

TO BEGIN A NEW CAMPUS MINISTRY

When interest is raised with in a Presbytery to begin a new RUF work, a representative should be elected to contact the RUF Coordinator and then to begin working with the Area Coordinator. The Area Coordinator will be the main contact person and manager of the process of considering starting an RUF.

This Presbytery representative will work with the Area Coordinator to conduct a Feasibility Study which includes the following elements: In order to start a work the following must take place. These regulations are being put in place by RUF in order to make sure that support can be raised and maintained. Where this has not been done in the past campus ministers and presbyteries have experienced hardship and disappointment that could have been avoided. Presbyteries cannot start two RUF works in one year:

In order to begin another work in a presbytery the last work begun by the presbytery and any former RUF works present in the presbytery must be fully funded. This question of fully funded cannot be defined in a simple way since some presbyteries have multiple works but the intention and spirit of this is that the existing works have healthy account balances, which is \$15,000 or more ,and that none of the works goes below \$5,000 for 12 months prior to beginning the new work for more than two months during that year.

This question will be looked at by the RUF Committee, the Area Coordinator, the Coordinator of RUF and the Affiliations sub-committee so that everyone has a handle on the reality of supporting financially a new work.

In addition to this the RUF committee needs to have \$40K committed to the work for five years. These need to be written commitments and those commitments needs to include at least two churches for five years. The rational for the five years is that unlike church plants, RUF's are never self-funding. Seed money is good, but these works will need to be supported forever. There won't be a day when the local church can stop supporting them.

These goals are in place to make sure the RUF can succeed and the presbytery understands the full weight of starting an RUF.

Further the Area Coordinator and the Committee will:

- Do a profile and demographic study of the university
- Ascertain the openness of university to allow RUF on campus
- Create a profile of a campus minister who would fit there
- Create a plan of Action and Strategy for Implementation

If the work is deemed feasible by the RUF Permanent Committee, the Area Coordinator and the Presbytery representative will make an official recommendation to the Presbytery to start the work. If the Presbytery recommends proceeding with the Plan of Action and Strategy for beginning a new work, an RUF Committee should be established.

The RUF Committee will elect a Chairman and Secretary.

The RUF Committee will be sent the following documents from the RUF Office:

- Budget Worksheet
- Affiliation Agreement
- Support Services and Area/Field Assistance Agreement
- Call Form
- Constitution and By-Laws

The RUF Committee should then work to complete the following items which are in compliance with the *Protocol for RUF Affiliations Beginning a New Work*:

By September 1 (of the year prior to intended start date of June 1st)

- Committees must submit to the Coordinator in writing their intention to begin a new work.
- The Committee must submit \$5,000 to open an account for the new work.
- The Committee must submit a written budget for the first year.

November 1 – January 1

- Work with the RUF Area Coordinator and his team to assess and process potential Campus Minister applicants suggested by the Coordinator.
- The Committee must have at least one meeting or conference call with the Area Coordinator or his representative to discuss names of potential Campus Ministers by January 1.
- All considerations for the Campus Minister position must have completed the RUF Campus Minister Assessment before they can be considered a candidate.
- Secure ministry approval by university administration.
- Work to obtain financial commitments for 60% of total budget.

March 1

- The Committee must have interviewed at least one candidate

March 15

- The Committee must have 40% of the first year's budget in the account by March 31st and 40% of the yearly budget pledged for five years.
- This should include two churches that are committed to giving for at least two years, with the hope that they will support the RUF work as long as it remains.
- There must be a commitment from the Presbytery to support the work with its own money for as long as the work remains.
- Thus, though only 40% of the total budget must be in the account for the new work to proceed, it is highly desired that the additional 20% be committed by the presbytery and churches to ensure the financial stability of the work.

March – April

- Extend Call to new Campus Minister
- Send signed Affiliation Agreement, Support Service and Area/Field Assistance Agreement and Call to RUF Office.

May – July

- Campus Minister will receive all pertinent information relating to insurance, orientation and training calendars, development instructions, etc.
- Campus Minister moves to field typically by June 1.
- Campus Minister will begin development work and support raising.

In order to comply with auditor regulations, a copy of the minutes from every Affiliated Committee meeting should always be sent to the RUF Office. These minutes are necessary for the RUF Office to receive so that so that we are informed of any action taken that may require follow-up. Also, please inform the RUF Office of scheduled Committee meetings. The Coordinator would like to attend Presbytery RUF Committee meetings when possible.