



Conference Manual

Adventist Christian Fellowship

ACF MANUAL

NORTH AMERICAN DIVISION OF SEVENTH-DAY ADVENTISTS

I. GENERAL OVERVIEW

A. Introduction

This Manual provides guidelines, policies and forms for the effective and efficient operation of Adventist Christian Fellowship (ACF) chapters within the North American Division (NAD) of Seventh-day Adventists.

ACF is the official organization for Adventist campus ministry on non-Adventist college and university campuses within the NAD, including the US, Canada, Bermuda and Guam Micronesia.

ACF is one of the many ministries of the NAD Youth/Young Adult Ministries Department. Currently, ACF is a network of over two hundred chapters across the North American Division.

B. Vision

"Reach The Campus - Change The World!" Prospective leaders from around the world cycle through college and university campuses every year. When students are impacted by the gospel today they become spiritual leaders on campus now and in the churches and communities of tomorrow.

C. Mission

- **Build** ACF chapters on secular campuses that honor God and nurture the spiritual lives of students.
- **Engage** students in the mission of the church through relational evangelism and Christ-like student fellowships.
- **Empower** local ACF chapters, churches and sponsors through pastoral support, professional training and resources.

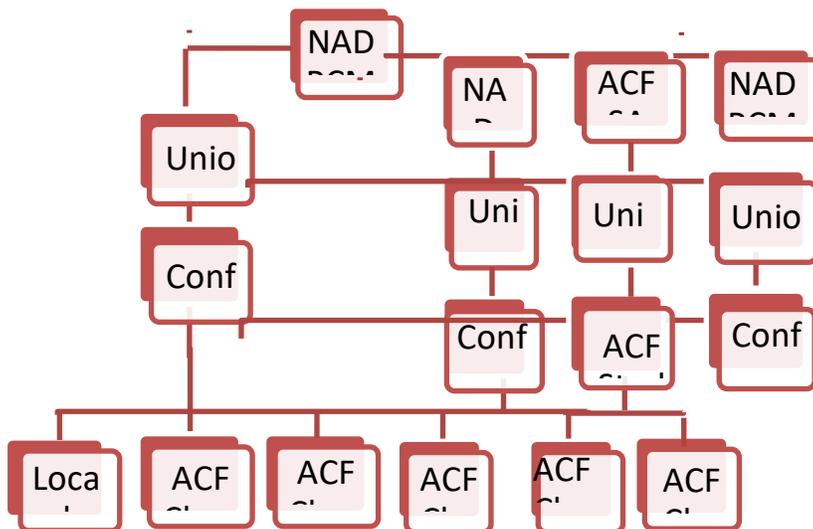
D. Ministry Principles

- **Word** - Christ is the message.
- **Be** - We are the messengers.
- **Come** - ACF fellowships are a visible part of Christ's body on campus.
- **Go** - Of students, by students and for students.
- **With** - Collaboration with others on campus.
- **New** - Adapting to change as a dynamic campus ministry principle.
- **Giff** - Strategic planning for campus outreach
- **Know** - Sharing what and why we believe with humble confidence.
- **Now** - Applying the Gospel with cultural campus relevance.
- **All** - Embracing campus diversity by welcoming all.

II. GUIDELINES

A. ACF Structure

As stated in the introduction, ACF is one of the various ministries of the Youth and Young Adult Department of the Adventist Church in North America. Local ACF chapters belong to a growing network of campus fellowships; they function under the leadership and guidance of the Conference PCM Director, and as much as possible, as a ministry of a local church. The following chart illustrates the PCM/ACF Structure Development document :



B. Steps to start an ACF chapter

- i. Contact students in your school and share the vision of starting a chapter. Finding Adventist students on campus may be challenging at times, so here are some ideas that may be helpful:
 1. Try posters on bulletin boards
 2. Post a notice in your campus newspaper
 3. Contact the local church/es and ask them for any students attending their churches
 4. Contact your campus radio station and ask them if you can broadcast a notice
 5. Contact the Conference and ask for students' names
 6. Contact your school's student center and ask for emails of Adventist students (if you are an official organization)
- ii. Contact your local church/pastor and seek the church's support.
- iii. Contact the Conference PCM Director and inform him/her about your plans to start an ACF chapter.
- iv. Find out your school's requirements to start a club.
- v. Organize a "meet and greet" for students to get to know each other and to discuss and plan the first official ACF meeting (contact Conference for support).
- vi. Organize the first official ACF meeting to elect officers and sign annual ACF Covenant (see form in the Appendix section).
- vii. Apply for New ACF Chapter funding from your Conference (see form in the Appendix section).
- viii. Register your chapter with the NAD ACF at www.acflink.org.

C. Leadership

The following are the suggested. (Note: Make sure you adhere to local university guidelines regarding required officers and elections).

- i. President. Responsible to lead the chapter in establishing a vision and to develop plans to accomplish that vision. His/her main responsibilities include: to provide spiritual leadership, chairing meetings, communicating regularly with local church and Conference officials when needed, and the election and preparation of future officers. The president should have knowledge and understanding of organizational guidelines (ACF, local Conference) and school guidelines (student organization, etc.)
- ii. Vice President: Supports the President; acts as main leader in the President's absence. We also suggest that president and vice president as well as other chapter officers be mentoring roles always thinking about who will take their place in the following year.
- iii. Secretary. Keep a record of all meetings and any voted actions. Compile and update a membership list with contact information.
- iv. Treasurer. Disburse funds from your account and keep a precise record of all transactions, including all receipts.
- v. Ministry Leaders. These will depend on the size and scope of your club's activities, but could include: Social coordinator, Small group coordinator, Outreach coordinator, Prayer coordinator, etc.
- vi. Mentor. A local church pastor, elder or chaplain who has agreed to provide support and advice on ministry matters as well as acting as a liaison to the local church.
- vii. Student Association Liaison or Faculty Advisor: Maintains relationship between the chapter and the school (i.e. requesting rooms, etc.); ensures school rules and regulations are kept.
- viii. Note 1: Leaders have to be members of the Adventist Church in good and regular standing.
- ix. Note 2: Roles can be added as deemed necessary by the chapter.

D. Planning

One of the key ingredients for the success of any group or organization is good planning. Here are some guidelines as you plan events with your chapter.

- i. Review the ACF vision and mission. Before you make any plans, and as you are implementing your plans, it is important to always remember the main vision and mission of the ACF ministry.
- ii. Establish goals. Goals should be clear, compelling and measurable, and should speak to the mission and vision of campus ministries. Here is an example: "To help the students in our chapter to establish the healthy spiritual habits of prayer and Bible study."
- iii. Stay focused. You may find many activities that are appealing, either because they have "worked" somewhere else, or because they sound interesting; however, make sure everything you plan is done with purpose. Ask yourself the question: "How will this event/activity help us achieve our goals?"
- iv. Think ahead. From time to time, you may have to plan an event within a short period, but make this an exception, not the norm. As much as possible, plan well in advance. This will make it easier in many ways: delegation of responsibilities, availability of venue, availability of speaker's, availability of funds, etc.

- v. Think beyond. Remember that what happens before and after an event is as important as the event itself. Ask yourself, "What will happen after this event/activity?" "What is the follow up?"
- vi. Training. Make sure you seek training both for chapter leaders and members. Contact the Conference ACF Director and ask for training events/resources. NAD Campus Catalyst is a good option. You can request information about Campus Catalyst from your Conference PCM Director.

Note: A great resource for ACF Chapter planning is: "The Word On Campus: A Guide To Public College Ministry" and the companion workbook "Adventist Christian Fellowship: Designing Your Campus Ministry" developed by NAD/ACF and can be ordered through AdventSource.

E. Relationship with the local church.

Every ACF Chapter should be *student led, Church sponsored and Conference resourced*. Ideally, every ACF chapter should be connected to and under the mentorship of a local church. You can operate a chapter completely independent of a local church, but this is only advised when there is no other choice (no church nearby, church hostility, etc.). Conference leadership will do their best to facilitate a healthy relationship between the local church and the ACF chapter.

The local church or churches can offer various kinds of support that can truly enhance your campus ministry. Here are some things to consider as you seek a relationship with the local church.

- i. Make an appointment with the pastor of each area church and explain what you are doing. (You want the local churches to catch the vision of campus ministries.)
- ii. Ask for advice.
- iii. Ask for funding.
- iv. Develop an active relationship with the church (Participate in the life of the church; you will both benefit!)
- v. Collegiate Sabbath. Plan a collegiate Sabbath to:
 - a. Make the congregation/s in your area aware of what your chapter is doing.
 - b. Share the specific needs of your chapter and how the church can help.

F. Funding

As your chapter is established and becomes active, funds will be needed to have a successful implementation of your plans. Here are some guidelines for this important area:

- i. Sources of funding
 - 1. University. Universities often provide oversight and conditional funding for recognized clubs on campus. Contact your school to find out what is available on your campus. (see sample proposal in the Appendix)
 - a. Apply for University, Provincial or Federal grants
 - 2. Local church. Make an official request to the church board. Make sure you present a proposal that states your goals and plans that justify the funds you are requesting. See suggested template in the Appendix section of this Manual.
 - 3. Conference. See form in the Appendix section.

4. Fundraising. This applies mainly to special projects (i.e. mission trips, etc.). Note: Any fundraising in the local church should be done with the permission of the pastor and local church board.
 5. Membership donations/offerings/fees. Though this is not required and not always practiced, you can consider it as a way of generating a startup fund.
- ii. Operational guidelines
1. Create an account (Adhere to your local university regulations). In many cases, this can be done through the local church as a line item of the church budget.
 2. Normally, at least two signatures are required on any checks/disbursement of funds
 3. Keep careful record of all expenses and receipts
 4. Submit regular reports to the Conference PCM Director: a ministry plan at the beginning of the school year and a year-end review to be presented at the annual Conference ACF training event (May-June)

G. Relating with your educational institution

- i. As soon as possible you will want to attain official club status. This will enable you to book meeting rooms and larger venues for special events, access special resources, and possibly qualify for additional funding. Most universities will require one or more officers to attend an orientation session in order to become acquainted with all governing policies.
- ii. Live within the rules and regulations of the university. You will want to develop a positive reputation that builds bridges and leads campus authorities to speak well of Adventist Christians.
- iii. Universities promote an ethos of tolerance and cooperation. This means that you have the freedom to present and promote Adventist doctrines. However, this should be done **with sensitivity and respect, in a manner that is positive and Christ centered**.
 1. Be careful of adopting a confrontational attitude toward other groups; find opportunities to build rapport with other Christian organizations. Take time to get to know other faith groups that are active on your campus.
 2. Invite them to join your meetings at appropriate times. There are often misconceptions about Adventists that you can correct by developing friendships and working together on programs and campus wide initiatives. You have more in common with these Christian clubs than most other organizations on any secular campus.

H. Ministry on Campus

There are two main goals or areas for ministry on campus:

- i. "In-Reach" = Discipleship. The threefold purpose under discipleship is:
 1. To invite students to accept Jesus as their Lord and Savior.
 2. To help them grow spiritually through various spiritual disciplines (Bible study, prayer, etc.)
 3. To seek Christ-likeness in character and conduct. Some activities that can help towards this goal are:
 - a. Weekly/bi-weekly Bible study
 - b. Prayer partners
 - c. Small groups
 - d. Spiritual retreats

- ii. "Out-Reach" = Mission. Commenting on the experience of the woman at the well (John 4), EGW says; "Every true disciple is born into the kingdom of God as a missionary." (Desire of Ages, 195). A second major area of focus for ministry on campus is mission/outreach. Here are some tips:

1. Follow Jesus' Method: "*Christ's method alone will give true success in reaching the people. The Savior mingled with men as one who desired their good. He showed His sympathy for them, ministered to their needs, and won their confidence. Then He bade them, 'Follow Me.'*" (Ministry of Healing, 143). Effective, long lasting evangelistic efforts will follow the steps listed in the quote above:
 - a. Mingle with people – Go where they are
 - b. As one who desires their good – Care for them
 - c. Show sympathy – Show it
 - d. Minister to their needs – Be relevant
 - e. Win their confidence – Build trust
 - f. Then bid them "follow" – THEN, invite them to follow Jesus
2. Study these steps in depth and then plan accordingly
3. The goal is to involve every student in mission
4. The goal is to share God's love, not just doctrines

I. Yearly cycle

- i. Dr. Guy Chmielecki suggests the following natural progression for campus ministry through the year (See Appendix)
 1. Rapport is established
 2. Community is built
 3. Community is established
 4. Community is transformed
- ii. Here are some practical ideas as you make yearly plans for your chapter:

<u>Season</u>	<u>Main goals</u>	<u>Ideas</u>
<u>Fall</u> (Sept- Dec)	<ul style="list-style-type: none"> ● Start/resume chapter act. ● Review mission, vision, goals, plans (sign covenant) ● Establish community ● Solidify leaders ● Create your rhythm ● Develop yearly plan and send it to the Conference ACF Director 	<ul style="list-style-type: none"> ● Utilize "Welcome Week" ● Plan your first mtg. well ● Consider a leadership retreat ● Focus on community (getting to know one-another) and discipleship (growing spiritually)
<u>Winter</u> (Jan-Mar)	<ul style="list-style-type: none"> ● Continue focus on community and discipleship ● Focus on campus outreach 	<ul style="list-style-type: none"> ● Schedule a welcome back event after the Christmas event ● Promote winter retreat ● Teach on relationships (Valentine's) ● Plan outreach event
<u>Spring</u> (Apr-Jun)	<ul style="list-style-type: none"> ● Continue community, discipleship and mission focus ● Elect future leaders 	<ul style="list-style-type: none"> ● Attend a leadership training event (ACF Institute) ● End the year well (plan

	<ul style="list-style-type: none"> • Leadership training 	event/celebration)
Summer (Jul-Aug)	<ul style="list-style-type: none"> • Assess and evaluate • Plan for following school year • Mission trip a possibility • "Refuel" (weekend retreat for leaders, etc.) 	<ul style="list-style-type: none"> • Plan a summer mission trip

III. POLICIES

A. Structure

As a ministry of the Seventh-day Adventist Church, local ACF chapters must make sure that:

- i. Their events and regular activities are implemented in concordance with the principles and the teachings of the Adventist church.
- ii. Wherever possible, ACF chapters must function in cooperation with and under the guidance and support of a local church/pastor.
- iii. The Conference PCM Director is the principal leader for the ministry throughout the Conference. Regular reports must be shared with him/her.
- iv. Any event/activity outside of the chapter's primary territory/area of operation (school, local church and surrounding community), must be reported to the local church and/or the Conference well in advance (insurance purposes).
- v. Note: If your school's rules for recognized organizations conflict with ACF principles of policies, please contact the Conference PCM Director to discuss the appropriate solution.

B. Registering a chapter

As the ACF ministry grows across the Conference, new chapters are expected to be initiated. All new chapters are encouraged to:

- i. Officially register with the your local Conference (see form in the Appendix section)
- ii. Officially register with the North American Division (go to www.acflink.org)

C. Finances/funding

Ministry usually requires funding. Transparency and integrity should be the guiding principles for the financial operations of our ACF chapters. Here are some policies in this area:

- i. Each ACF chapter should develop and submit an annual budget to the Conference PCM director at the beginning of the school year.
- ii. As plans are made and the annual budget is prepared, concrete sources of funding must be identified.
- iii. The treasurer must keep clear and up-to-date financial records and provide regular reports to the leaders of the chapter.
- iv. Check with your conference PCM Director about possible funding for your ACF Chapter and follow all the guidelines for receiving and reporting on those funds as directed.

D. Guest Speakers

A guest speaker is anyone who is not associated with the local ACF chapter to which they are invited to speak. As your chapter plans events the involve guest speakers, consider the following:

- i. Guest speakers must be carefully selected, in consultation with the ACF chapter mentor (pastor, elder, chaplain, etc.)
- ii. Denominational speakers from outside the Conference must be approved in advance by Conference PCM Director.
- iii. Honorariums: If the chapter decides to give an honorarium to the speaker, the amount should be discussed with the Conference PCM Director well in advance.

IV. APPENDIX (FORMS)

- A. Starting a chapter
- B. Funding request
- C. Financial report
- D. Annual covenant (renew commitment to values and vision; provide updated info on leaders and members)
- E. Yearly plan
- F. Annual evaluation/report (look back and reflect; what worked, what didn't)
- G. Sample Proposal: Application for funding/grants
- H. Resource section (websites, Bible studies, apologetics, etc.)



Starting a Chapter

University Name: _____

Leaders (President, Secretary, Treasurer, Others):

President _____ Secretary _____

Treasurer _____ Other _____

Meeting Venue/s: _____

Sponsoring Church/Pastor: _____

List of Members and Contact Information:

If additional space is needed, submit a separate sheet with names and contact information.

Name:

Contact:

Sources of Funding: _____

Startup Funding Request: Yes No

Signatures:

Pastor

Chapter President

PCM Coordinator/Director

North American Division of Seventh-day Adventists
Funding Request for ACF Events



Step 1 - List your event and write your ACF Chapter down:

Event: _____ ACF Chapter: _____

Step 2 - List in detail your proposed budget i.e. speaker, venue, marketing and outreach expenses:

<i>Items:</i>	<i>Amount:</i>
1. <i>Speaker</i>	_____
2. <i>Venue</i>	_____
3. <i>Marketing</i>	_____
4. <i>Outreach</i>	_____
5. _____	_____
6. _____	_____
7. _____	_____
<i>Total Expenses:</i>	_____

Step 3 - List in detail your sources of income i.e. church subsidy, offerings and registration fees:

<i>Items:</i>	<i>Amount:</i>
1. <i>Church Subsidy</i>	_____
2. <i>Offerings</i>	_____
3. <i>Registration Fees</i>	_____
4. <i>Conference Funds</i>	_____
5. <i>Chapter Funds</i>	_____
6. _____	_____
<i>Total Income:</i>	_____

Step 4 - Approval Signatures i.e. Advising Pastor/Sponsor and ACF Chapter President:

Advising Pastor/Sponsor Signature

ACF Chapter President Signature

Print/Type Name

Print/Type Name



Annual Chapter Covenant

Chapter Name: _____

ACF Mission Statement

- **Build** ACF chapters on secular campuses that honor God and nurture the spiritual lives of students.
- **Engage** students in the mission of the church through relational evangelism and Christ-like student fellowships.
- **Empower** local ACF chapters, churches and sponsors through pastoral support, professional training and resources.

Statement of Commitment

As members of this chapter, we commit to:

- **Work** together to fulfill the ACF Mission.
- **Uphold** the values of the ACF Ministry individually and corporately.
- **Share** the message of Jesus in a loving and respectful way.

Student Name:

Signature:

Leader Signatures:

Pastor

ACF Leader

PCM Coordinator/Director



Chapter Yearly Plan

Chapter Name:

Goals:

Events per Quarter:

Fall:

Winter:

Spring:

Summer:

Leader Signatures:

Pastor

Chapter President

PCM Coordinator/ Director



Annual Evaluation Report

Chapter Name:

Conference ACF Director will conduct evaluation at the end of the school year.

List of Events/Activities:

What Worked:

Things to Improve:

General Comments for Next Year:

Leader Signatures:

Pastor

Chapter President

PCM Coordinator/ Director