

# EXHIBIT 3

# **VSU Campus Ministries**

## **Policy and Procedures Manual**

**2026–2027**

### **1. Purpose**

The purpose of VSU Campus Ministries is to foster an authentic, loving, and supportive faith-based community for Virginia State University students. Through student-led ministries, students are encouraged to grow in their respective faith traditions through study, fellowship, service, activities, and mutual support while maintaining academic success and progressing toward graduation.

### **2. Mission Statement**

VSU Campus Ministries exists to cultivate a supportive faith community that promotes spiritual growth, leadership development, service, fellowship, and academic success among Virginia State University students from enrollment through graduation.

### **3. Organizational Structure**

#### **3.1 Governance**

VSU Campus Ministries is governed through the collaborative oversight of:

- The VSU Campus Minister
- The VSU Campus Ministries Faculty Advisory Board
- Registered student leaders representing participating ministries

Student-led ministries are governed and influenced by currently enrolled and registered Virginia State University students.

### **3.2 Faculty Advisory Board (2026–2027)**

The Faculty Advisory Board provides guidance, oversight, and support to VSU Campus Ministries and its affiliated student-led ministries.

Members include:

- Joseph Lyons, Executive Director of Career Services
- Juliette Davis, Budget Manager, Office of Admissions
- Delano Douglas, Academic Intervention Coach/Supervisor, Academic Center of Excellence
- Rodney Hall, Deputy Chief of Staff, Office of the President
- Derrick Peterson, Facility Quality Assurance Director
- Sylvia Anderson, Counselor, Upward Bound
- Arifah Goodwin, Community Development Extension Specialist
- Carl Murray, Police Officer, Police and Public Safety

## **4. Student-Led Ministries Policy**

### **4.1 Ministry Classification**

Student-led ministries operate as campus clubs under the advisement of the VSU Campus Minister and the Faculty Advisory Board. They are not registered social organizations.

### **4.2 Student Leadership**

Student leaders are responsible for:

- Planning ministry activities and programs
- Recruiting and engaging members
- Maintaining ministry records
- Coordinating with the Campus Minister
- Supporting the academic success of ministry participants

### **4.3 Membership**

Participation is open to students seeking faith-based fellowship, spiritual development, and service opportunities. Students from all faith traditions are welcomed and respected.

## **5. Facility and Space Management Procedures**

### **Policy**

The VSU Campus Minister is responsible for securing meeting and event space for student-led ministries.

### **Procedures**

1. Student leaders submit meeting or event requests to the Campus Minister.
2. Requests should include:
  - Date and time requested
  - Expected attendance
  - Room setup requirements
  - Event purpose
3. The Campus Minister will coordinate space reservations through university procedures.
4. Confirmation will be communicated to ministry leadership before the event.

## **6. Financial Management Procedures**

### **Policy**

Student-led ministries may conduct fundraising activities. All ministry funds shall be processed and maintained through the designated central accounting system.

### **Procedures**

1. Fundraising proposals must be submitted for review and approval.

2. All collected funds must be deposited through approved Campus Ministries' processes.
3. No unofficial bank accounts may be established on behalf of a ministry.
4. Expenditures must receive approval according to university and ministry procedures.
5. Financial records shall be maintained for accountability and reporting purposes.

## **7. Guest Speaker and Presenter Approval Policy**

### **Policy**

All external guests, speakers, presenters, and performers must receive approval from the VSU Campus Minister and the Faculty Advisory Board prior to participation.

### **Procedures**

1. Submit a guest request form no less than two weeks before the event.
2. Include:
  - Guest name and organization
  - Purpose of appearance
  - Topic or presentation description
3. The Campus Minister reviews the request.
4. The Faculty Advisory Board provides final approval when required.
5. Written approval must be received before any public announcement is made.

## **8. Faith Inclusion and Support Policy**

VSU Campus Ministries is committed to serving students from all faith traditions. Resources, support, guidance, and opportunities for spiritual growth shall be provided in a manner that promotes respect, inclusion, and understanding.

## **Objectives**

- Encourage faith development
- Promote respectful interfaith engagement
- Support student well-being
- Foster a welcoming campus environment

## **9. Muslim Student Association Relationship**

### **Policy**

The Muslim Student Association (MSA) is supported by VSU Campus Ministries through advisory assistance and coordination of meeting and event space.

### **Procedures**

- The Campus Minister serves in an advisory capacity.
- Space assistance may be provided when requested.
- MSA maintains its status as a separate officially registered student organization.
- MSA governance and funding remain independent from VSU Campus Ministries.

## **10. VSU Community Faith Alliance**

### **Purpose**

The VSU Community Faith Alliance exists to strengthen relationships between Virginia State University and local faith communities.

### **Objectives**

- Unite faith-based partners serving VSU students
- Coordinate collaborative ministry opportunities
- Promote community engagement
- Expand support resources available to students

## **Procedures**

1. Community faith leaders may participate in alliance meetings.
2. Alliance members collaborate on campus ministry initiatives.
3. Joint activities may be planned and implemented through coordinated efforts.
4. Activities should align with the mission and values of Virginia State University and VSU Campus Ministries.

## **11. Student Conduct Expectations**

Members and leaders are expected to:

- Demonstrate respect toward all individuals
- Follow university policies and regulations
- Conduct ministry activities responsibly
- Promote academic success and student development
- Maintain integrity in leadership and financial stewardship

## **12. Review and Revision**

This manual shall be reviewed annually by the VSU Campus Minister and the Faculty Advisory Board. Revisions may be made to ensure alignment with university policies, student needs, and ministry objectives.

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**Approved By:** VSU Campus Minister and Faculty Advisory Board

**Effective Date:** 2026–2027 Academic Year