission and to establish goals and policies of the campus ministry
- Provide an annual evaluation of the campus minister and staff members
- Advise the campus minister on personnel matters and other paid staff
- Advise and consent to the budget for the campus ministry and to administer collection and disbursement of funds
- Perform an annual program evaluation based on the mission, goals and policies of campus ministries
- Advocate for the campus ministry beyond the campus into the larger community and annual conference
- Support the campus ministry and campus minister through regular prayers, presence, gifts, service and witness

## ***Board Composition***

The local board works with each board member to identify individual member's gifts to be used on the board and how best to apply those gifts to the particular roles and responsibilities of the board.

***Recommended*** to be on a local campus ministry board are:

- University faculty/staff,
- Clergy and laity from local United Methodist churches,
- Student representative,
- Campus ministry alumni,
- Community members
- District Superintendent

Each member commits to a three-year cycle on the board to help with consistency and introduction for new leadership. The board will be divided into three classes, with a third of the board rotating off every year.

***Representation*** from area churches to nominate a representative from the surrounding United Methodist Churches. If it is a congregation-based campus ministry, 2-4 representatives from the host church are recommended to be on the board. The District Superintendent can assist with this process. Having members from the district leadership and annual conference leadership teams is encouraged.

Ideally, each member of the board would be willing to be present at the campus ministry programming (ie worship, dinner, service project, etc) at least once a year.

## ***Roles***

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

Local boards organize themselves using varying governing structures. Some boards will have more leadership officers than others. Generally, it is recommended that local boards have the following officers:

- *Chairperson* – The chairperson schedules the meetings, sends out reminders of the board meetings, calls the meetings to order, and connects with the local board.
  - The campus minister is not the chairperson of the board.
- *Vice Chairperson* – The vice-chairperson assists the chair in leading the team, especially in his or her absence.
- *Treasurer* – The treasurer provides updates on the financial health of the ministry
- *Secretary* – The secretary records and reports the work of the board through the taking of minutes.

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

Boards function well utilizing regularly meeting subcommittees to complete specialized tasks, reporting to the whole board as needed. Subcommittees should consist of 2-3 people, serving with a particular responsibility in mind. The chairperson is responsible for forming and checking-in with subcommittee chairs.

### ***Some highly recommended subcommittees include:***

- ***Executive:*** Connects the mission, vision and pathway for ministry with the entire campus ministry. This committee typically includes the president, vice-president, treasurer and secretary.
- ***Personnel:*** Reviews the Campus Minister and staff, completes appointment forms due to the district in the fall, provides the Christmas gift for the campus minister and staff, provides welcome/goodbye gifts for the campus minister and staff and their families during transition times.
- ***Publicity:*** Share the story of God and the campus ministry with churches, while cultivating church partnerships and updates about the campus ministry to get the local and wider conference community.
- ***Finance:*** Responsibly accounts and uses God's resources to fund ministries.
- ***Property:*** Manages the property and equipment God has entrusted to the campus ministry
- ***Fundraising:*** Cultivating relationships with individuals, churches, and community members to raise funds for the campus ministry. Through fundraising events and maintaining a database of donors and cultivating income for the campus ministry.
  - Fundraising can be an additional team who focuses solely on the work of fundraising. A representative from the fundraising team attends the local board meetings.

## ***Board Meeting Structure***

Different ministry settings require different board meeting intervals. Here are two common meeting schedules:

- *Quarterly Meetings – August, November, February and April*  
This method of meeting works if board members miss some of the monthly meetings and spend too much time at every monthly meeting reviewing what had been said in prior meetings. For quarterly meetings, there is an increased commitment level to attend the four meetings. To keep meetings to a shorter length, the board delegates defined tasks or projects to subcommittees.
- **Monthly Meetings**  
This method of meeting works if board members are able to focus on a particular topic per meeting and willing to meet on a consistent basis. The members of the local board use the subcommittees to identify ways in which they can contribute and keep before the board the duties and expectations of the board.
- Setting all of the meeting dates annually helps ensure full participation from board members. Ensure clear methods and effective communication among board members

### ***Structure of the Meeting:***

- Opening prayer and devotion
- Name the mission of the ministry
- Receive a Campus Minister Report since last time the board met.
  - Asking the campus minister for a full report, including but not limited to:
    - 1) Participation in the ministry
    - 2) State of the ministry
      - a. Review Vital Signs, Roster, Site Visit forms, and/or Ministry Action Plans for reference
    - 3) Summation of events and programs offered through the ministry
    - 4) Strengths of the ministry
    - 5) Areas that need adjustment or improvement within the ministry
- Offer updates/progress on personnel, property, publicity, finance, and fundraising
- If there is money designated, the board needs to have a recorded vote.
- Send a copy of the minutes to the Great Plains Board of Higher Education and Campus Ministry (BHECM) Liaison to update current status.
- Close with prayer

## ***Best Practices & Timeline of the Board***

### **May - August**

- *Visioning Sessions* – Each campus ministry has a clear purpose, vision and goals to invite, equip and send students as faithful disciples of Jesus Christ. It is important to focus the work of the ministry and aim together at goals. By visioning, it brings the work of the board together for a common purpose and helps start moving rapidly toward the programmatic, physical and spiritual aspects of what want the campus ministry to become.

### **August**

- Support and prayer for the beginning of the school year, specifically the first 6 weeks of the semester in connecting with students
- *Executive* - Review Strategic Objective Goals for the year
- *Finance* - Great Plains BHECM 2-Year Grant Application Due October 1

### **November**

- *Personnel* –
  - Staff Parish/Local Board Review to District Superintendent by December 1
  - Appointive Recommendation form to District Superintendent by December 1
  - Discuss each year on the commitment to fair, financial compensation to the campus pastor.
  - Plan on Christmas gift for staff.
- Fall Site Visit with District Superintendent and Great Plains UCMC Board
- *Executive* - Recruit new board members to join in the work and ministry of the board.

### **December**

- *Communications* - End of year newsletter
- *Fundraising* – Request for end of year gifts

### **February**

- *Executive* - Orientation to the campus ministry board and review of the mission
- *Finance* – Review new budget

### **April**

- *Annual Evaluation* – Evaluate the work of the Local Board by the members of the board each year.
- Spring Site Visit with District Superintendent and Great Plains UM Campus Ministry Board with goals for the ministry
- *Property* - Facilities Walk-Through and Maintenance Contracts due
- *Fundraising*- Celebration of Ministry with Student Leadership Team

## ***Student Leadership Team***

The Student Leadership Team is a second team for the campus ministry. The Student Leadership Team is vital to the success and strength of the campus ministry, yet it is important to note its different function from the local board.

The local board shall connect with student leadership through intentional conversation on achieving similar goals at the beginning of the year, ensuring that the board's work and the student ministry substantively overlap, and a celebration of ministry and student leadership at the end of the year.

The Student Leadership Team's primary tasks are to help lead the programmatic elements of campus ministry, invest in students' leadership skills and provide environments for discipleship.

A Student Leadership Team can include, but not limited to:

- *Worship* - Support the worship life and leadership of the church
- *Missions* - 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 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