SPRC - Staff / Pastor Relations Committee: What is My Role?
Therefore, I urge you, brothers and sisters, in view of God’s mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship. Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing and perfect will.
Thanks to Generous Givers

This webinar is provided as a service of Discipleship Ministries and is funded through generous World Service apportionment giving by local United Methodist congregations.

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Jacqui King
Leadership Ministries

Jason Klees
Webinar Specialist
The mission of Discipleship Ministries is to support annual conference and local church leaders for their task of equipping world-changing disciples.
Leadership Charge:

“We must shift the conversation from fixing churches to reaching people for Christ, not to save or preserve the institution, but because we are committed to living out of the biblical mandate that Jesus gave us, called the Great Commission.”

Rev. Junius B. Dotson,
General Secretary
Discipleship Ministries
Our Great Values:

Discipleship Ministries bases its life and work on the scriptural mandates contained in the five following biblical texts:


- **The Great Commitment** – Matthew 16:24 – We willingly surrender to God’s call in all of our work.

- **The Great Requirement** – Micah 6:8 – We seek always to do the right thing, even if it is not the easy thing.

- **The Great Commission** – Matthew 28:19-20 – Our task and joy are to bring others into the fellowship of Jesus Christ for the transformation of the world.

- **The Great Redemption** – John 3:16 – We approach our work understanding that each human being, community, and situation has redemptive possibility.
What are the Four Focus Areas for 2017-2020?

- Engaging in ministry with the poor
- Improving health globally
- Developing principled Christian leaders
- Creating new places for new people
Goals for this training:

- Understand the Mission of the UMC and Discipleship Process
- Focus on the spiritual leadership aspects of this role in congregation
- Identify the relationships among staff and congregation and the specific responsibilities for committee
- Recommendation for Ministry Candidates
- Review tools, tips and resources
The mission of the Church is to make disciples of Jesus Christ for the transformation of the world.

Book of Discipline ¶120
Action: Go and Make Disciples!
Offer H.O.P.E.
What is Your Spiritual Mission / Ministry Plan?

- Hospitality
- Opportunity
- Purpose
- Engagement
Discipleship Process Flow

**Hopeful**
- Grounded in Christ
- Biblical

**Innovative**
- Flexible
- Cultural context

**Relentless**
- Urgency
- Compassion

**Intentional**
- Organizing principle
- Strategic

Source: Rev. Junius B. Dotson, Discipleship Ministries

DISCIPLESHIP MINISTRIES
The United Methodist Church
Discipleship Journey

• Launching Small Groups:
  1. Spiritual Development
  2. Social
  3. Mission

• Leadership Challenges – Equipping Leaders to Lead / Develop Intentional Expansion with Teams

• Relevance / Embrace Context – How are you connecting with the uniqueness of your context? What discipleship relationships are connecting with community? Expand our both / and connections!
Staff/Pastor Parish Relations Committee

¶ 258.2, 247.8 and 310
SPRC Basics:

Who are we? 5-9 members

elected at Church Conference for a 3-year term.
Pastor, Lay Leader, & Lay Member to Annual Conference

Structure / Practices:

- Members may only serve for two consecutive terms
- Immediate family members cannot serve together
- Relatives of the pastor or staff cannot serve on the SPRC
- One member shall be a young adult and may be a youth
- Everyone must be a professing or associate member of the church
- The SPRC chair is nominated and elected at charge conference
- SPRC meets quarterly in closed sessions; additionally by requests from district superintendent, bishop, pastor or chairperson (258.2e)
- Interviews and recommends persons for candidacy for ordained ministry

DISCIPLESHIP MINISTRIES
The United Methodist Church

2016 – Para. 258.2
What are the pastor’s voting privileges on committees?

¶ 244.3 The pastor is the administrative officer of the local church and therefore is an ex officio member of most committees. Ex officio members are members of a committee by virtue of their office, not because they were elected. Unless otherwise specified by the Book of Discipline, ex officio members have both voice and vote.

Judicial Ruling #500: The exceptions, as directed by Judicial Council decision #500, are the board of trustees and the pastor-parish relations committee. The pastor is not an ex officio member of either.

http://www.umc.org/decisions/41393

Responsibilities of the SPRC:
www.umcdiscipleship.org/resources/pastor-staff-parish-relations-committee
Local Church Officer Job Descriptions

Required Positions

Positions Required in All Congregations

Every congregation must make provision for including these functions according to *The Book of Discipline of the United Methodist Church*, ¶244, ¶249. Positions may be combined except for the following financial functions: "The positions of treasurer and financial secretary should not be combined and held by one person, and the persons holding these positions should not be immediate family members (¶258.4)."

- **Nominations and Leader Development Committee** (¶258.1)
- **Pastor/Staff-Parish Relations Committee** (¶258.2)
- **Trustees** (¶258.3 and ¶2524 to 2550)
- **Finance Committee Chairperson** (¶258.4)
- **Lay Leader** (¶251.1)
- **Lay Member of Annual Conference** (¶251.2)
- **Financial Secretary** (¶258.4)
- **Church Treasurer** (¶258.4)
- **Membership Secretary** (¶234 and ¶235 to 242)
- **Leadership Team (also called Church Council, Administrative Board) Chairperson** (¶251.3)

Positions Suggested for Ministry Organization
"To equip the saints for the work of ministry, for building up the body of Christ." Ephesians 4:12

**Ministry of the Laity**

¶ 127. *The Ministry of the Laity* - The ministry of the laity flows from a commitment to Christ's outreaching love. Lay members of The United Methodist Church are, by history and calling, active advocates of the gospel of Jesus Christ. Every layperson is called to carry out the Great Commission (Matthew 28:18-20); every layperson is called to be missional. The witness of the laity, their Christ-like examples of everyday living as well as the sharing of their own faith experiences of the gospel, is the primary evangelistic ministry through which all people will come to know Christ and The United Methodist Church will fulfill its mission.

**Ministry of the Elder / Local Pastor**


**Ministry of the Deacon**

¶ 328. *Responsibilities and Duties of Deacons* - The ministry of the deacon is a faithful response of the mission of the Church meeting the emerging needs of the future. Deacons are accountable to the annual conference and the bishop for the fulfillment of their call to servant leadership. *(2012 Book of Discipline paragraph 328, page 246)*
Leadership Overview – How to connect?

How are your ministry teams serving together?

- Meetings / Calendars
- Prayer Walks
- Decisions / Ministry Plans
- Spiritual / Small Groups or Bible Studies
- Honoring the Sabbath
- “Doing life together”
Lots of Expectations…

- Representative of congregation
- Meet quarterly
- Encourage, support pastor, staff and families
- Promote unity
- Confer on effectiveness and pastor’s health
- Confer on use of gifts, skills, time
- Conduct annual evaluation
- Teach congregation about itinerancy, path to ordination, and MEF
- Encourage and support clergy and staff pursuit of health

- Develop staff job descriptions
- Consult on continuing ed, work-life balance, spiritual renewal
- Recruit and mentor candidates for ministry
- Work with congregation and DS during pastor change
- Recommend staffing
- Recommend a written staff personnel policy
- Teach congregation value of diverse staff
- Be informed of liability issues, civil law, pulpit supply, compensation issues
- Parsonage and living issues for pastor and family
Focusing SPRC’s work:

Size of congregation
Location (context)
Culture
History
First Responsibility

Pay attention to your own Christian spiritual development
What is God’s call to each of us as leaders?

• Be Christian disciples
• Be clear about the church’s mission and vision
• Be spiritual leaders
• Connect / Engage and Serve
Ongoing: SPRC builds...

Congregation

SPRC

Staff

... relationships
<table>
<thead>
<tr>
<th>Jan – Mar</th>
<th>Jul – Sept</th>
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<tbody>
<tr>
<td>• Set expectations</td>
<td>• Job descriptions</td>
</tr>
<tr>
<td>• Set calendar</td>
<td>• Salary and benefit issues</td>
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<tr>
<td>• Lead training on volunteers / staff communication</td>
<td>• Continue policy reviews for all staff</td>
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<tr>
<td>practices</td>
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<tr>
<td>• Review confidentiality and who can serve</td>
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<tr>
<td><strong>Apr – Jun</strong></td>
<td><strong>Oct – Dec</strong></td>
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<tr>
<td>• Discipleship strategies</td>
<td>• Clergy / Staff Assessment and annual evaluations</td>
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<td>• Clergy / staff health</td>
<td>• Charge conference – including review of ministry candidates</td>
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<tr>
<td>• Legal review, housing, policy</td>
<td>as per Para. 247.8 and 310.1e</td>
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<tr>
<td>• Manage leadership transitions</td>
<td>Review 2017-2020 Guidelines</td>
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*DISCIPLESHIP MINISTRIES*

The United Methodist Church
When you need to know...

Legal issues:  www.gcfa.org

Health issues:  www.wespath.org/center-for-health/
Personnel Policy: Issues to consider

<table>
<thead>
<tr>
<th>Hiring:</th>
<th>Supervision:</th>
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<tbody>
<tr>
<td>• Introductory period, relatives, evaluation</td>
<td>• Work rules, appearance, harassment, problems</td>
</tr>
<tr>
<td>• Supervision:</td>
<td>• Leadership structure</td>
</tr>
<tr>
<td>Compensation:</td>
<td>Rules and Regulations:</td>
</tr>
<tr>
<td>• Payday, timekeeping, technology (does your church offer direct dep.)</td>
<td>• Meal time, use of phone and computer</td>
</tr>
<tr>
<td>• Insurance costs – who pays / amounts</td>
<td>• Expectations</td>
</tr>
<tr>
<td>Benefits:</td>
<td></td>
</tr>
<tr>
<td>• Insurance, vacation, overtime, flextime, other</td>
<td>SPRC Contact:</td>
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<tr>
<td></td>
<td>• Annual review – impact on compensation</td>
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</table>
Check YOUR conference website

Training Tools / Forms / Reports and more!
S/PPRC is the link ...

for making disciples in your congregation
Exploring Ministry Calling

- Pray.
- Communicate.
- Work together.
- Understand our UMC connectional system.

Review the Candidacy Process
www.gbhem.org/clergy/candidacy
How will you focus your work?

- Focus on relationship building, prayer, discipleship and communication
- Responsibility and expectations – who needs what and when
- Spiritual and administrative
- Calendar – Know the time of the year and decisions that need to be made

www.iaumc.org/spprc
Resources:

- Guidelines for Leading Your Congregation 2017-2020: Pastor-Parish Relations
- Watching Over One Another in Love
- The Book of Discipline of the United Methodist Church, 2016
- Job Descriptions and Leadership Training in the United Methodist Church
- www.umcdiscipleship.org/leadership-resources
- www.TeamWorksUMC.org
- Don’t forget to ask Your pastor, district superintendent and lay leader
Questions?

Future webinars & Archived past webinars:
www.umcdiscipleship.org/webinars

Tools & Articles:
www.umcdiscipleship.org/leadership-resources

Contact Info:
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Director, Leadership for Congregational Vitality
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615.340.7295
Blessings in your leadership.

Colossians 3:12 (NIV)

Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience.