

## Staff/Pastor Parish Relations Committee (SPRC)

Required by the 2008 Book of Discipline of the United Methodist Church? Yes

Chairperson: Dave Carlisle

### Functions and Responsibilities as Listed in the Book of Discipline

The SPRC is the administrative unit in a local church where staff and congregational interests are integrated to focus on the mission of the church.

Specific tasks for the SPRC include:

- Educating and reminding both staff and the congregation to focus on working together toward the mission of the church by promoting unity and encouraging, strengthening, nurturing, supporting, and respecting the pastor(s), staff, and their families.
- Leading conversation between the congregation and the staff/pastor about ministry direction, including recommendations about staff positions to carry out the work of the church.
- Developing and recommending written policy and procedures on employment of non-appointed staff, including provision for insurance, pension, and severance pay.
- Assessing job performance of the staff/pastor at least annually for the purpose of realigning staff position descriptions with the mission of the church.
- Conferring and consulting with the district superintendent.
- Supporting lifelong learning and spiritual renewal for all staff (continuing education).
- Identifying and supporting individuals from the congregation whom God seems to be calling for ordained ministry.

The SPRC works with individuals and groups, including:

- The pastor and other ordained leaders.
- The lay staff, full time and part time.
- The congregation (individually and corporately).
- Candidates for licensed and ordained ministry.
- The community outside the walls of the church.
- The district superintendent.
- The United Methodist conference staff and general church staff.

### Membership and Time Required of Committee Members:

The SPRC has between five and nine members. They are representative of the congregation or charge. Members include a young adult and may also include a youth. The lay leader and a lay member of the annual conference area also required to be members of this committee. In cases where a charge includes multiple churches, the SPRC should have at least one representative from each of the local churches. The SPRC must not include an immediate family member of the pastor or staff or more than one person from the same household.

The SPRC membership is divided into three groups or classes that rotate. With the exception of the lay member of the annual conference and the lay leader, members are elected to three-year terms. At the end of the three-year term, an SPRC member cannot immediately serve again.

The SPRC shall meet at least quarterly (~ two hours per meeting). It shall meet additionally at the request of the bishop, the district superintendent, the pastor, any other person accountable to the SPRC, or the chairperson of the SPRC (typically one-two additional meetings/year). The one meeting that is well established is the meeting that takes place each November to review staff performance. It is at that meeting that the pastor's evaluation will be completed for sending to the conference.