

Ministry Understanding and Agreement

established by
University Lutheran Chapel
and the
Minnesota South District

Participants

University Lutheran Chapel (ULC) – Rev. David Kind, Mr. Dennis Bauer, Mr. Paul Edmon
Missions Committee – Rev. Peter Meier
District Treasurer – Ms. Lu Clemmensen
Facilitator – Rev. Dr. Lane R. Seitz, President

Assumptions

- 1) The District owns and values its University of Minnesota property.
- 2) ULC is a tenant which benefits greatly from its ability to rent the U of M property at below fair rental value.
- 3) Financial support is granted by the Missions Committee of the Minnesota South District to congregations and other ministries in support of their mission outreach efforts.
- 4) ULC, as an autonomous congregation of the Minnesota South District, retains the right to call its own campus pastor.
- 5) The District and ULC will strive to maintain an amicable relationship for the purpose of conducting campus ministry at the University of Minnesota.

Pastoral Issues

- 1) ULC will be responsible for the cost of the campus pastor's salary, housing, benefits, moving expenses, etc. out of its offering receipts. ULC will consult the District Salary Compensation Guidelines in establishing the campus pastor's compensation package.
- 2) If the parsonage is available, ULC will have the option of using it to house its pastor.

Since the District owns the parsonage, ULC will pay the District a fair rental value as determined by the District Treasurer for the use of the parsonage. The congregation will be responsible for reimbursing the District for all utilities.

If the congregation has provided its pastor with a housing allowance and is not using the parsonage, the District may rent or sell the parsonage.

- 3) In issuing a Call to a campus pastor, ULC will fully inform the pastor-elect of all Mission Committee expectations upon ULC and the Campus Pastor.
- 4) ULC will be responsible for the expenses of a vacancy pastor out of its offering receipts.

Budget/Property Issues

- 1) The University of Minnesota property was originally purchased by the Minnesota South District to further the work of the District, including ministry to the students on the U of M campus. ULC is currently the primary tenant. The District Treasurer, who is responsible for all District property, retains the right to rent portions of the facility not currently being used by ULC to other tenants.
- 2) Since the Minnesota South District owns the University of Minnesota property used by University Lutheran Chapel (ULC) and other entities, the District will be responsible for the physical operation of the property. This includes the payment of all utilities, repairs, and capital improvements. Those utilities paid for by the District include: gas, electricity, fuel oil, water and sewer, trash removal, snow plowing and the boiler service contract. All utility accounts will be in the name of the Minnesota South District, with bills being sent directly to the District Treasurer.

All capital improvements will be determined by the District Treasurer.

- 3) The District Treasurer, who is responsible for all District property, will establish a fair rental value for the use of the University of Minnesota facility by ULC following appropriate research every five (5) years. This figure will be adjusted on or before July 1 of each year. This figure is for comparison purposes.

The actual amount of rent to be paid by ULC to the District, established by July 1, will become effective on January 1 of the following year.

The annual rate of increase in rent paid by ULC will be the greater of the change in the Consumer Price Index (CPI) from the previous year or the actual increased costs incurred by the District, including all utilities, repairs, service contracts, and upkeep, up to a maximum of 7% above the previous year's rent. In the event the actual costs exceed the CPI increase, the District will provide ULC with a detailed accounting of the actual cost incurred for both the current year and the previous year.

The rent paid by ULC will be funded, in part, from financial support from the District; the remaining funds are to come from the congregation.

- 4) The District will pay ULC a monthly stipend for managing the University of Minnesota property (chapel and house), which is to pay for the cost of normal building maintenance and lawn care. The congregation will be responsible for normal cleaning of

the facility. ULC will notify the District Treasurer of items which may need further attention.

- 5) ULC is authorized to spend up to \$100.00 per month for miscellaneous parts for repairs to the facility. ULC will submit its receipts for these items to the District Treasurer for reimbursement on a monthly basis.
- 6) Any repairs that exceed \$100.00 per month need the prior approval of the District Treasurer.
- 7) All changes or improvements to the university property must be approved by the District Treasurer.
- 8) ULC will inform the District Treasurer of any fund raising projects (Thrivent, etc.) which will affect the property.
- 9) The District Treasurer will provide for an annual assessment of the university property.
- 10) ULC will provide the District Treasurer with proof of liability insurance, at the same level as the District carries, on an annual basis.

Program Issues

ULC no longer seeks the financial support of the district for program issues. In 2011 we wrote to the district asking them to remove our subsidy from their budget to be used for other mission work. Document available on the website.

- 1) Financial support will be given to ULC in support of the mission activity of the congregation. Such mission activity will include the following:
 - a) The campus pastor will offer and provide timely and evangelical Bible studies for the students at the U of M in the chapel and on the campus.
 - b) ULC's pastor will offer and provide adequate and necessary pastoral care to LCMS students at the U of M and to all other students who place themselves under his care.
 - c) ULC will encourage students to serve in appropriate leadership positions within the congregation and to participate in congregational life.
 - d) ULC will publicize the support it receives from the Minnesota South District.
 - e) ULC and its pastor will be intentional and proactive in outreach and stewardship.
 - f) ULC will submit Mission Reports in a timely manner to the Assistant to the President for Missions.

- 2) ULC will be free to do fundraising within the Minnesota South District or elsewhere to raise additional support for its ministry, provided that ULC complies with the Mission Committee's policy on special mission support.

We last met in January of 2010. Prior to that, meeting was very inconsistent. We have not met in 2011 except at the Task Force meeting on April 19

ULC was not informed of the BOD decision to establish a campus ministry task force, nor was she included in any discussions of the task force, nor was she consulted before the plan was presented.

President Seitz has not called such a meeting, which should have happened some time in 2010.

Communication Issues

- 1) The Missions Committee will invite the campus pastor and a lay representative of ULC to meet with the Missions Committee at least once per year. When necessary, the Campus Ministry Committee will gladly meet with representatives of ULC. When the Missions Committee will be discussing a major issue or making a decision which will affect ULC, the Committee will notify ULC of the issue prior to the meeting at which it will be discussed/decided.
- 2) ULC will send copies of the minutes of their Church Council and Voters' meetings and other pertinent materials to the Assistant to the President for Missions who will share them with the members of the Missions Committee.
- 3) If the Missions Committee decides to contract a professional church worker or intern, which will affect the ministry of ULC, the Missions Committee will seek input from ULC prior to doing so.

Monitoring of the Agreement

- 1) The District President will be responsible for bringing the parties to this agreement (i.e., University Lutheran Chapel, the District Treasurer, and the Assistant to the President for Missions) together on a bi-annual basis to review this Ministry Understanding and Agreement.

Adopted May 3, 2000
Revised May 24, 2001
Revised September 13, 2001
Revised November 13, 2008