



## Local Ministry Group (LMG) Quick Facts Sheet

### Starting up:

Contact your CMDA [Regional Director](#). He will

- Pray with you
- Be your sounding board
- Give you the information you need to connect with other CMDA members in your area

Pray with local members for support, encouragement, and to get a sense of what God is doing around you.

Work through the document, [Local Ministry Group Vision Casting](#), with others interested in being part of a new CMDA ministry in the area.

Assemble three CMDA members as your leadership team, or *Council* (in CMDA lingo), then complete and submit the [Local Ministry Group Constitution](#).

### Leadership:

Each leader must complete a [CMDA Leadership Commitment Form](#).

Each must abide by [CMDA bylaws](#), policies, practices, [Code of Conduct](#) and [Doctrinal Statement](#) in order to function as a CMDA leader.

Each leader participates in **the Local Council**:

The purpose of the Local Council is to cast the vision for and give primary direction to the CMDA Local Ministry group. Members of the Local Council should be men or women who are totally committed to the vision of the Local Council. Most will be Healthcare professionals, but you may wish to involve non-members and non-medical partners like pastors. Officers of the local council must be national members of CMDA. All council members are willing to commit their time, talent, and treasure to the Local Ministry Group.

Each is encouraged to participate in the CMDA National Convention and other connecting events.

Members of the Local Council should be willing to commit their time, talents and treasure to make the ministry successful if they feel that God has called them to this ministry at this time in their lives.

### Staying Connected:

Adhere to the [CMDA bylaws](#) as approved by the Board of Trustees.

[Reconnect](#) each year by filing a brief annual report of its activities over the past year and confirm names and contact information for the Local Ministry group's leadership.

When applicable, designate one representative to serve in the CMDA House of Representatives held during the annual National Convention of the Christian Medical & Dental Associations.

Maintain the organization and activities in a manner consistent with those of CMDA.

Inform CMDA staff (local, regional or national) concerning group activities, needs or any relevant concerns (CMDA is legally responsible for the actions of its constituted groups).

Abide by the requirements of the Internal Revenue Code (IRC) Section 501(c)(3) (please see [IRS Requirements](#)).

Agree to use the same accounting period as CMDA which is July 1 through June 30 to be included under CMDA's group exemption with the IRS (Please see [Local Ministry Group Financial Guidelines](#)).

Notify CMDA if financial activity exceeds \$25,000, including donations and/or expenses during the current fiscal year so proper IRS filing may occur.

**Staff**—In order to handle expansion of the Local Ministry Group grows you may need to enlist local members as ministry volunteers, hire administrative staff, and/or hire ministry staff (full or part time) to expand your capacity to handle the vision God has given you for ministry in your area.

#### **Staff Types:**

- Administrative Assistant—a paid staff person (Part-time or Full-time) tasked with handling organizational needs of a LMG like communication through email and mailings, event planning, and database maintenance.
- Volunteer Area Director—a doctor who volunteers his or her time one half to one day a week to champion the local CMDA effort—by coming alongside students, residents, and graduate doctors. We consider doctors who are working at least one day a week for CMDA, impacting graduate doctors (+/- students) as area directors. These doctors may or may not receive wages from CMDA.
- Full-time Area Director – As the local ministry grows and God provides the funding the council may chose hire a Full-time Area Director to assist the Local Council in achieving its goals. He or she is considered an employee of CMDA, but the Local Council is a vital part of the selection process.
- Associate Staff – Frequently a Local Council will wish to employ someone part time, often one or two days a week. Such part-time employees are considered Associate Staff and are hired on a contract basis. Normally, such persons are already in ministry, either in a local church or with another para church organization.

**Hiring--**When the decision is made regarding hiring a person full or part time, the search process begins. Your Regional Director will assist in giving direction to the process, especially in finding potential candidates.

Qualities that are desired in a local staff person are:

- a good communicator to graduate doctors and students;
- one who fosters respect from doctors;
- energetic;
- creative;
- good administrative skills;
- a passion for work with both students and graduate doctors, if students are involved;
- stable in marriage, if married, with spouse committed to the work;
- effective fund raiser;
- experience with student work or doctors;
- Consider your candidates—you will likely miss out on a number of excellent candidates if you wait for unanimity. If the Regional Director recommends a certain person to you, give very serious consideration to this recommendation, since the he is in the best position to know what is needed for one to be successful field staff.
- Joint Process—the hiring of an Area Director or Associate Staff is a joint process between the Local Ministry Council and CMDA. Both must agree upon a person before he or she can be employed. Thus, the Council's selection will often be interviewed at the national office by the Vice President, Campus & Community Ministries and others.

- Employee of CMDA—the person becomes an employee of CMDA and as such is accountable, not only to the Local Council, but to the CMDA Regional Director, and to the policies of the organization. This is important for reasons of liability, financial controls, tax deductions, training, and cross-pollination.

**Fundraising**—Area ministries with CMDA are a venture of faith and local funding is necessary for these ministries to be successful. **The raising of these funds is a joint endeavor between field staff and the Local Ministry Council and the CMDA office in Bristol.** Local Council members and other Christian healthcare professionals should give generously in support of the ministry and be ready to seek funding from their colleagues and churches. Staff members will likely have family and friends who will also wish to participate financially in the ministry. It is important to note that donations are to support the position, not the person. Should a staff person leave this ministry, excess funds remain for their replacement. The national office for CMDA will help local councils in evaluating and planning their fundraising efforts and will help develop specific tools such as a case for support when needed.

- Where will these funds come from?

*Members of the Local Council.*

*The Area CMDA Membership and local Christian doctors.* The entire CMDA--Make a list of Christian doctors each of the members of the Local Ministry Council knows and plan to contact them personally.

*Local Churches.* A good starting point is the local churches of Local Council members.

*Local Hospital Foundations--*National Foundations should not be approached without first consulting with the CMDA Director of Development. Non-coordinated efforts are viewed poorly by foundations, thus jeopardizing all efforts.

*The Most Important Source: the personal appeal of doctors in the local council to doctors in the community.* Local council leaders should be asked first to give and then they should be given 5-10 names of community doctors who they can contact with the Case for Support and a personal endorsement of the ministry.

*More fundraising ideas:* desserts, home meals and/or meetings, and health fairs, golf tournaments.

**Setting a Budget--**Your Regional Director will assist you in putting together a budget for your area. Of particular concern will be the compensation package for the Area Director.

- Possible Budget needs:

Funding Student Activities

Contribute to Meetings

Send 2 student leaders to National Student Council

Administrative Help

Local Ministry Group Meetings

Mission trip funding

Hiring full-time/part-time ministry staff

## Concluding Thoughts:

### **Your Council is part of the national CMDA team!**

By organizational policy, CMDA has only one Board. The Board of Trustees is our governing body. The Board then delegates authority to Councils, Commissions, Committees, and administration. Authority to oversee specific local ministries is delegated to Local Councils.

### **Ministry Evaluation**

Accountability is important for everyone: Generals and Privates, CEOs and janitors. It is especially important for clear direction and evaluation in ministry, even though certain outcomes are difficult to evaluate. We ask you to provide CMDA with an annual evaluation of your local ministry group. This [reconnection](#) will help CMDA support, resource and stay connected with your local ministry group.