

# 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

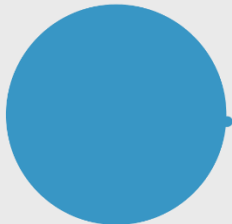
4

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

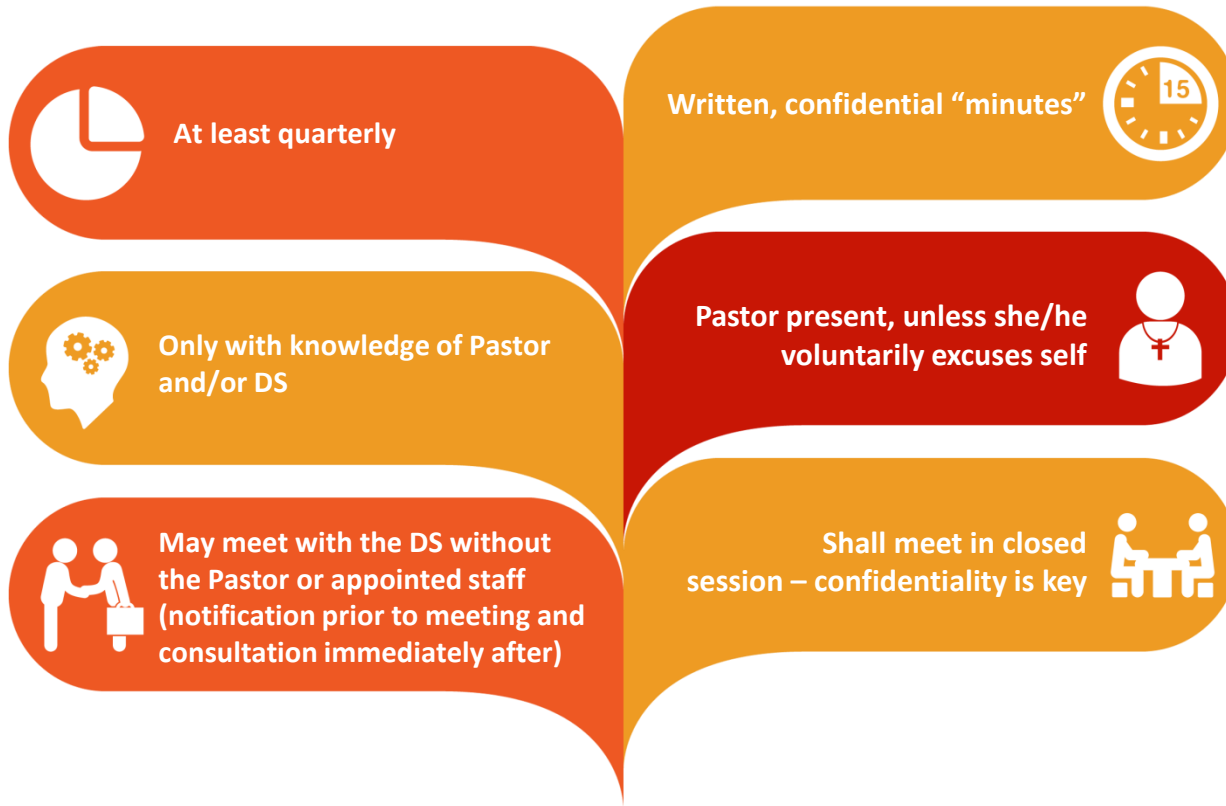


Oversees the work of all staff



**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.



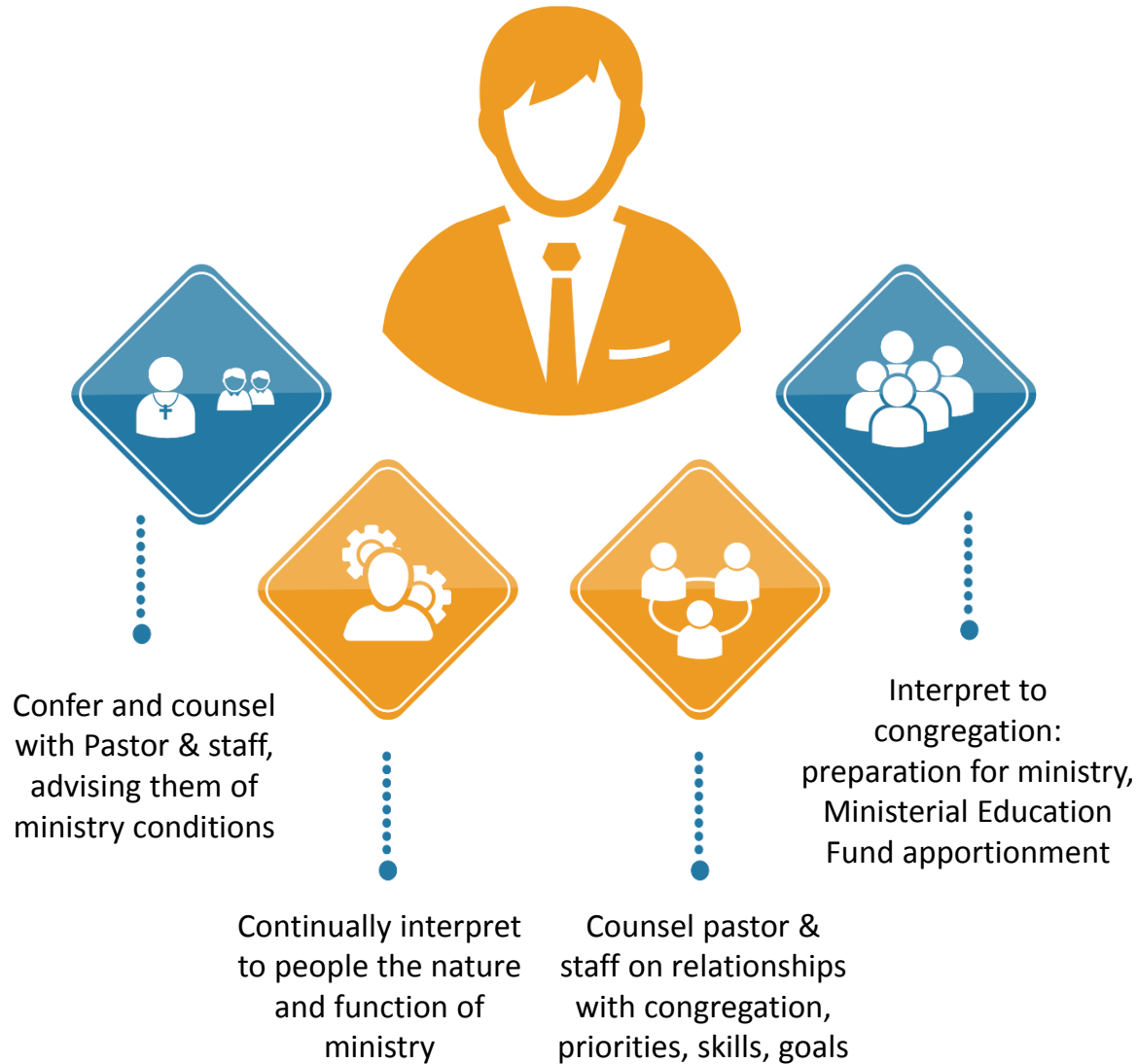
Careful reporting to Council of each meeting’s outcomes



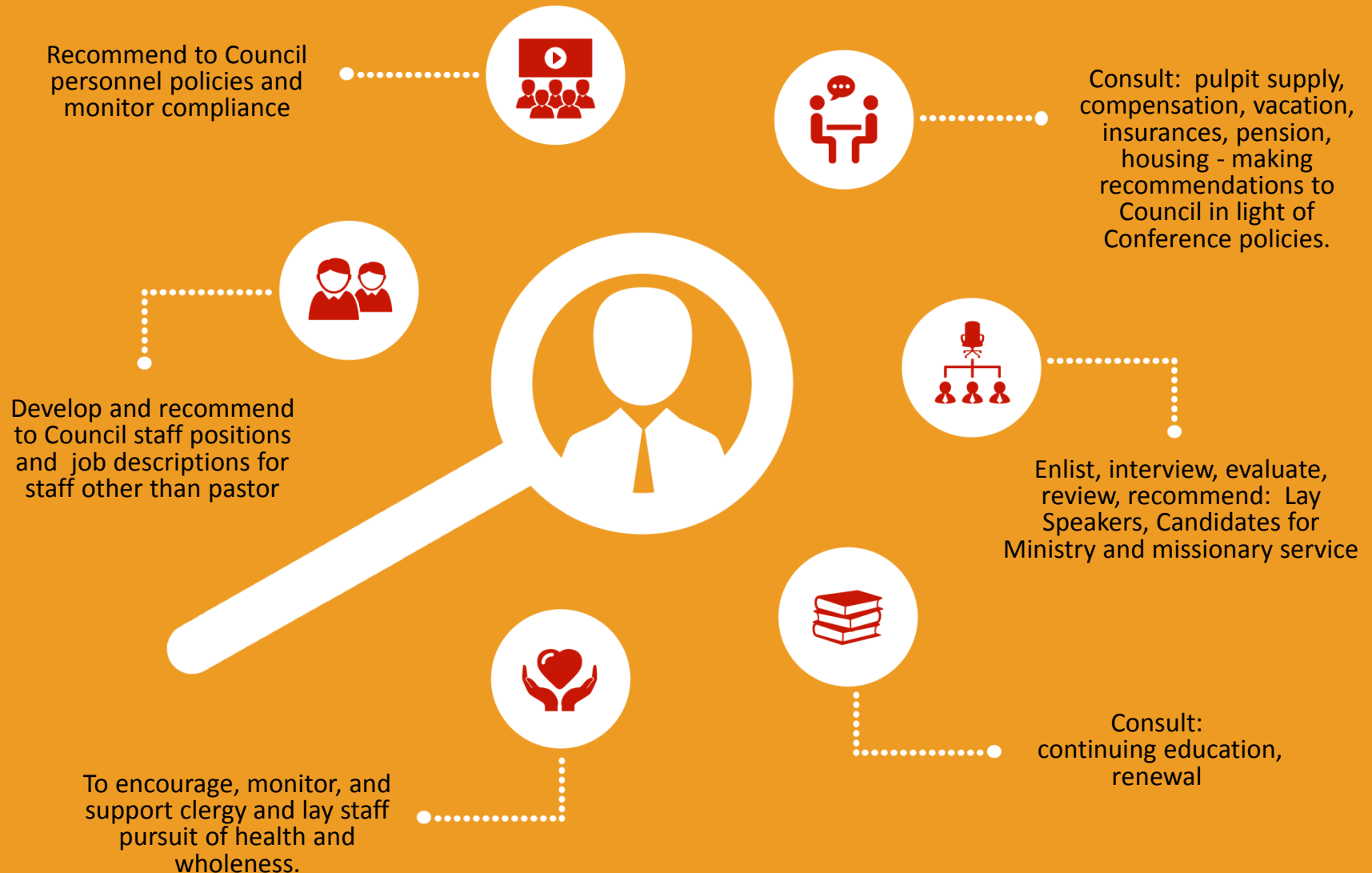


# Duties of Committee (¶258.2g)

## 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



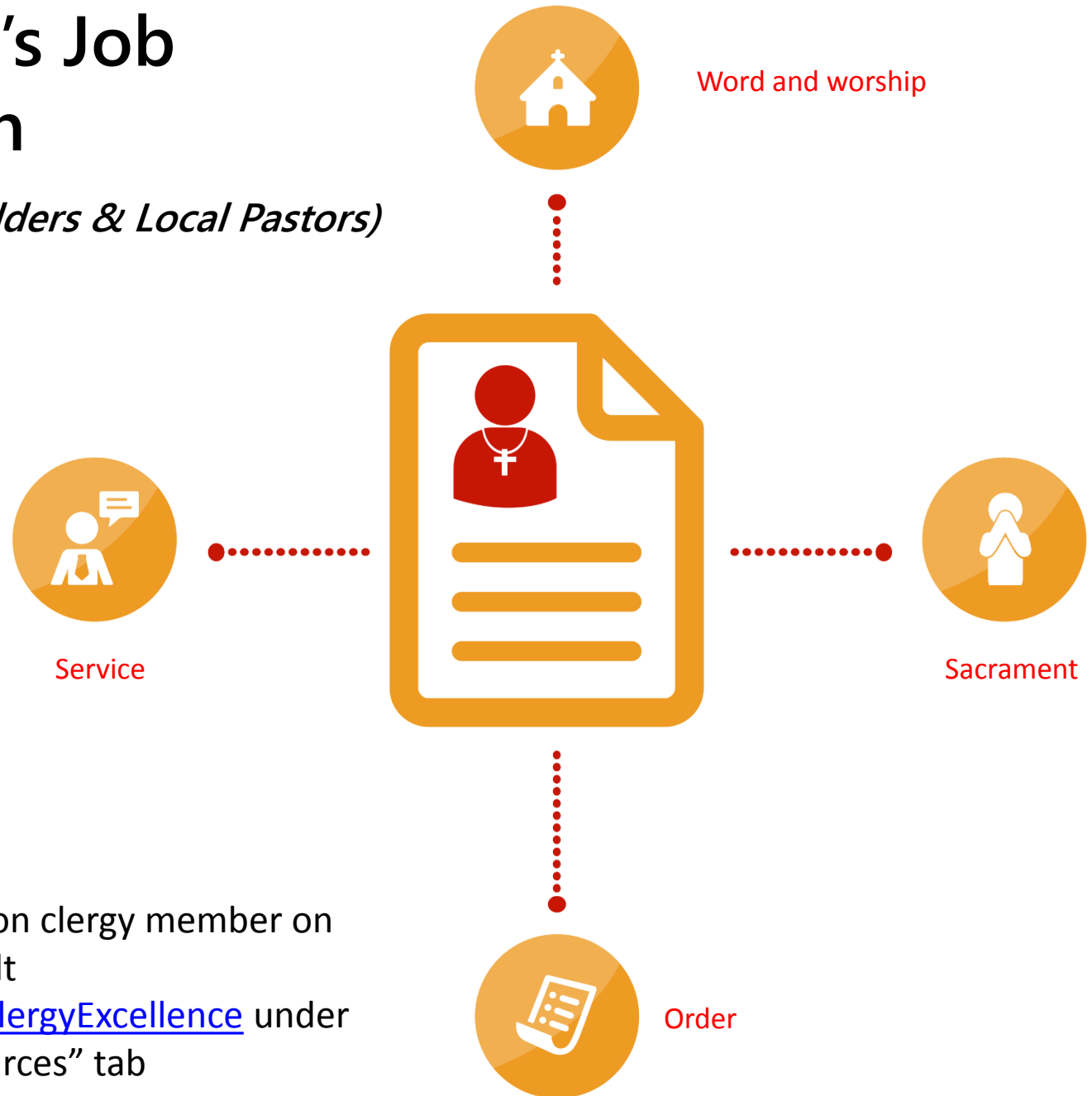
Confer with Pastor & cooperate with Pastor, DS, and Bishop when the missional needs of the congregation (or the Conference) point to a change in pastoral leadership.



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

# The Pastor's Job Description

*(¶340 – Duties of Elders & Local Pastors)*



If you have a deacon clergy member on staff, please consult [www.vaumc.org/ClergyExcellence](http://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 candidates for ministry and missionary service



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)

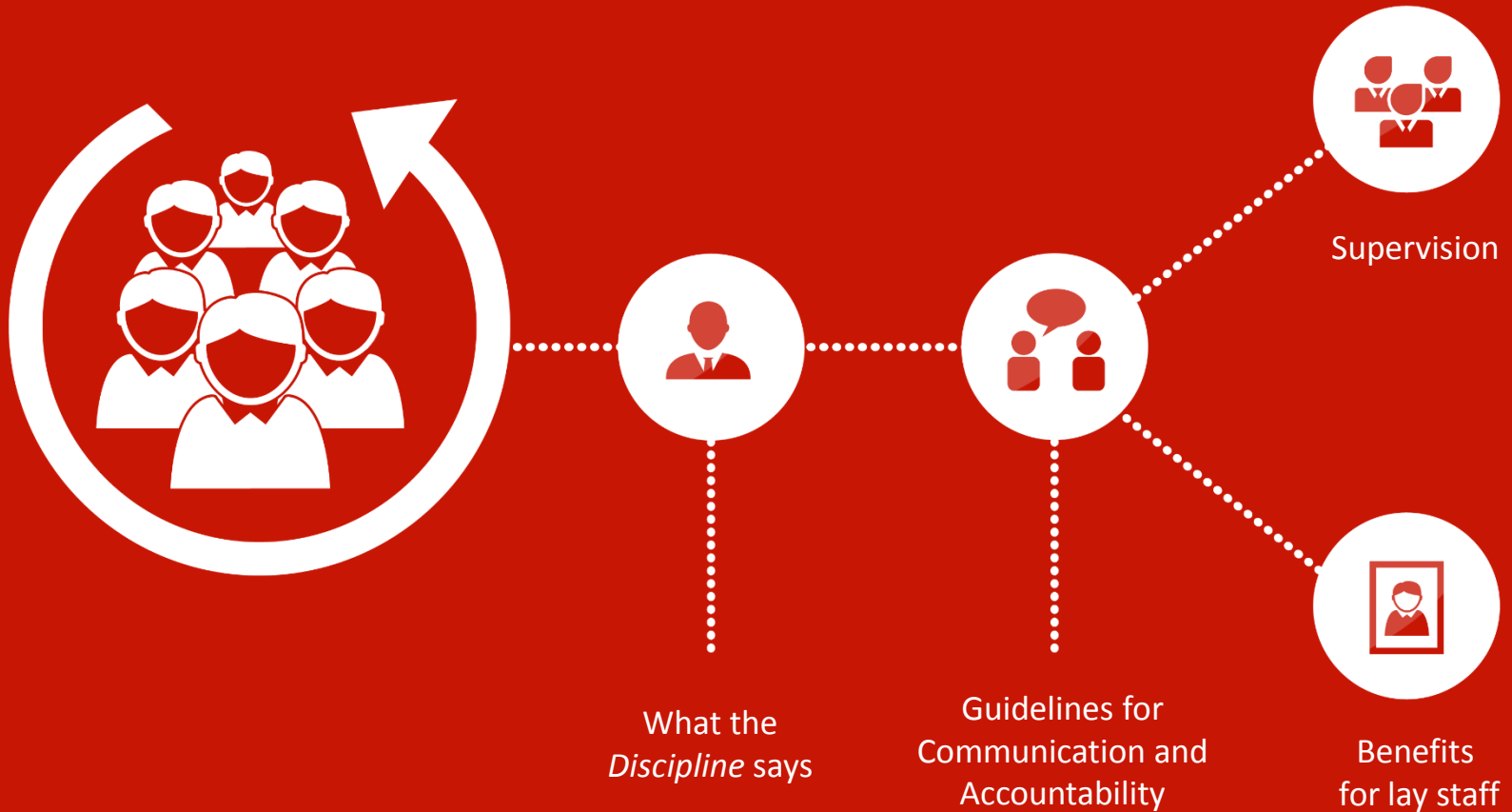


Itinerancy



“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  
Profile**

**VAUMC  
Appointment  
Process  
Appointment  
Profile**

**Pastor  
Nominee  
Profile**

**Pastor  
Nominee  
Profile**

**Pastor  
Nominee  
Profile**