



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

STAFF PARISH RELATIONS COMMITTEE

Job Description

Overview / Purpose

This committee works with the lead pastor and other staff so that the staff can work effectively in managing the ministry of the congregation for making disciples of Jesus Christ for the transformation of the world and upholding the vision and mission statement of CUMC. An effective committee will fulfill legal and ethical responsibilities related to staff.

Meetings

Quarterly with additional meetings as needed

Structure

The Staff-Parish Relations Committee (SPRC) members are proposed by the committee on nominations and elected by the charge conference. *The Discipline* provides for a rotation system to ensure continuity on the committee. It requires that at least five and no more than nine members be elected for terms of three years each, in three classes. One member must be a young adult and all members must be professing or associate members of the church. Members of the committee may succeed themselves for one three-year term. *The Discipline* also requires that a lay member of the annual conference and the lay leader be members of the SPRC. These leaders are exempt from the three year term. No employee of the church or a member of the pastor or staff member's immediate family may serve on the committee.

Responsibilities:

- The committee leads the congregation to encourage, strengthen, nurture, support and respect the pastor(s), staff, and their families. It helps the staff set priorities that strengthen the congregation's total ministry
- The committee consults with the lead pastor to recommend staff positions to support the strategy of the church leadership team (administrative board)
- The committee recommends staff compensation, travel, housing and other financial matters to the Administrative Board through consultation with the finance committee. The finance committee includes the salary total in the budget, and the SPRC works with staff on allocation
- The Committee provides for annual evaluation of the pastor(s) and other staff for ongoing effective ministry
- The Committee creates and updates written policy for hiring, evaluating, promoting, retiring, and dismissing staff members who are not subject to episcopal appointment (procedures must comply with local and state laws). This is recommended to the Administrative board for adoption.
- The committee conducts proper screening (including background checks for lay employees and volunteer staff).
- The committee meets with the district superintendent and/or the bishop in an advisory capacity related to clergy leadership. Considerations include the age and stage of the congregation, an understanding of feelings and desires within the congregation about the pastor's leadership and appointment, and the culture and needs of the community around the church
- The committee enlists, evaluates, and annually recommends to the church conference candidates for professional ministry



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Chairperson

- Elect a Vice-Chair and a secretary to record minutes at the first meeting of the year
- Communicate with your staff liaison to discuss the agenda for the meetings
- The chairperson is the congregation's primary connection with the district superintendent and bishop related to appointed leadership of the congregation
- Soon after new members are elected at church conference, convene a meeting of the SPRC to get acquainted, share hopes and concerns, and begin to plan your work for the year.
- QUARTERLY RESPONSIBILITIES
 - January – March
 - Orientation for committee work
 - Set expectations as basis for evaluations in 4th quarter
 - Establish relationships with congregation, other leaders, staff, ordained deacons, affiliated clergy
 - Set pattern to identify ministry candidates
 - Plan for dealing with rumors and conflict
 - April – June
 - Monitor strategies to meet expectations, adjust as appropriate
 - Legal review
 - Policy review
 - When the pastor changes
 - July – September
 - Review written job descriptions and staffing needs
 - Review salary and benefit packages
 - Continuing education plans
 - Monitor strategies to meet expectations, adjust as appropriate
 - Leadership development
 - Review annual staff evaluations and make salary recommendations to finance
 - October – December
 - Make reports to charge conference
 - Complete unfinished business
 - Annual consultations with district superintendent

Other Committees you will serve on

- Administrative Board
- Finance
- Preschool (a representative from SPRC)
- Leadership Council

CORE VALUES

SCRIPTURE: Led by God's Word

LOVE: Growing in God's Grace

HUMILITY: Walking w/God

SERVANTHOOD: Living as God's Servants

MISSION: Reaching out in God's Love, Justice & Mercy

Mission: To Know Christ and to Make Him Known