

SPECIALIZED MINISTRIES COMMITTEE
EASTERN SYNOD
CAMPUS MINISTRY STRUCTURES AND PROCEDURES

1. A local council for campus ministry is established where the Eastern Synod provides funding to support ministries targeted to one or more campuses in a geographic area.
2. A local council is composed of at least 5 members: Two to be elected by the conference on whose territory the local council is located (one layperson and one ordained person, and three (minimally) are nominated by the local council for approval and appointment by the Eastern Synod Specialized Ministries Committee (SMC). Ideally, one of the three nominated by the local council should be a student. All of the above persons shall have voice and vote and all shall have filed the appropriate “Member Profile” and “Conflict of Interest Declaration” with the SMC.

A member of the SMC, appointed by that committee, shall serve as a Liaison to the local council with voice only.

3. All members of the local council shall serve for a three year term which is renewable once, with the exception of any student member who will serve for a term of 2 years. Exceptions shall be approved by SMC. To assure continuity, the terms shall be staggered.
4. The SMC will serve as The Eastern Regional Board of Campus Ministry.
5. Communication between the local councils and SMC shall be primarily accomplished through the SMC Liaisons to the local councils. The Liaisons shall report on the work of the local council to the SMC and report the work of SMC to the local councils.
6. Contact campus ministry pastors and congregations receiving Contact Ministry Grants from SMC will make a written anecdotal reports on their campus ministry work to the SMC. Contact pastors will be identified by the Eastern Synod SMC and will relate to the Committee through the Eastern Synod staff person of that Committee and will be encouraged to make written anecdotal reports on their work.
7. Local councils will develop yearly budget proposals which shall include the previous year’s actual and the coming year’s anticipated amounts for income, and expenses. These budget proposals will be submitted to the Eastern Synod SMC for approval.

Local councils will also develop a ministry description that will describe the key features of the ministry they provide to their local campus (es). All budget and ministry descriptions would need to be approved by the Eastern Synod SMC. Local councils will provide supervision to all employees or contracted persons.
8. Money requiring income tax receipts will flow through the Eastern Synod SMC and can be designated for a specific local council.
9. Each local council will submit financial statements for the previous calendar year to the SMC and the Eastern Synod Treasurer no later than March 31st of the following year. These statements will adhere to the prescribed standards determined by the SMC .