

Best Practice Timelines

May - August

- *Board Visioning, Goal Setting and Training Sessions* – Each campus ministry has a clear purpose, vision, and goal to invite, equip, and send students as faithful disciples of Jesus Christ. Visioning can bring the work of the board together for a common purpose and help start moving rapidly toward the programmatic, physical and spiritual aspects of what the campus ministry should and can become.
- *Property*: Organize/recruit “self-help” teams to complete routine maintenance projects.
- *Complete the following BHECM Reports*: Board Membership Report (Jun 1st), All Financial Reports (Jun 1st), Campus Minister’s Evaluation (Jun 10th), DS Annual Evaluation (Aug 1st).

August

- Support and prayer for the beginning of the school year, specifically the first six weeks of the semester in connecting with new and returning students.
- *Executive* - Review and approve the strategic management/planning objectives and goals for the year.
- *Program/Hospitality/Missions/Service*: finalize event planning for the fall semester with the campus minister and student leadership team.
- *Outreach/Development*: Implement plans for the annual financial campaign.

October

- *Property*: Complete property inspections, update the five-year maintenance/upgrade plan, review projected property income and expense reports to ensure the property can become financially self-sustaining. Submit the required property reports to BHECM (Oct 1st).

November

- *Personnel*: For United Methodist Clergy:
 - Clergy compensation forms must be processed by Dec 1st for the next fiscal year. If the local board is planning to recommend a salary increase, a recommendation for approval should be submitted to the district superintendent and the BHECM by Nov 15th.
 - Submit Board and Campus Minister Reappointment Preference Forms to the district superintendent by Dec 1st.
- *Finance*: Develop the campus ministry budget for the next fiscal year.

December

- *Development*: – Send a request for end of year financial gifts

January/February

- *Executive*: Assess progress in meeting annual campus ministry goals.
- *Program/Hospitality/Missions/Service*: Finalize event planning for the fall semester with the campus minister and student leadership team.
- *Finance*: Schedule the annual financial review.
- *Development*: Initiate the spring semester annual campaign.

April/May

- *Executive*: Assess progress in meeting annual campus ministry goals. Conduct a self-evaluation of the local board.
- *Nominations*: Recommend approval of new board members, officers, and team leaders for the next academic year.