

# **Staff/Pastor Parish Relations Committee Training**

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- **LUBBOCK DISTRICT**

- . **Aug. 30 at 7:00pm**

- **Plainview, First UMC**

- . **August 31 at 7:00 pm**

- **Lubbock, Crossroads UMC**

# Mission of the Church

- Making disciples of Jesus Christ for the transformation of the world.
- Local church provides the most significant place.
- Love of God and love of neighbor are key.
- Deploying, inviting, nurturing and equipping are the heart of Christian ministry.

## **The Staff/Pastor Parish Relations Committee?**

The Staff/Pastor Parish Relations Committee is the administrative unit in the local church where staff and congregational interests are integrated to focus on the mission of the church.

## Who We Are...

- Professing members of the local church
- Associate members
- People engaged and attentive to our own Christian spiritual development
- Elected by Charge Conference
- Because of office - Lay Delegate to AC and Lay Leader (voice & vote)
- A representative and lay leader from each church on the charge

## Who we cannot be...

- Staff members
- Immediate family members of the pastor or staff member
- More than one immediate family member residing in the same household

## Committee Basics (§258.2):

### Membership

- Between 5 and 9 persons (one shall be a young adult and one may be a youth);
- Divided into three year classes
- Members shall be able to succeed themselves for one three-year term (new in 2009)
- Oversees the work of all staff
- Pastor should be present, unless s/he excuses self or if D.S. is in attendance

# Meetings

- At least quarterly
- Written minutes+
- Held only with knowledge of pastor and/or DS
- Pastor present, unless s/he voluntarily excuses self
- May meet with the DS without the pastor or appointed staff (notification prior to meeting and consultation immediately after)
- Shall meet in closed session - confidentiality

## Effective S/PPRCs

- Meet regularly and often
- Prepare for meetings
- Establish partnership with pastor

## Ineffective S/PPRCs

- Conduct annual evaluation only
- Allow too little time and care
- Behave unfairly

# What P/SPRCs and Clergy Need from Each Other

- S/SPRCs most need from clergy
  - . Cooperation and receptivity
  - . Clear and open communication
- Clergy most need from S/PPRCs
  - . Honest feedback
  - . Personal concern and support
  - . Communication with the congregation

# **S/PPRC Functions - what really matters!**

- Listening to pastor, to staff, to congregation
- Communication about expectations: congregational expectations and clergy/staff expectations
- Advocating for the pastor, for the staff.

# Confidentiality/Integrity Issues

- Issues are discussed during meeting, not between meetings
- All matters under discussion are kept in strict confidence, i.e., a %safe+place
- All input brought to the meeting is held in confidence, but is %owned+input
- Careful reporting to Council of each meeting

# Duties of Committee (§258.2g)

## Communication

- Confer and counsel with pastor & staff, advising them of ministry conditions
- Continually interpret to people the nature and function of ministry
- Counsel pastor & staff on relationships with congregation, priorities, skills, goals
- Interpret to congregation: preparation for ordained ministry, Ministerial Education Fund

# Duties of Committee

## Personnel Issues

- Develop and approve job descriptions for staff other than pastor
- Recommend to Council other staff positions
- Consult: pulpit supply, compensation, vacation, insurance, pension, housing -- making recommendations to Council.
- Enlist, interview, evaluate, review, recommend: Lay Speakers, Candidates for Ministry and missionary service
- Consult: continuing education, renewal

# Duties of Committee

## Parsonage Issues

- With Trustee and Pastor, make annual review of parsonage
- Or providing an adequate housing allowance

# Duties of Committee

## Annual Assessments

- Provide annual assessment for pastor to meet the mission field needs and encourage effective ministry
- Provide annual assessment for the staff to meet the mission field needs and encourage effective ministry

# Duties of Committee

## Appointment Issues

- Confer with pastor & cooperate with pastor, DS, and bishop in securing clergy leadership when it becomes evident that the best interests of the mission field, the church and the pastor will be served by a change.
- Such conferring and cooperating with DS and bishop are advisory only.

# Pastoral Function – what really matters:

- **Spiritual leadership**
- **Self-care**
- **“Characteristics of Effective Clergy”**
  - . **Increase in Professions of Faith – (numbers found on “End of Year” Report)**
  - . **Increase in Worship Attendance – (numbers found on “End of Year” Report)**
  - . **Payment of 100% (or increase of payment percentage) of Shared Ministries – (numbers found on “End of Year” Report)**
  - . **Level of church’s Mission Field involvement**
  - . **Presence of a Culture of Giving**

# Relationships and Orders

- Lay Supply
- Professional, Para-professional Certification
- Part Time Local Pastor
- Full Time Local Pastor
- Associate Members
- Provisional Members
- Deacons in Full Connection
- Elders in Full Connection

# *The Pastor's Job Description*

## (¶340 – Duties of Elders, Associate Members, Local Pastors)

- Word and ecclesial acts
- Sacrament
- Order
- Service

# CALENDAR FLOW

## FIRST QUARTER (January-March):

- Organize Committee  
(vice-chair, secretary)
- Review job descriptions for lay staff
- Look at S/PPRC Goals for year

# CALENDAR FLOW

SECOND QUARTER: (April-June)

- Continuing Staff Assessment
- Parsonage Tour -- with Trustees

# CALENDAR FLOW

## THIRD QUARTER (July-September)

- Budget work: salary, accountable reimbursement, continuing education, other budget items that relate to %staff+
- Congregational/Staff Assessment . A time to define the mission field of the church and evaluate the strengths and weakness of the congregation and staff with the idea of %ways to help congregation/staff grow and reach out to their mission field.

# CALENDAR FLOW

## FOURTH QUARTER (October-December)

- Look at Goals being set for new year . how do they impact staff (priorities, training, division of tasks)
- Look at long range plan for pastors & continuing education
- Assessment of Clergy - as it relates to the Mission Field needs
- Appointment Consultation Review . January
- Evaluate year's work of S/PPRC

# WEBSITE RESOURCES

## CONFERENCE

[www.nwtxconf.org](http://www.nwtxconf.org)

## DISTRICT

[www.lubdistumc.org](http://www.lubdistumc.org)

# **The SPRC and Clergy/Staff Effectiveness**

9/1/2010

# Areas of Focus

- Clergy Assessment and Appointment Consultation Form,
- Church Assessment Forms
- Personnel Policies for Lay Staff
- Support Systems
- Leadership

# Clergy Assessment and the Appointment Consultation Form

- Include input from incoming and out-going class . meeting together in December or early January for appointment consultation
- Fill out form in early January with old and new S/PPRC
- No polls, petitions, straw votes . rather use consensus
- Signatures of committee and pastor
- Forms are advisory to Bishop and Cabinet
- Due date: January 21, 2011

# Church Assessments

- **Church Assessments:**
  - . Pastor of Church
  - . S/PPRC of Church
- Laity responsible for inputting, editing, and updating the Church Assessment and Mission Field definition
- Assessments are taken **VERY** seriously!!!!

# Cabinet Guidelines for Appointment-Making

- Mission Field Needs
- Itineracy
- Open-itineracy
  - . Willingness to receive appointed clergy without regard to race, ethnic origin, gender, color, disability, marital status, or age
- Family Situations
- All appointments are for one year

# Priority of Needs During Appointment Process

- The mission of the Church
- The needs/mission field of a specific church as it relates to the community
- Gifts and graces of the clergy
- The needs of the clergy
- Housing and family needs
- Salary

# Steps in the Process:

- Review mission field of the church
- Selection of pastor based on mission field needs, pastor's ability to meet those needs, readiness of congregation and pastor to meet those needs
- Contacting pastor for affirmative response
- Contact S/PPRC for affirmative response
  - Or %s there any reasons the cabinet should reconsider this appointment?+
- Appointment confirmed or process starts over
- Appointments final when %ead+at Annual Conference Session

# Annual Assessments

[www.lubdistumc.org](http://www.lubdistumc.org) (under %Forms+tab)

Forms in MSWord (.doc) and Adobe Reader (.pdf) format

**"Instructions for Assessment Forms**

**"Clergy Assessment of Church**

**"S/PPRC Assessment of Church**

**"Clergy Assessment of Self and  
Appt Consultation**

**"S/PRC Assessment of Clergy and  
Appt Consultation**

**"Appendix A, B, C & D**

# Personnel Policies for Lay Staff

- What the *Discipline* says
- Guidelines for Communication and Accountability
- Supervision
- Benefits for lay staff

# RESOURCES – Candidacy

- *The Book of Discipline*
- *The Christian As Minister*  
(Cokesbury)
- *The Ministry Inquiry Process*  
(Book and Video, DOM)
- Conference Website  
(Board of Ordained Ministry)

# RESOURCES – Pastor/Staff: Support and Accountability

- . Guidelines for Hiring a Professional Staff Person (Cokesbury HE4050)
- . Guidelines for Developing Church Personnel Policies (Cokesbury HE4055)
- . Guidelines for Developing Church Job Descriptions (Cokesbury HE4056)

# RESOURCES - Pastor/Staff: Support and Accountability

- . *Meeting God at the Boundaries: Cross-Cultural/Cross-Racial Clergy Appointments (Cokesbury)*
- . *Meeting God at the Boundaries: Cross-Cultural/Cross-Racial Clergy, A Manual for Church Leaders (Cokesbury)*
- . *Watching Over One Another in Love: A Wesleyan Model for Ministry Assessment (Cokesbury)*

# RESOURCES - Congregational Covenants

- *Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church* (Cokesbury)
- *Safe Sanctuaries: Reducing the Risk of Abuse in Youth Ministries* (Cokesbury)
- *The Buck Stops Here* by Mary Logan (Cokesbury)
- *Watching Over One Another in Love: A Wesleyan Model for Ministry Assessment* (Cokesbury)



**THE END**

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**NO!**  
**REALLY IT'S**  
**JUST THE**  
**BEGINNING!**