



## GUIDELINES FOR GUEST MINISTRY ORGANIZATIONS

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SAMFORD UNIVERSITY  
2022-2023 Academic Year

Samford University strives to provide a nurturing environment for students to learn and live the Christian faith. In addition to the worship and ministry opportunities afforded by the Office of Spiritual Life (OSL), Samford welcomes approved churches and para-church organizations to engage students by sharing, teaching, and modeling the gospel of Jesus Christ. Within this context, a goal is to connect students with local congregations and ministry organizations for corporate worship, spiritual development, and personal relationships with other believers. While the OSL desires to cooperate with multiple external ministries to disciple and mentor Samford students, as well as to be informed of the substance and practices of all on-campus ministries, we seek to offer use and access to university facilities on an equitable basis.

The OSL, and specifically, the Campus Pastor, is responsible for the approval and oversight of all on-campus ministry activities provided to undergraduate students ("Guest Ministries"). The OSL also engages and collaborates with ministries that are particular to professional and graduate students, such as those offered by or through Beeson Divinity School ("Graduate Ministries"). The following processes and procedures enable Samford to accomplish these important objectives.

1. Guest Ministries must register annually by completing and submitting an online application and registration form. This provides Samford with current contact information for each Guest Ministry and confirms local ministry affiliations. Background checks must be successfully completed for each Guest Ministry representative who will enter the Samford campus and prior to beginning any programming. The background checks are ordered and obtained by Samford, upon receipt of advance payment by the Guest Ministry, for the associated costs.
2. Guest Ministries Organizations are reviewed by the Campus Pastor, no less than annually. Campus access by a Guest Ministry may be denied or terminated by the Campus Pastor and the Vice President for Student Affairs.
3. Guest Ministries approved for campus access must be affiliated with a recognized church, para-church or other ministry organization. A Guest Ministry should have and observe a statement of faith and theological perspective that is consistent with the Mission, Vision and Core Values of Samford. As a condition for campus access, a Guest Ministry shall fully and clearly disclose in writing to the Campus Pastor all of its affiliations, foundational theological tenets, means and institutional sources of support, and sponsoring organizations. Upon request by a student, parent or Samford employee, a Guest Ministry shall also disclose such information.
4. Granting campus access to a Guest Ministry does not constitute sponsorship or management of such ministry by Samford, and on-campus representatives of Guest Ministries are not employees, agents, or representatives of Samford. To clarify for students and employees the status of Guest Ministry campus representatives, such persons while on Samford property shall wear permanent name tags of the Guest Ministry that prominently and legibly include the names of the Guest Ministry and its individual representative. The form of such identification shall be approved in advance by the OSL.

5. Representatives of Guest Ministries authorized for campus access may enter and enjoy student gathering areas designated by the OSL, such as: the Beeson University Center, Davis Library, the College of Health Sciences atrium, athletic venues, and Ben Brown Plaza.

6. A request of a Guest Ministry to use a building room or other campus space should be submitted in writing to the OSL. Facility use will be based on space and resource availability and the following scheduling criteria:

A. Requests of Guest Ministries for use of campus facilities will be considered by OSL each semester, beginning after the second week of classes, to provide scheduling priority to academic and student organizations.

B. Each Fall and Spring semester, a Guest Ministry authorized for campus access may reserve university facilities for the following: (a) weekly small group meetings in one or more classrooms; (b) larger group gatherings in campus venues as available; and (c) one social/tabling event. Prior to any such activities, the Guest Ministry shall sign and deliver a facility use agreement as required by Samford's Office of Events Management for all external groups, including any applicable room or facility rental fees. Such facility use agreements shall require, among other things, that a Guest Ministry provide Samford a certificate evidencing certain property and liability insurance coverages and a schedule of any related fees.

C. Due to a non-solicitation policy, Guest Ministries shall not conduct on-campus ministry activities in residence hall rooms or apartments but shall be allowed in the common areas of such residential facilities, by invitation of the residence hall and/or designated Greek chapter leadership. Any invitation must follow normal Events Management approval process, including the Office of Greek Life. Promotional signage for weekly small group meetings is not permitted.

7. Each Guest Ministry shall timely and regularly communicate with the Campus Pastor and the OSL staff regarding any ministry or student issues that may be beneficial to the university in caring for its campus community.