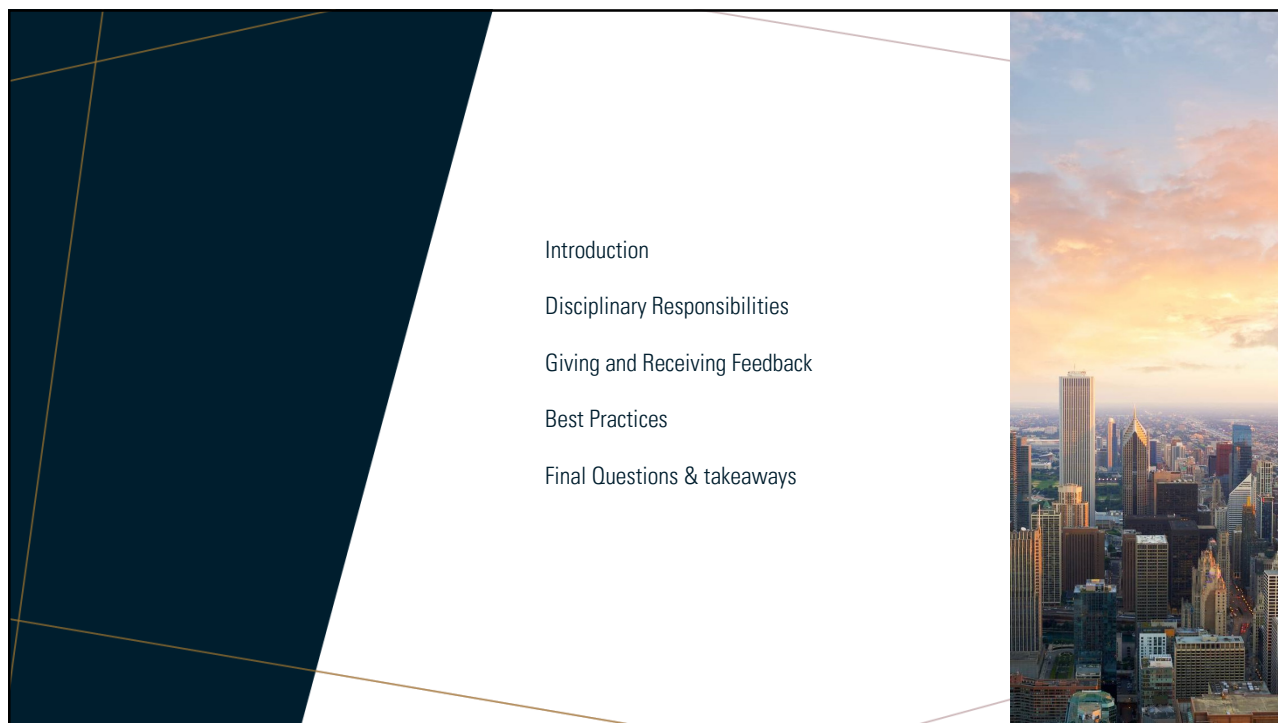


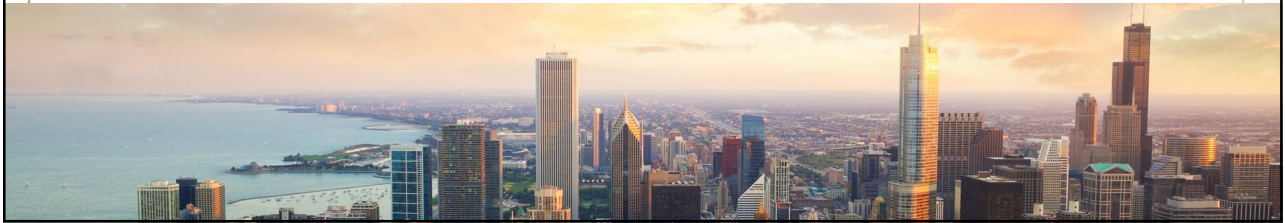


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2

## *SPIRITUAL LEADERSHIP DEVELOPMENT*



3

## *MAKEUP OF THE COMMITTEE*

- Committee should be composed of 5 to 9 confessing members of the church or charge.
- One member shall be a young adult and one can be a youth.
- The lay leader and the lay member to the Annual Conference shall be members.
- No staff member or immediate family member can serve on the committee.
- Only one person from an immediate family residing in the same household shall be on the committee.
- Members shall be divided into three classes and can succeed themselves for one three-year term.

4



## *CHARGE COMMITTEES*

- With more than one church, the committee is made up of one representative and the lay leader from each church.
- Cooperative parish ministries shall meet together to consider the professional leadership needs of the cooperative parish ministry as a whole.

5



## *MEETINGS*

- The committee shall meet at least quarterly.
- It shall meet additionally at the request of the bishop, District Superintendent, the pastor, any other person accountable to the committee, or the chairperson.
- The committee shall meet only with the knowledge of the pastor and/or district superintendent.
- The pastor shall be present at each meeting of the committee on PPR or SPRC except where he or she voluntarily excuses himself or herself.
- The committee may meet with the D.S. without the pastor or appointed staff under consideration, but the pastor or staff shall be notified prior to such meeting and be brought into consultation immediately after.

6





## *MEETINGS*

- The committee shall meet in closed session, and information shared in the committee shall be confidential.
- Why is confidentiality important?
- Confidentiality is not secrecy.
- At the end of every meeting, talk about what should be communicated to the congregation and what should not be (just yet).

7



## *DUTIES*

- To encourage, strengthen, nurture, support, and respect the pastor(s) and staff and their family(s).
- To promote unity in the church. (You can also cause division.)
- To confer with and counsel the pastor and staff on the matters pertaining to the effectiveness of ministry; relationships with the congregation; the pastor's health and self-care; conditions that may impede the effectiveness of ministry; and to interpret the nature and function of the ministry.
- To confer with, consult, and counsel the pastor(s) and staff on matters pertaining to priorities in the use of gifts, skills, and time and priorities for the demands and effectiveness of the mission and ministry of the congregation.

8



## *DUTIES*

- To provide evaluation at least annually for the use of the pastor(s) and staff in an ongoing effective ministry and for identifying continuing educational needs and plans.
- To communicate and interpret to the congregation the nature and function of ministry in The United Methodist Church regarding open itinerancy, the preparation for ordained ministry, and the Ministerial Education Fund.
- To develop and approve written job descriptions and titles for associate pastors and other staff members in cooperation with the senior pastor. The term associate pastor is used as a general term to indicate any pastoral appointment in a local church other than the pastor in charge (see ¶ 339). Committees shall be encouraged to develop specific titles for associate pastors that reflect the job descriptions and expectations.

9



## *DUTIES*

- To consult with the pastor and staff concerning continuing education, work-life balance, dimensions of personal health and wellness, and spiritual renewal, to arrange with the church council for the necessary time and financial assistance for the attendance of the pastor and/or staff at such continuing education, self-care, and spiritual renewal events as may serve their professional and spiritual growth, and to encourage staff members to seek professional certification in their fields of specialization.
- To interpret preparation for ordained ministry and the Ministerial Education Fund to the congregation.

10



## *DUTIES*

- To enlist, interview, evaluate, review, and recommend annually to the charge conference persons willing to answer their call to Lay Servant Ministry and persons for candidacy for licensed and ordained ministry (§§ 247.8 and 310), and to enlist and refer to the General Board of Global Ministries persons for candidacy for missionary service, recognizing that The United Methodist Church affirms the biblical and theological support of persons regardless of gender, race, ethnic origin, or disabilities for these ministries. Neither the pastor nor any member of the committee on pastor-parish relations shall be present during the consideration of a candidacy application or renewal for a member of their immediate family. The committee shall provide to the charge conference a list of students from the charge who are preparing for ordained ministry, diaconal ministry, and/or missionary service, and shall maintain contact with these students, supplying the charge conference with a progress report on each student.

11



## *DUTIES*

- To confer with the pastor and/or other appointed members of the staff if it should become evident that the best interests of the charge and pastor(s) will be served by a change of pastor(s). The committee shall cooperate with the pastor(s), the district superintendent, and the bishop in securing clergy leadership. Its relationship to the district superintendent and the bishop shall be advisory only. (See §§ 425-428.)
- To educate the church community on the value of diversity of selection in clergy and lay staff and develop a commitment to same.
- To encourage, monitor, and support clergy and lay staff pursuit of health and wholeness.

12





## *DUTIES*

- To recommend to the church council, after consultation with the pastor, the professional and other staff positions (whether employee or contract) needed to carry out the work of the church or charge. The committee and the pastor shall recommend to the church council a written statement of policy and procedures regarding the process for hiring, contracting, evaluating, promoting, retiring, and dismissing staff personnel who are not subject to episcopal appointment as ordained clergy. Until such a policy has been adopted, the committee and the pastor shall have the authority to hire, contract, evaluate, promote, retire, and dismiss non-appointed personnel.

13



## *DUTIES*

- When persons are hired or contracted, consideration shall be given to the training qualifications and certification standards set forth by the general Church agency to which such positions are related. The committee shall further recommend to the church council a provision for adequate health and life insurance and severance pay for all lay employees. In addition, the committee shall recommend that the church council provide, effective on and after January 1, 2006, 100 percent vested pension benefits of at least 3 percent of compensation for lay employees of the local church who work at least 10-40 hours per year, are at least 21 years of age, and have at least one year of permanent service. The church council shall have authority to provide such pension benefits through either a denominational pension program administered by Wespeth or another pension program administered by another pension provider.

14



## *DUTIES*

- To recommend to the charge conference, when the size of the employed staff of the charge makes it desirable, the establishment of a personnel committee. This committee shall be composed of such members of the committee on pastor-parish relations as it may designate and such additional members as the charge conference may determine.
- Members of the committee on pastor-parish relations (or staff-parish relations) shall keep themselves informed of personnel matters in relationship to the Church's policy, professional standards, liability issues, and civil law. They are responsible for communicating and interpreting such matters to staff. Committee members should make themselves available for educational and training opportunities provided by the conference, district, and/or other arenas that will enable them to be effective in their work.

15



## *DUTIES*

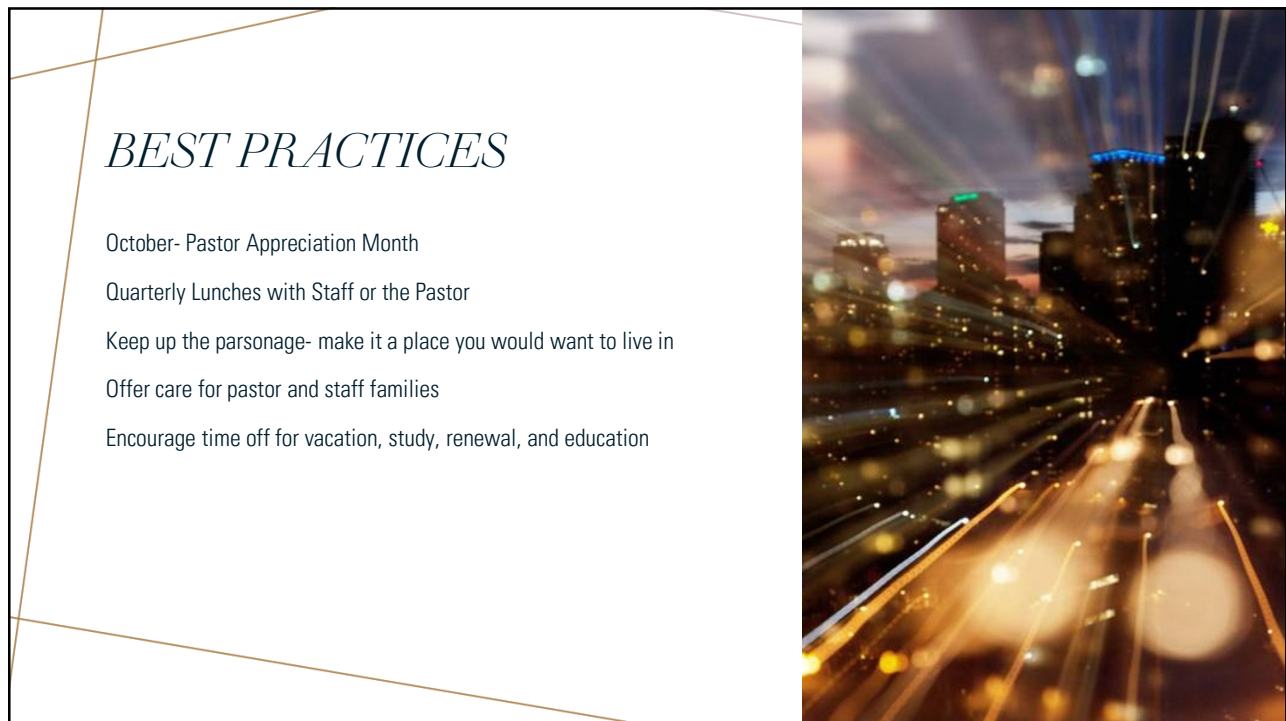
- To consult on matters pertaining to pulpit supply, proposals for compensation, travel expense, vacation, health and life insurance, pension, housing (which may be a church-owned parsonage or housing allowance in lieu of parsonage if in compliance with the policy of the annual conference), and other practical matters affecting the work and families of the pastor and staff, and to make annual recommendations regarding such matters to the church council, reporting budget items to the committee on finance.
- The parsonage is to be mutually respected by the pastor's family as the property of the church and by the church as a place of privacy for the pastor's family. The committee will follow up to assure timely resolution of parsonage problems affecting the health of the pastor or pastor's family. The chairperson of the committee on pastor-parish relations, the chairperson of the board of trustees, and the pastor shall make an annual review of the church-owned parsonage to assure proper maintenance and to give immediate resolution to parsonage issues affecting the family's health and well-being.

16





17



18



*FINAL QUESTIONS AND TAKEAWAYS*

- What have we not covered that you have questions?

What did you learn that you want to share?

19



*THANK YOU*

Rev. B.J. Brack  
931-572-8867  
bj.brack@twkumc.org  
www.harperthriverdistict.org

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