

Staff/Pastor-Parish Relations Committee Training



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

Mission of the Church



Making disciples of
Jesus Christ
for the transformation
of the world



Local church
provides the most
significant place
for discipleship



Love of God and
Love of neighbor
are the foundation



Ministry is:
welcoming, leading,
nurturing & sending

Who S/PPRC is...

(And/or) Associate Members of the local church

Elected by Charge Conference

A representative and lay leader from each church on the charge

1

Professing members of the local church

2

People engaged and attentive to their own maturing Christian spiritual development: in worship, giving of time, talent and treasure.

3

4

5

Lay Delegate to Annual Conference and Lay Leader (voice & vote)

6

Discipline Paragraph 258.2



Who S/PPRC cannot be...

Immediate family members of the pastor(s) or staff

2

More than one immediate family member from the same household

3

Staff Members

1



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

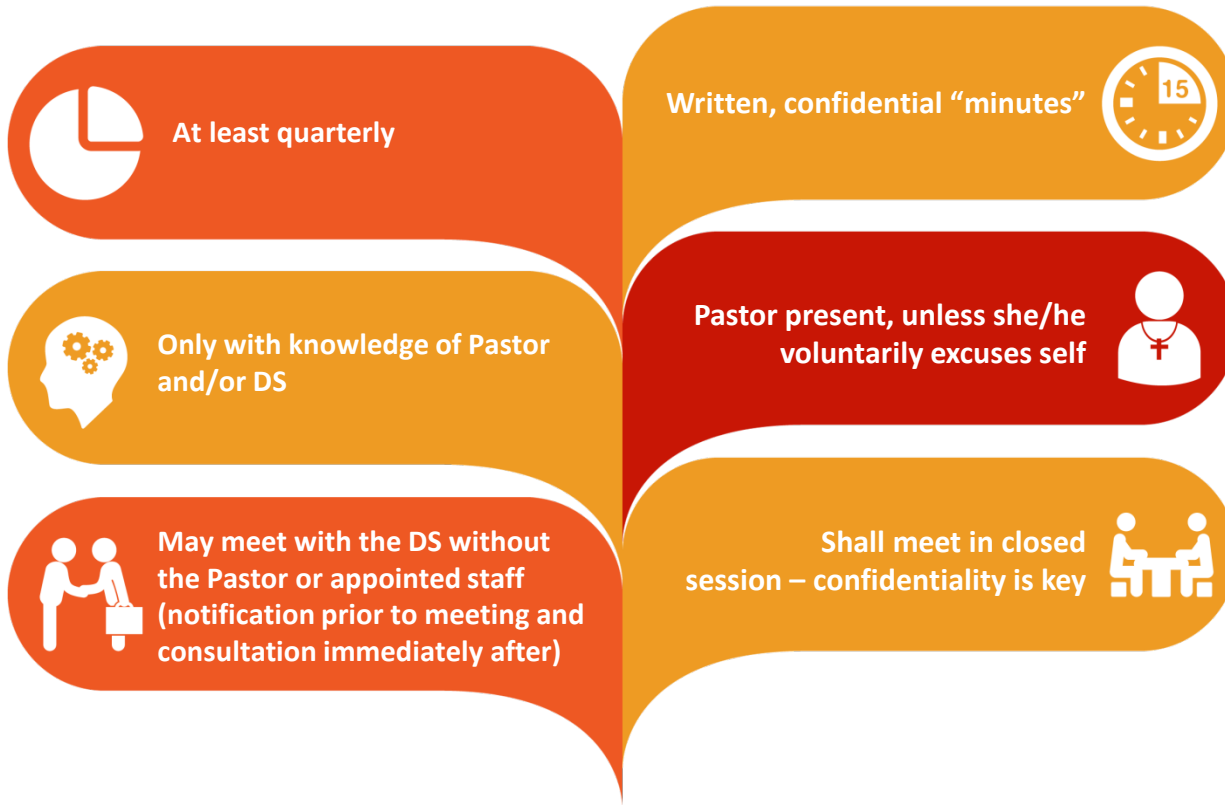


Oversees the work of all staff



Pastor should be present, unless s/he excuses self or if D.S. is in attendance

Meetings



S/PPRC Functions

What Really Matters



Confidentiality / Integrity Issues

Issues are discussed during meetings, 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, not anonymous input.

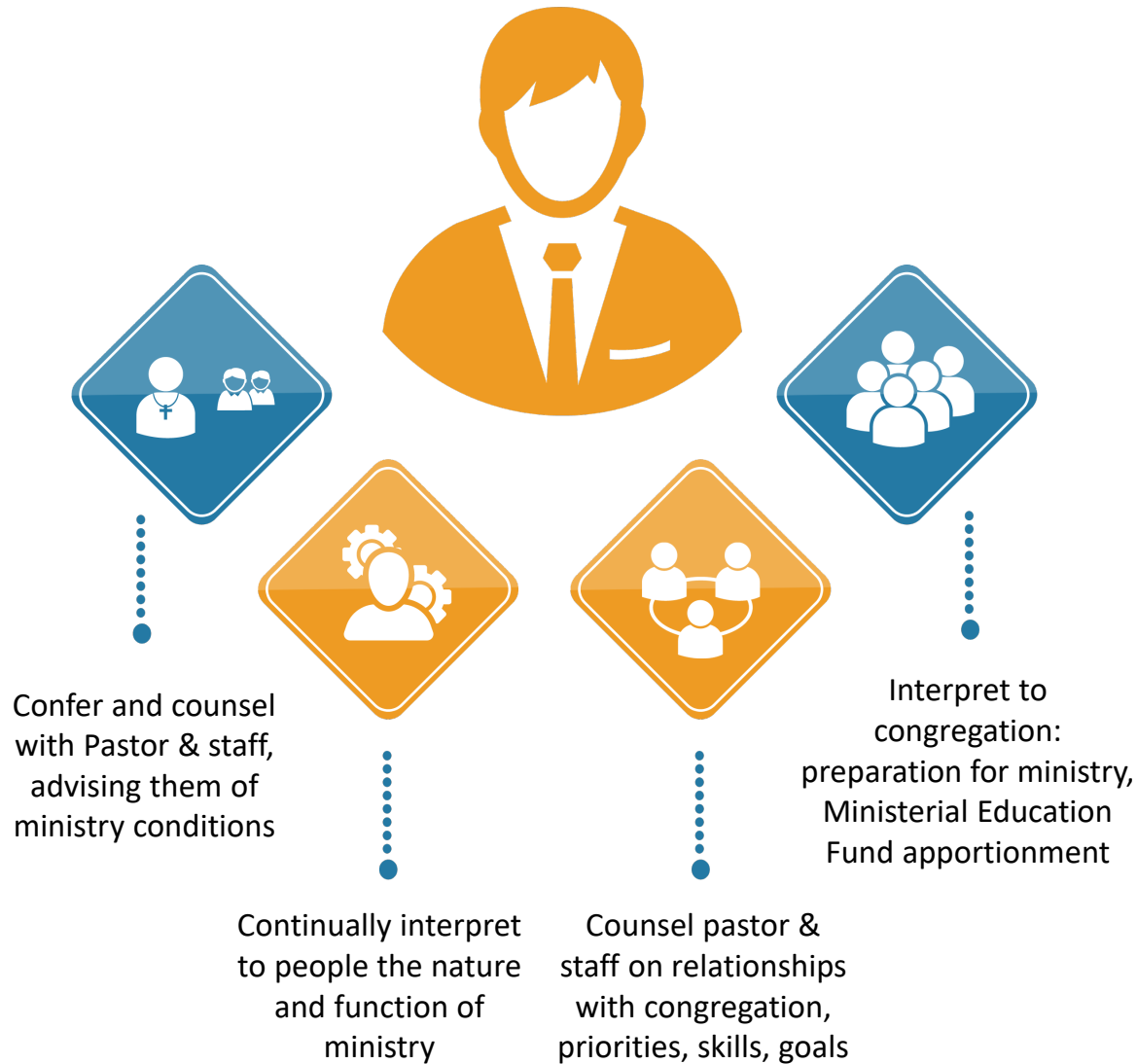


Careful reporting to Council of each meeting’s outcomes

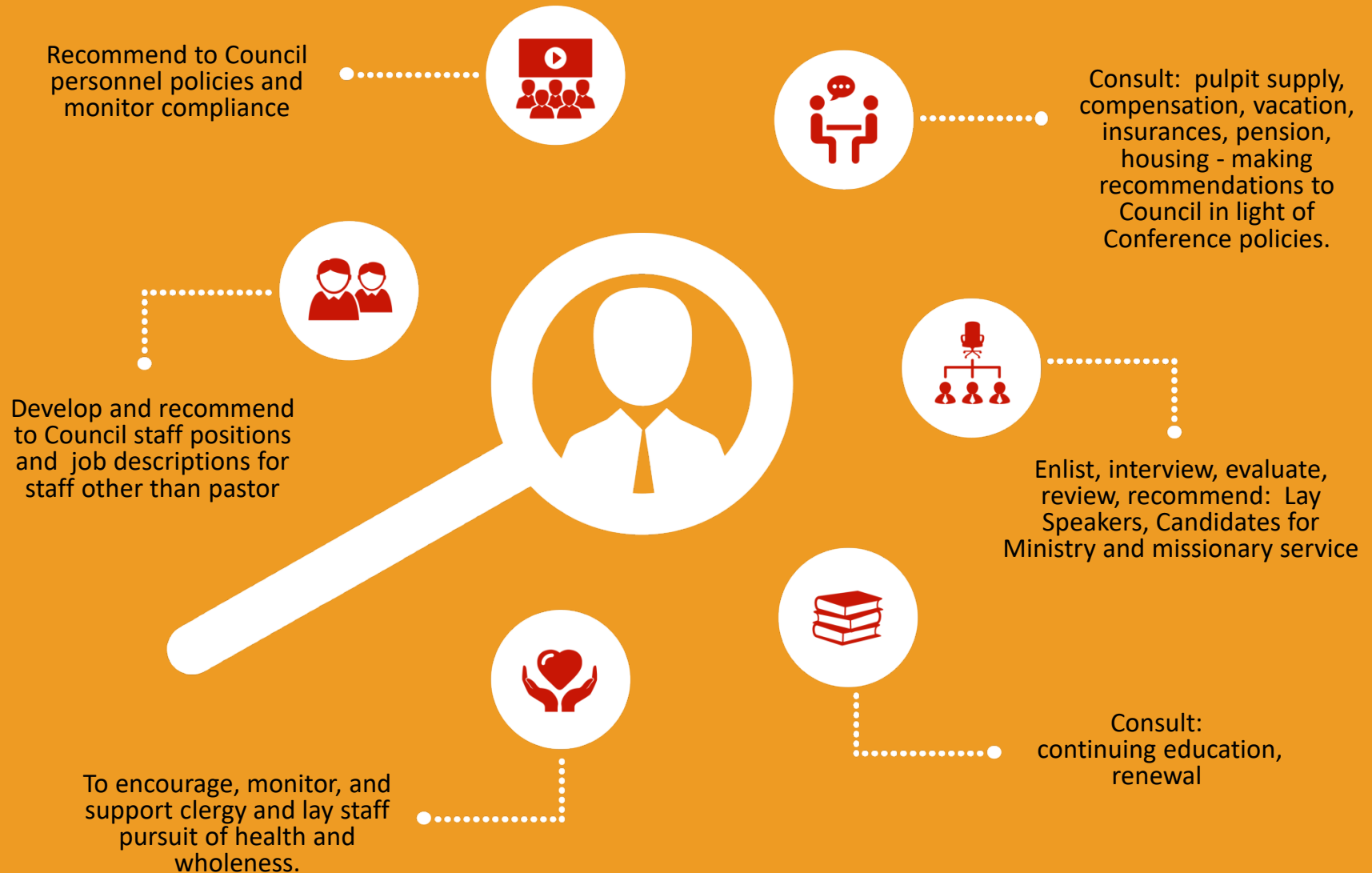


Duties of Committee (¶258.2g)

Communication



Duties of Committee : Personnel



Duties of S/PPRC:

Parsonage Issues



With Trustee and Pastor,
make annual review of
parsonage



The committee will respond to assure
timely resolution of parsonage
problems affecting the health of the
Pastor or Pastor's family.

Duties of Committee



Appointment Issues



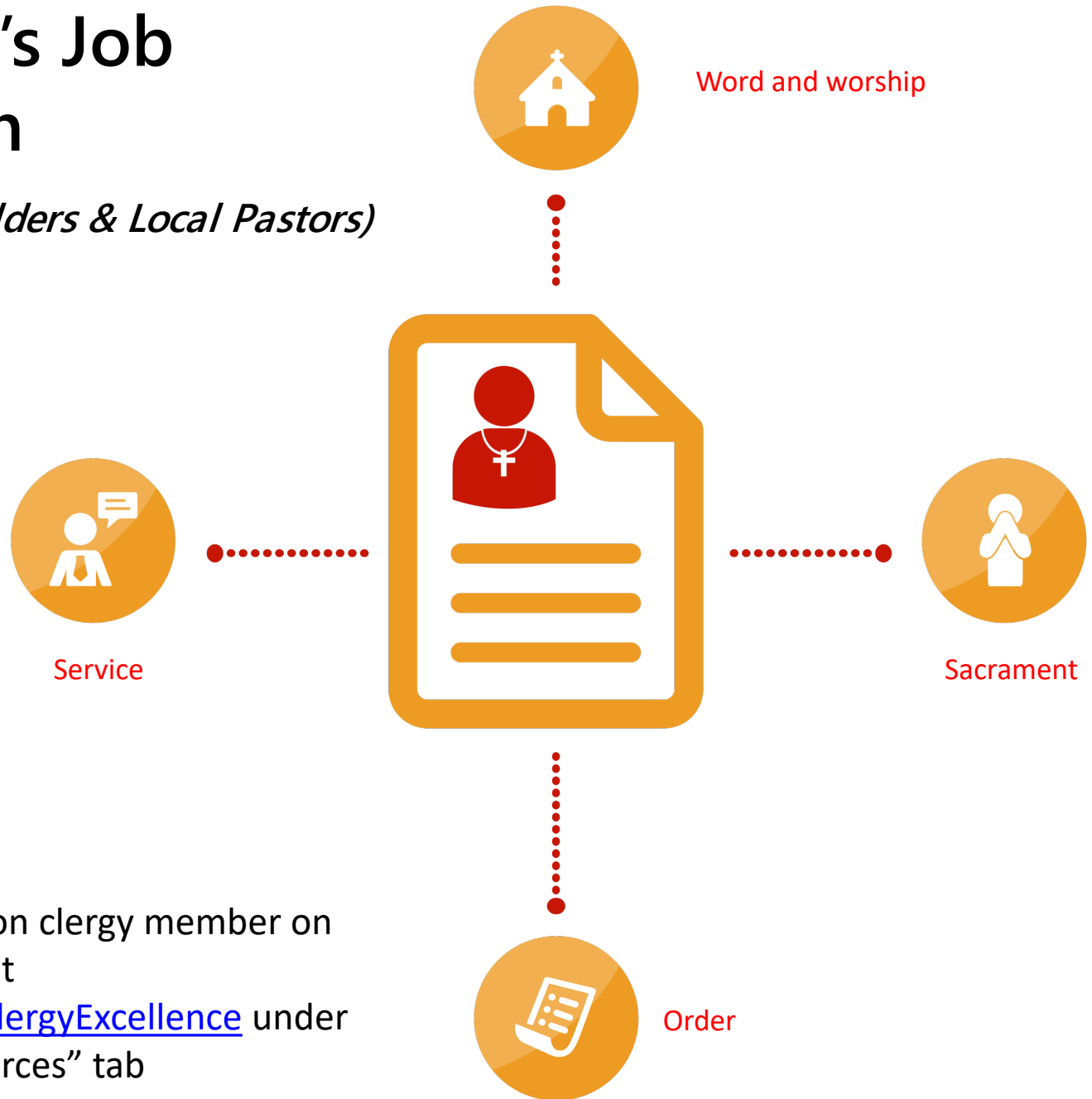
Confer with Pastor & cooperate with Pastor, DS, and Bishop when the missional needs of the congregation (or the Conference) point to a change in pastoral leadership.



Such conferring and cooperating with DS and Bishop are advisory only.

The Pastor's Job Description

(11340 – Duties of Elders & Local Pastors)



If you have a deacon clergy member on staff, please consult www.vaumc.org/ClergyExcellence under the "S/PPRC Resources" tab

Calendar Flow



FIRST QUARTER



Organize Committee (vice-chair, secretary)



Discuss and fill out Appointment "Preference Form"



Review job descriptions for lay staff



Look at S/PPRC Goals for year

SECOND QUARTER



Annual clergy evaluation – see VA Conference model. Due June 1



Parsonage Tour -- with Trustees

THIRD QUARTER



Budget work: salary, accountable reimbursement, continuing education, parsonage/HA other budget items that relate to "staff"



Interview and recommend Lay Speakers, candidates for ministry, missionaries (or as needed)



Review action items coming out of Spring assessment

FORTH QUARTER



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



Begin Appointment Review



Evaluate year's work of S/PPRC

Five Areas Of Focus



Clergy Annual Evaluation



Appointment Review,
Profiles, Preference Forms



Personnel Policies for Lay
Staff and applying the
Discipline and Conference
policies for Clergy



Leadership Development



Support Systems and
Appreciation for Clergy and
Staff

Kinds of Evaluation



Relational (“Formative”) – helps the staff person move ahead. “What changes and enhancements can be made to build the pastor’s strengths in advancing the overall mission of the congregation?”

Annual Evaluation

Assessing (“Summative”) – moves toward a conclusion or judgment. “How well is this pastor advancing the mission of this congregation?”

Appointment Review

Steps for an Effective Evaluation



Prepare by reviewing the materials ahead of time



Complete the measurable characteristics worksheet



Clarify boundaries and confidentiality



Chair and Pastor together write final report

Appointment Review



Suggested that new/incoming members of S/PPRC meet with the current SPRC in late Nov. or early Dec. to ensure continuity of knowledge.



Use the appointment review conversation guide to ensure a focus on the mission of the church
(see S/PPRC Workbook)

Annual Recommendation to Cabinet



Fill out form in early
January with new
S/PPRC only



Complete the
Appointment Review
conversation



No polls, petitions,
straw votes



Signatures of
committee and Pastor
together



Form is advisory
to Bishop and
Cabinet

Profiles



Profiles:
Pastor and Church



Profiles are taken
VERY seriously! Be
honest and candid
for the best results
for everyone.



Laity responsible for
inputting, editing,
and updating the
Church and
Community Profile



Profile utilization is
ONLY through
Conference Web
Page

The United Methodist Way



The Bishop appoints
(sent vs. call system)

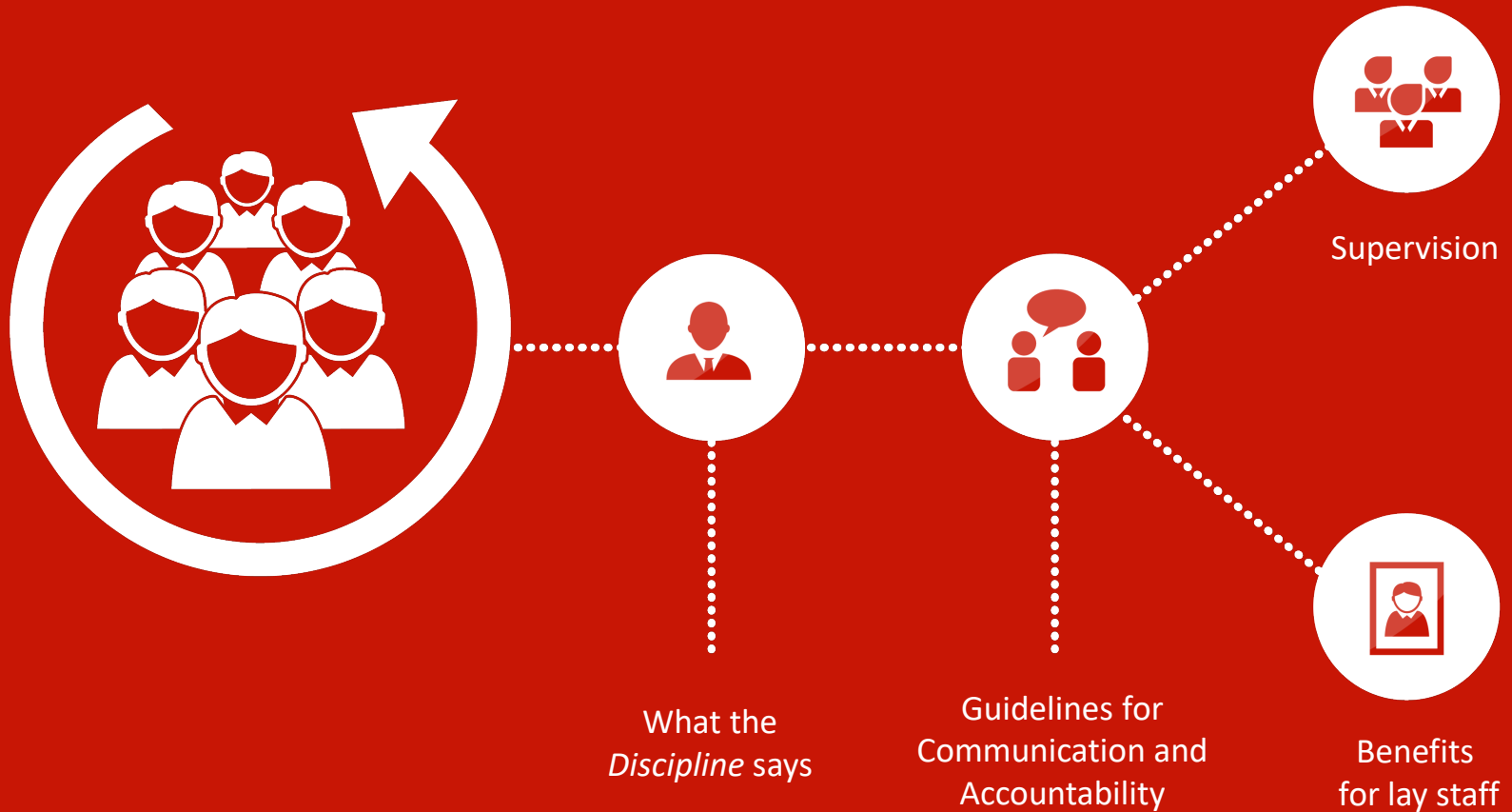


Itinerancy



“Open Itinerancy”: Clergy are appointed and received without bias about race, ethnic origin, gender, color, disability, marital status, or age. The Cross-Racial, Cross-Cultural Resource Team is available to consult with S/PPRC and Clergy to start off on the right foot.

Personnel Policies for Lay Staff



Support Systems



Self-care Covenant
Accountability
(Prayer, vacation, days off,
health, stress
management, etc.)



Parsonages or Housing
Allowances
(Good repair, privacy,
meet Conference
standards)



Spiritual Renewal Leaves
and Continuing Education
goals & outcomes



Lewis Pastoral Leadership
Inventory: A 360 Assessment



**Pastor
Nominee
Salary \$1**

**VAUMC
Appointment
Process
Appointment
Salary : \$1**

**Pastor
Nominee
Salary \$1**

**Pastor
Nominee
Salary \$1**

**Pastor
Nominee
Salary \$1**