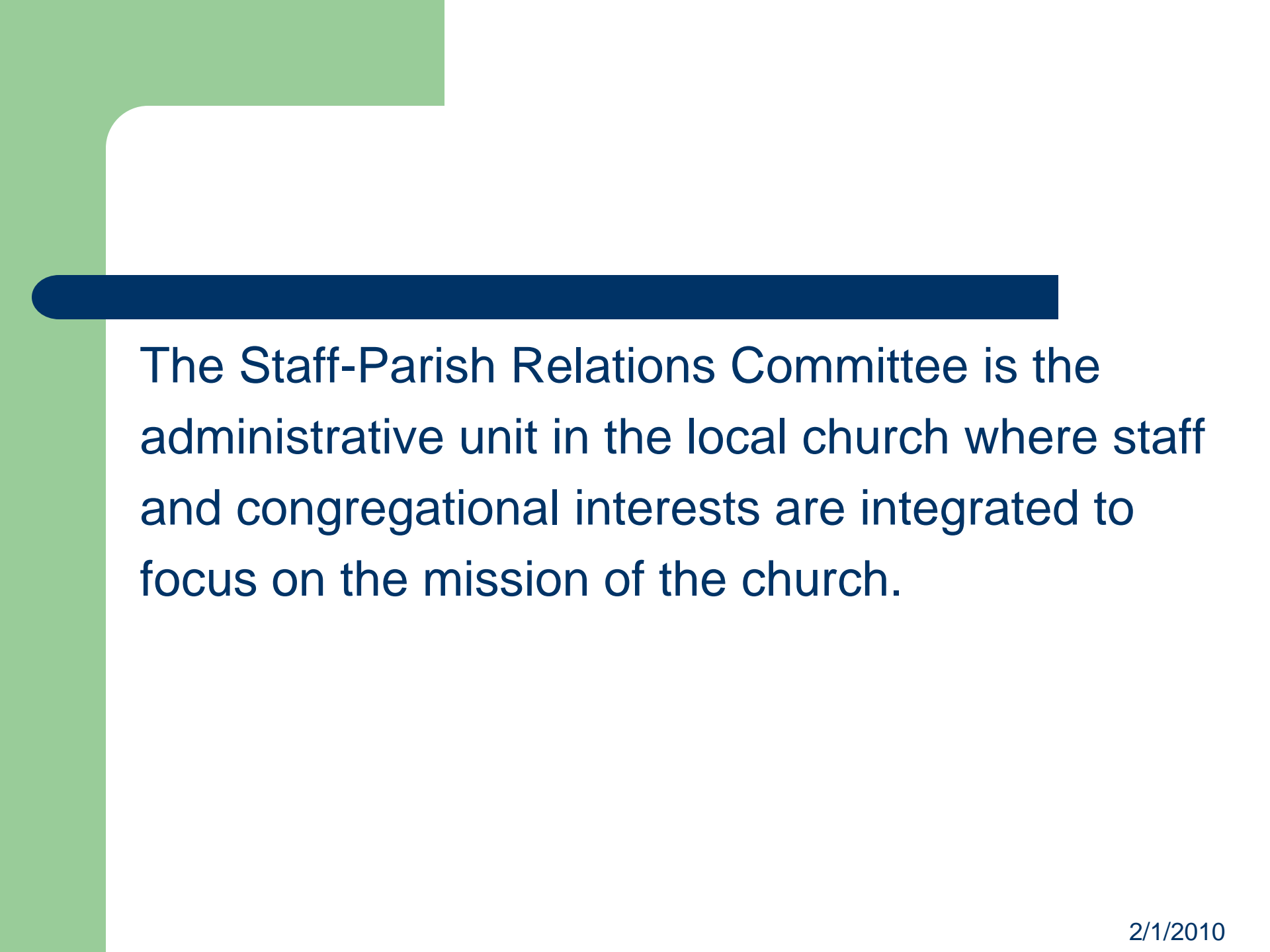


Staff/Pastor-Parish Relations Committee Training

Alaska United Methodist
Conference

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.
- Welcoming, leading, nurturing, and sending are the heart of Christian ministry.



The Staff-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
- 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
- More than one immediate family member from 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 to all staff
- Pastor should be present, unless s/he excuses self or if D.S. is in attendance

Meetings

- At least quarterly
- Written “minutes”
- 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

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, insurances, 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

Duties of Committee

Annual Evaluation

- Provide annual assessment for pastor & staff to 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 church and pastor will be served by a change.
- Such conferring and cooperating with DS and bishop are advisory only.

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):

- Annual Pastoral Assessment -- decide who will give input, what will be the areas/issues of assessment
- Present written assessment to pastor -- ample time for feedback and discussion
- Mail assessment to the DS by August 1st
- Parsonage Tour -- with Trustees

Calendar Flow

Third Quarter (July – September):

- Budget work: salary, accountable reimbursement, continuing education, heat, other budget items that relate to “staff”
- Review action items coming out of Spring assessment

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 pastor's continuing education
- Appointment Review
- Evaluate year's work of PPRC

Five Areas of Focus

- Appointment Review, Profiles, Preference Forms
- Annual Evaluation
- Personnel Policies for Lay Staff
- Support Systems
- Leadership

Appointment Review and the Preference Form

- Include input from out-going class – meet together in late Nov. or early Dec. for appointment review conversation
- Fill out form in early January with new S/PPRC
- No polls, petitions, straw votes
- Signatures of committee and pastor on both forms
- Forms are advisory to Bishop and Cabinet

Profiles

- Three Profiles: Pastor, Church, Community
- Laity responsible for inputting, editing, and updating the Church and Community Profiles
- Profile utilization is ONLY through Conference Web Page
- Profiles are taken VERY seriously!!!!

Cabinet Guidelines for Appointment-Making

- 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

- The Mission of the Church in relation to the conference
- The Needs/Mission of a specific church as it relates to the community
- The Needs of the clergy
- Gifts and Graces of the clergy
- Housing and family needs
- Salary

Steps in the Process:

- Profiling of the Church
- Nomination of pastors
- Selection of “projected pastor”
- Meet your Pastor Meeting
- Appointment confirmed
- Appointments final when “read” at Annual Conference Session

Annual Evaluation

See page 70-74

Adapt for church staff

Support Systems

- Self-care Covenant
- Spiritual Renewal Leaves and Continuing Education
- Survey of Clergy Effectiveness
- Parsonages