



**Indiana Conference, The United Methodist Church
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2023 Staff/Pastor-Parish Relations Committee Handbook

This handbook was developed from resources found at www.vaumc.org/spprcresources/
and with the permission of Ann Handschu.

Staff Parish Relations Team Handbook 2023

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Section 1: SPRC Nuts and Bolts

Begin with the Mission of The UMC
Making disciples of Jesus Christ for the transformation of the world

COMMITTEE RESPONSIBILITIES FROM ¶258, UNITED METHODIST BOOK OF DISCIPLINE

1. SHALL identify & clarify **values** for Ministry; (What are the values that drive the motivation and fruitfulness of your church's ministries?)
2. SHALL engage in **biblical and theological** reflections on the mission of the church; (Do you know and understand the truths of Scripture and the beliefs of the UMC's foundational principles?)
3. SHALL reflect biblically & theologically on the role of the **pastor(s) and the staff**; (Does all staff reflect the precepts of the Bible and beliefs of The United Methodist Church?)
4. To encourage, strengthen, nurture, support, & respect the pastor(s), staff, & their families.
5. To promote unity in the church; (Assure that practices that create unity are taught and are willing to address adversity)
6. To confer with pastor & staff regarding effectiveness in ministry, relationships with the congregation: the pastor's health and self-care, and situations that may impede the effectiveness of ministry. (How does the staff demonstrate their ability to work with volunteers?)
7. To confer, consult, & counsel pastor & staff regarding priorities in use of gifts, skills, time and priorities for the demands and effectiveness of the mission and ministry of the congregation.
8. To provide evaluation, at least annually, for the use of the pastors & staff regarding effective ministry & identifying continuing education needs.
9. To communicate & interpret the nature of ministry in the UMC, open itineracy, and preparation for ordained ministry.
10. To develop & approve written job descriptions for staff.
11. To consult with pastor and staff regarding continuing education and spiritual renewals.
12. To enlist, interview, evaluate, review, & recommend annually to the charge conference any Certified Lay Servants, Certified Lay Speakers, Certified Lay Pastors, & Candidates for licensed or ordained ministry.
13. Interpret preparation for ordained ministry & ministerial education fund to the congregation.
14. To confer with pastor & appointed staff if evident that a change is in the best interest of ministry. This information to the Conference Superintendent and Bishop is advisory only.

15. To recommend to the church leadership the addition of professional and other staff positions (whether employee or contract) needed to carry out the work of the church. A written statement of policy and church procedures regarding the process for hiring, contracting, evaluating, promoting, retiring, and dismissal of staff personnel (not appointed staff) should be on file, shared and signed by all staff, and updated annually. (see ¶ 258.12 BOD)
16. To recommend to Charge Conference when a separate personnel committee is needed; (This typically applies to large churches that have a staff person that oversee human resources responsibilities)
17. To educate the congregation on the value of diversity in selection of clergy and lay staff and develop a commitment to same.
18. To keep informed on matters of UMC practice, civil law, and liability issues.
19. To consult on: pulpit supply, compensation, travel expenses, vacation, housing allowance or parsonage compliance. An annual parsonage inspection by chairs of SPRC and Trustees in coordination with the pastor and/or spouse will be done. Date of the inspection should be set with the parsonage family at least 2 weeks prior to the inspection.
20. To encourage, monitor, and support clergy and lay staff pursuit of health and wholeness.

COMMITTEE BASICS FROM ¶258

Purpose of the Staff-Pastor Parish Relations Committee

The Staff-Parish Relations Committee is the administrative unit in the local church where staff and congregational interests are integrated to focus on the mission of the church.

- The SPRC serves the “governing board” in an advisory capacity related to personnel administration.
- It does not exist to provide managerial or leadership oversight to the staff team (that is the work of the senior pastor).

Membership

- Between 5 and 9 persons (one *shall* be a young adult and one may be a youth)
- *Must* be professing members, engaged and attentive to their own personal development.
- Divided into three-year classes. This is necessary regardless of the size of the church.
- Members shall be able to succeed themselves for one three-year term
- The lay delegate and lay leader are additional members and have voice and vote
- In charges with multiple churches, a representative & Lay Leader from each church
- Vacancies can be elected by the Church Council to fulfill a term vacated mid year.

Who we cannot be:

- Staff members
- No more than one immediate family member residing in the same household
- Immediate family members of the pastor or staff

Meetings

- **Must** meet at least quarterly, when a new pastor is appointed, it is pertinent that you meet every month for their first six months. Additional meetings may be held at the request of the SPRC, pastor, or Conference Superintendent as needed.
- Have a preapproved agenda, no surprises, all items must be preapproved by the SPRC Chair and pastor.
- Keep written “minutes” of decisions/actions. Minimum minutes include: discussion items, decisions, and other pertinent documentation. Secretary or Chair keeps ONE copy should the CS need confirmation of a decision or discussion. No other copies of the minutes are to be kept by the committee members. Minutes should be kept in a locked file in the church. The prior minutes should be approved at the start of each meeting.
- **Pastor must be present for all meetings unless s/he excuses self or if CS/Bishop is in attendance.** When a meeting happens without the pastor or appointed staff, due notice must be given to the pastor or staff, prior to the meeting, and a report shared with them immediately after.
- Meetings may only be held with knowledge of pastor or Conference Superintendent.
- Every meeting is a closed session (BOD ¶258.2e)
- Meetings should be covered in prayer and all members should be prepared to be participants, not observers.

Confidentiality

- Issues are discussed during meeting, **not** between meetings
- All matters and input under discussion are kept in strict confidence.
- If you cannot keep a confidence, then have the integrity to resign from the Committee.
- Joint statements are owned and shared by all members. You may disagree around the table but to the church you are a unified front. SPRC Chairperson is the gatekeeper for all public statements
- Careful reporting to Council of each meeting which does not violate confidentiality

CALENDAR FLOW

First Quarter:

- Discuss mission and vision of the church, include biblical and theological work
- Team development: share your faith journeys and God stories
- Year-end reporting, due mid-February
- Assign an SPRC members to each staff person, pastor, and candidates as a support person
- Attend District training with all members and review
- Review job descriptions and staff expectations; update Lay Employee Handbook
- Begin goal setting and evaluation of all lay staff, set goals for SPRC
- Review and reset monthly agendas and dates reflecting the needs of the SPRC

Second Quarter:

- If you are changing pastors, plan for celebrations for both outgoing/incoming pastors
- SPRC members and the pastor attend the “Moving with a Missional Purpose” session provided by the Conference

- Parsonage Review – **THIS IS NOT OPTIONAL.** This is to be completed by the SPR and Trustee Chairpersons. Remember this is the Church’s property but the pastor’s home – keep it like you would want your home. Air quality and mold testing is required to be done and submitted to the District Office bi-annually. Date of the inspection should be set with the parsonage family at least 2 weeks prior to the inspection.
- Review vacation schedules; mission trips and church camp activities are not vacation
- Make preparations for Annual Conference for both lay/clergy delegates.
- Focus on congregational Unity

Third Quarter

- Receive a report from the Lay Delegate to Annual Conference regarding new legislation/policies
- Review staffing needs, update job descriptions
- Review conflict resolution process
- Review plans for celebrating clergy appreciation month (October)
- Identify new candidates for ministry and interview them if ready to recommend to Charge Conference
- Begin preparations for budget/salary recommendations, clergy compensation forms (found in Charge Conference paperwork) must be returned to the District Office no later than October 1.
- Annual Parsonage Review if not yet done
- Discuss clergy continuing education reports.

Fourth Quarter

- Implement plans for clergy appreciation (October)
- Complete clergy assessment and appointment request form (Due no later than Dec. 1)
- Plan for clergy/staff Christmas recommendations. Keep in mind tax laws in giving monetary gifts or gift cards.
- Review legal requirements, liability issues, and civil law
- Celebrate and recognize SPRC members rotating off the team.
- Evaluate your own leadership as an SPRC. How did you do? Where did you shine? What did you neglect?
- Set goals for the next year.

**SPRC AND THE RELATIONSHIP WITH THE CONFERENCE
SUPERINTENDENT**

A Conference Superintendent’s Seven Expectations of the SPRC

1. Provide Spiritual Leadership
2. Honor your membership vows of prayer, presence, gifts, service, and witness
3. Refuse to gossip or entertain gossip
4. Pray for the pastor and/or staff daily
5. Be positive
6. Communicate, communicate, communicate
7. Be active members of the congregation

Contacting the Conference Superintendent

- The Conference Superintendent is always available to the SPRC Chairperson but when you contact the CS be prepared to answer the following:
 - Have YOU shared your concern WITH THE PERSON you are concerned about?
 - Have YOU spent time praying about this matter and asking God for direction – as opposed to just your preferred outcome?
 - Is your SPRC aware of this issue and what is their response/advice?
- The Conference Superintendent will attempt to help IF and/or WHEN this process has been followed, **with these exceptions**: harassment/abuse/legal issues. If sharing with the person you have issues about could impact any type of investigative work, you should contact the CS first.

You may be frustrated with your Conference Superintendent:

- If you fail to name the person that has the concern or that you are concerned about, anonymity is not okay
- If you fail to work the process for addressing conflict
- If you are acting on speculation, rumor, fear, or innuendo
- If you have not acted Christ-like or loving towards others
- If you use generalizations like: “*all, always, everyone, no one, never, etc.*”

Things SPRC can help explain to the congregation on behalf of the CS

- The appointment process
- Why our former pastor is **NOT ALLOWED** to return to do ministry such as weddings, funerals, or baptisms
- Why we require people to identify themselves when dealing with conflict
- Why confidentiality is a necessity
- How to relate to the parsonage family
- Guidelines, policies, and legal issues
- Conference policies on ministry to youth/children and vulnerable adults (Ministry Safe)
- Conference Parsonage Standards
- Candidate for Ministry Process
- District/Conference Training Events
- Conference guidelines on clergy ethics and sexual harassment

BE A MODELING TEAM FOR YOUR CHURCH

SPRC members have a special and unique function: you can make a positive difference in the life and health of your pastors, staff, and congregation. Therefore, you must strive for excellence.

1. Demonstrate that your first commitment is to the pastor’s success in leading the congregation towards accomplishing the mission and vision of the church.
2. Understand that a global pandemic has been a huge stress on clergy and the church. Be patient, yet open to creativity and flexibility as we continue to move forward. Find ways to encourage and care for clergy and the church during this time.
3. Accept the privileges of living out the mission of the church and of the SPRC.

4. Act in a Christlike way. Expect integrity and excellence from yourself and others on the team. Remember *who* you are and *whose* you are! Leave preconceived notions at the door!
5. Affirm and encourage (“cor” = heart, to encourage is to give heart; discourage is to lose heart). Look for ways to honor and thank staff not just during October (Clergy appreciation month and regular holidays).
6. Realize your pastor’s gifts and strengths and build those up. At the same time, plan with the pastor and/or staff member to improve growth areas. What continuing educational opportunities should be considered?
7. Understand that you have permission to hold pastors and/or staff accountable regarding their responsibilities and actions. However, do so in a Christlike manner and constructive criticism, not just blatant negativity.
8. Be sensitive when talking about the “*good ‘ole days.*”
9. There should never be negative church business talk at social events, in or outside the church.
10. If you hear someone criticizing the pastor/staff, immediately ask them if they have directly spoken to the person about the issue. If they have not, immediately direct them to do so and shut down the conversation. If they have, listen and see how you can be helpful. This can be tiring but is necessary and the job of SPRC.
11. From time to time, ask your clergy and staff, “How are you doing?” Be genuinely interested in the well-being of your clergy and leaders. Check in with their families and be intentional about getting to know them. Make sure you are attending various events they are leading, not just those events (like worship) that are convenient for you to do so. Likewise, make sure you are attending specific events that an associate pastor is leading (coordinate these visits with the clergy, prior to attending).
12. Respect your pastor’s Sabbath day/day off. Allow for and encourage a life outside the church. Don’t ever allow church members to criticize them for taking time to care for their wellbeing! Make sure that your clergy/staff are taking care of themselves and their families.
13. Ensure that your staff is fairly compensated. Just because they work for a church does not mean that they shouldn’t be treated like professionals.
14. Make it know that you are a “Safe haven” for your pastors and staff. Your team is where they can dream, set goals, express frustrations and limitations, seek support and encouragement, be challenged, and expect honest exchange.
15. If there are ongoing problems or unhealthy trends happening in your church, be the catalyst for spiritual growth and renewal by ensuring there are healthy opportunities within the congregation to address them. Hold the clergy and the church accountable for working as a team to restore unity.
16. Focus on effective communication tools, especially to ward off rumors regarding human resource issues, ministries, or change.

Section 2: Maintaining Unity with God's Church

THE VALUE OF TEAM COVENANTS

The creation of a team covenant:

- Helps overcome dysfunctions and disunity by providing a foundation for trust.
- Protects our relationships with one another.
- Builds trust so that teams can thrive as they work in a healthy environment
- Holds SPRC members and clergy/staff accountable when the covenant is broken

How to build a team covenant:

- It is crucial that *everyone* on the team participate in creating a covenant that makes sense to the group.
- These simple questions can get people talking about the behaviors that build trust. As people respond, record their answers on a white board or posterboard.
 - Of all the people you've encountered, who is the best leader? Why?
 - Of any teams on which you've participated, what was the best one? Why?
 - What would it take to make this group a great team?
- Once you have your list, take the answers and prepare six to eight statements that are important to the team. Consider these questions:
 - **What is the team's primary purpose?** Establish the purpose for why your team exists.
 - **How will we participate together?** We will foster healthy practices by... What will we commit to regarding meeting together, i.e. attendance, participation, preparedness, supporting decisions? How should we act when we are doing our work as a team – what are our expectations of healthy habits of working together, working through conflict, supporting one another, etc.
 - **What about our relationship with God?** How should individual members of our team be growing spiritually so that we can model intentional faith development as leaders in our church? We shall commit to deepening our spiritual walk by...
 - **Our accountability and support of our members** – what does it require of each of us if we want our team to be healthy and stay healthy spiritually, physically, mentally?
 - **Commitment to the mission** – What is our mission? How do we keep it the focus of our work? What will our work look like if we are doing it for the sake of the mission? All that we do is for the sake of the mission, which means we are...
 - **Signatures of agreement and date:** Team covenants must be reviewed/adjusted and signed each year so that new members are included in this process as well. Because covenants include expectations for your team you may consider sharing a copy with the Leadership Development and Nominations team to share with potential new SPRC members.
- Review and recite the covenant at each SPRC Meeting
- Sample Covenants can be found in Section 4: Additional Resources

RESPONSIBILITIES NECESSARY FOR PROMOTING HEALTHY RELATIONSHIPS

Members of the SPRC should be aware of these 4 important responsibilities they must have in order to be effective in their relational responsibilities within the church:

1. MODELING:

- Members of this team must be engaged in and attentive to their Christian spiritual development so as to give proper leadership in the responsibilities with which the committee is entrusted.

2. MENTORING:

- Guiding and assisting church staff when necessary
- Discerning God's hand working in & calling persons to full-time ministry

3. MONITORING:

- Effectiveness of Staff (especially in relationship to the MISSION)
- "Current realities" within the local church and community
- Areas of needed maturity in the congregation (e.g. age, race, gender, etc.)

4. MEDIATING:

- When needed if things do not resolve naturally

UNDERSTANDING THE DIFFERENCE BETWEEN HEALTHY AND UNHEALTHY CONFLICT WITHIN THE LOCAL CHURCH

Creative Conflict: A leader must create passion while sustaining creative conflict

Promotion and management of conflict are benchmarks of a healthy organization. Avoiding or squelching conflicts at all costs, blocks the possibility of passionate, highly creative solutions to the complex problems that face churches and communities today.

A mistake we often make in our churches is that we strive for conflict resolution.

Conflict resolution suggests that most, if not all, **conflict situations are problematic and destructive** so there needs to be **a method to restore peace**.

What happens then? The group decides on **a consensus** to solve the problem **before the best decisions/solutions were identified**. People settle on a resolution that all could "live with" but now there's **little passion or excitement** for anyone.

AVOIDING DISUNITY: A HEALTHY PROCESS FOR DEALING WITH CONCERNS AND CONFLICT

Dealing With Sin in the Church

15 "If another member of the church[a] sins against you,[b] go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one.[c] 16 But if you

are not listened to, take one or two others along with you, so that every word may be confirmed by the evidence of two or three witnesses. 17 If the member refuses to listen to them, tell it to the church; and if the offender refuses to listen even to the church, let such a one be to you as a Gentile and a tax collector. (Matthew 18:15-17 NRSV)

1. If you have a problem, go directly to the staff member with whom there is the concern. Ask: Have you talked with the staff member about this concern? If they are uncomfortable doing this, a SPRC member could go with them. There should never be anonymous or secret complaints and/or complainers. If they have done so but continue to be dissatisfied, you need to encourage them to have further direct conversation and reflection upon other positive responses and forgiveness.
2. If the issue is not yet resolved, then bring it to a SPRC chair who can then talk with the pastor/staff about the concern. Remember, **NO ANONYMOUS COMPLAINTS!** If something is written, it must be dated and signed. If someone refuses to sign or state their name, the issue must not be that important to them. If they decline, tell the person you **CANNOT** carry the concern forward. The SPRC chair should acknowledge receipt of the verbal or written/signed issue.
3. If it still is not resolved, it comes to the SPRC for discussion and potential resolution (with agreed upon steps and action). The team needs to consider:
 - Is effective ministry happening in alignment with the mission and vision?
 - What will need to change?
 - What steps/actions will be taken to move toward healthier ministry?
 - Does the concern have merit and does it deserve further attention?
 - If the concern has no merit and deserves no action, SPRC should write a note, signed by the committee, stating that the input has been received, discussed, and no action will be taken at this time, yet the SPRC is aware.
 - If there is legitimate concern found by the SPRC it is to be discussed with all parties involved to get a fuller understanding of the situation. Together, decide on a course of action and follow up.
 - The whole committee decides if a joint statement is needed to the church or the individual who initiated the concern. All SPRC members are obliged to share only the approved, joint statement without additions or deletions.
 - SPRC should not receive petitions from groups, but individuals only. When trying to gain a sense of the entire congregation, SPRC should not conduct polls but make it known to the congregation that they can approach them personally. Each SPRC member should report to the SPRC Chair who approaches them. The SPRC Chair can then determine if a few individuals are unduly seeking to influence SPRC opinions.
4. If the issue is still not resolved, then the Conference Superintendent may become involved to facilitate resolution (with agreed upon steps and actions).

Additional Note: Keep in mind that The United Methodist Book of Discipline not only has expectations for clergy but for laity as well. Just as a clergy person can have charges and complaints filed against them, laity can as well. ¶2702.3 states that a professing member of a local church may be charged with the following offenses: (a) immorality; (b) crime; (c) disobedience to the order and discipline of The United Methodist Church; (d) dissemination of doctrines contrary to the established standards of doctrine of The United Methodist Church; (e) sexual abuse; (f) sexual misconduct; (g) child abuse; (h) harassment, including, but not limited to

racial and/or sexual harassment; (i) racial or gender discrimination; (j) relationships and/or behaviors that undermine the ministry of the persons serving within an appointment; or (k) fiscal malfeasance.

Section 3: Systems That Enhance Harmony Between The Church And Staff

THE VALUE OF JOB (MINISTRY) DESCRIPTIONS

(Adapted from Lyle Schaller, The Pastor and the People, page 46)

Using job descriptions is part of good management. Using job descriptions will help an organization better understand the experience and skill base needed to enhance the success of the company. They help in the hiring, evaluation and potentially terminating of employees. All too often, there is a misunderstanding of what a position entails and a well-prepared job description can help both sides share a common understanding.

Creating a job description often results in a thought process that helps determine how critical the job is, how this particular job relates to others and identifies the characteristics needed by a new employee filling the role. A job description typically outlines the necessary skills, training and education needed by a potential employee. It will spell out duties and responsibilities of the job.

Once a job description is prepared it can serve

- As a basis for interviewing candidates
- For orienting a new employee
- As an evaluation tool for job performance.

Components of a Job Description

A summary statement: These one or two sentences include a general statement of duties and mentions who the employee would report to.

Functions of the position: Usually this section is lengthy. It details what the job actually entails and can be quite specific. It should detail any supervisory functions in addition to being as specific as possible describing tasks the employee will face every day. This is also the best place to indicate the types of persons and/or groups he or she will deal with or serve. You can also use this section to place priorities on the activities.

Attributes needed for the position: If the position involves the use of machinery (or computers), spell out what type of machines or software the employee will use. Also detail any technical or educational requirements that may be critical or desired. This is also the place to provide some insights into the type of work environment you are attempting to maintain.

Reporting: Provide details on the reporting and organizational structure. This will help the employee better understand how their activities fit into the total organization.

Evaluation criteria: The more specific you can get the better. Writing this section will probably enable you to define what is most important for the organization as well as the employee. Try to make sure the evaluation criteria of the position will promote the type of activities to enhance the success of the church. Also provide details on when evaluations will take place.

Compensation: The agreed upon salary and additional compensations should be agreed upon and listed as part of the job description. This should be a part of the ANNUAL evaluation and goal-setting discussion and therefore, may need to be adjusted each year.

Physical location and surroundings: Where will their ministry take place; what area(s) may be part of their responsibility; will they be sharing space?

IMPLEMENTING A LAY EMPLOYEE HANDBOOK

One of the important documents every church must have on its shelf is a Lay Employee Handbook.

Churches that have the resources to pay employees should strive to create environments that attract the best and the brightest. These ministries that value their employees take the time to create policies, procedures and compensation strategies that create a healthy work environment.

Part of that process is writing down those policies, procedures and benefits so that employees can understand what is expected of them and what they can expect as an employee of the ministry. The goal of this manual is to create a resource to communicate benefits, process and expectations of lay employees. Clergy adhere to the Book of Discipline and Annual Conference requirements and thus do not fall under the Lay Employee Handbook.

For a template, go to <https://www.inumc.org/local-church/admin-and-financial-services/human-resources/local-church-personnel-manual/>

8 Tips for Creating a Lay Employee Handbook

1. Create A Manual Outline

Start by making a list of all the topics you want to cover in the manual. Then create categories and subcategories, like a table of contents. This outline will be the bones of the handbook and your guide for writing it.

2. Round Up What You Already Have

Chances are you have already done some of the work. Gather all of your current policies, forms and documents. Review them, make sure they comply with local laws and then create a format so all pages look the same.

3. Review with Leadership

Spend some time reviewing these documents with your leadership team. You want to make sure that everyone, who has supervisory responsibility, is on the same page. This will ensure consistency in practice. (For example, if one supervisor is OK with employees being late for work, it may not sit well with other departments that enforce a policy for designated work hours.)

4. Seek Legal Review

It is unfortunate that we live in a litigious society (even churches) but it is a reality that we need to navigate. Take what you have put together and have a legal review done. You do this

to minimize your legal risk. If you are going to go through the work of creating a manual, do it right so you don't need to be concerned with being compliant with labor laws.

5. Review with Employees

Employees don't know what they don't know so make sure you communicate with all staff. The goal is to help them understand what benefits are available, what you can expect from them and what they expect from you. Use your employee orientation process, and each subsequent revision of the manual, to have them sign off acknowledging that they have read and understand the contents of the manual. Keep a copy in their employee file. Use all staff meetings and employee forums to share updates, changes or additions to the manual.

6. Update the Manual Once a Year

Commit to do an annual review and update to the manual. This will do two things:

- Remind you what is in writing.
- Ensure the manual remains compliant with changing laws.

7. Employee Review Annually

Let's face it - when we don't think about something we tend to forget about it. Spend an hour a year reviewing the manual and resetting expectations with employees. This will reinforce your commitment to policies and procedures and help staff understand their responsibility in complying with what is written in the manual.

8. Commit to Compliance

There are not too many things worse than having a policy that is not enforced – when the occasional legal challenge comes your way. If you have policies that you are not going to enforce, remove them from the handbook. For instance, if you have a policy on tardiness that some employees comply with and others don't then you are setting the stage for a difficult challenge if tardiness happens to be one of the reasons you use to justify an employee termination.

What Should Be Included in A Lay Employee Handbook

This is merely a guide to get you and your team thinking about the sections and structure you want to create in your manual. Take each point and flush it out to reflect your church's approach to each area. Discard the sections you don't need and add those that may not be on this list.

Lay Employee Handbook Content Outline

Here is a list of possible sections for an employee manual to get you started:

1. Introduction

- Mission and Vision
- Core Values
- Statement of Faith
- Social Principles of the UMC
- Purpose of the SPRC

2. Employment Classifications

- Contract Employees

- Exempt
- Non-exempt
- Regular Full-time
- Regular Part-time

3. Employee Benefits

Paid Time Off

- Bereavement
- Holidays
- Jury Duty
- Sick Leave
- Vacation
- Voting Time

Leaves-of-Absence

- Family and Medical Leave-of-Absence
- Non-Family Medical Leave-of-Absence
- Maternity/Paternity Leave
- Military Leave-of-Absence
- Sabbatical Leave
- Worker's Compensation

Health Insurance Benefits

- Dental Insurance
- Life Insurance
- Medical Insurance

Retirement

4. Employment Policies

- Background Checks
- Communications and Information
- Compensation
- Computer Software
- Confidentiality
- Code of Ethics and Conduct
- Contact with Media
- Direct Deposit
- Electronic Mail
- Email
- Employee Assistance and Counseling
- Employee and Leadership Competencies
- Equal Employment Opportunity
- Exit Interview
- Expense Reimbursement
- Immigration Law Compliance
- Internet Use
- Introductory Period
- Job Description

- Merit Increase Process
- Minister’s Housing Allowance, if a direct hire by the church
- Overtime Pay
- Pay Day
- Payroll Deductions
- Personal Information
- Personnel Records
- Progressive Discipline
- Performance Appraisals
- Probation
- Rest Periods and Meal Breaks
- Social Media
- Social Security
- Termination
- Time Reporting
- Work Week and Scheduling

5. Employee Conduct

- Attendance
- Conflict Resolution
- Grievance Resolutions
- Harassment
- Office Attire
- Performance Management
- Smoking
- Selling and Solicitation
- Safety
- Security
- Sexual Misconduct
- Standards of Conduct
- Substance Abuse
- Tuition Reimbursement
- Violence in the Workplace Prevention

Reference: www.smartchurchmanagement.com

HOW WELL DO YOU KNOW YOUR PASTOR AND STAFF MEMBERS?

Understanding the SHAPE - “Gift-mix” of Your Pastor and Your Team

- **S** = Spiritual gifts
- **H** = Heart/Passion/Dreams
- **A** = Aptitude/Abilities
- **P** = Personality traits
- **E** = Experience(s)

Spiritual Gifts:

There are 3 main passages that list the spiritual gifts that the Lord gives.

Romans 12:6-8; I Corinthians 12:4-11; 27-31; and Ephesians 4:11-13.

Altogether, there are 20 different gifts mentioned within the three scripture references.

Given to believers

Different than natural talents (that can also be used for God)

Zig Ziglar often asked the question “are you a wondering generality or a meaningful specific?” Wondering generalities often miss the mark because they are running around trying to be “all things to all people.” Meaningful specifics have a vision, know what they’ve been designed for, and wait for God to have meaning.

Personality types:

Extrovert/Stable: like clearly defined relationships, warm, loyal, thoughtful, trusting

Extrovert/Flexible: spontaneous, enthusiastic, fun, inspirational, welcome change

Introvert/Stable: quiet, reflective, practical, thorough, fact-oriented

Introvert/Flexible: prefer general guidelines, self-confident, competitive, risk-taking, visionary

Why is it important to know how your pastor or staff members are SHAPED?

How could knowing another team member’s SHAPE help the effectiveness of your team?

THE PASTOR’S JOB DESCRIPTION **(¶340 Responsibilities and Duties of Elders and Licensed Pastors)**

Word and Ecclesial Acts

- Preach the Word of God
- Lead in worship
- Counsel the distressed and grieving
- Preside at weddings and funerals
- Visit in homes in church and community
- Maintain all confidences

Sacrament

- Celebrate the sacraments, Baptism and Lord’s Supper
- Instruct parents & sponsors before baptizing infants / children
- Encourage reaffirmation of baptismal covenant and vows
- Encourage profession of faith after instruction
- Explain meaning of Lord’s Supper and encourage participation
- Select and train Deacons and laity to assist / carry communion
- Encourage Means of Grace

Order

- “Branch manager’ of the local church
- Support, guide, train lay leadership

- Create mutual accountability
- Oversee the educational program
- Goal setting, planning, evaluation
- Administer the temporal affairs of the church
- Administer the provisions of the Book of Discipline
- Prepare Charge Conference reporting of ministries
- Give leadership for funding ministry
- Promote faithful, financial stewardship
- Full and faithful payment of all apportioned funds, Conference and District
- Participate in denominational and conference programs and training
- Lead in racial and ethnic inclusiveness

Service

- Embody the teachings of Jesus in servant ministries and servant leadership
- Spiritual life center for the community
- Build the body of Christ as a caring and giving community, extending ministry to the world
- Participate in community, ecumenical and inter-religious concerns and involve the local church

CONTINUING EDUCATION, STUDY LEAVE, AND SABBATICALS

The *2016 Book of Discipline* in ¶350, *Continuing Education and Spiritual Growth* and ¶351, *Sabbatical Leave*, gives guidelines and support for clergy study leaves, continuing education, and sabbaticals. In addition, ¶350.4 addresses the issue of financial support. In terms of time, the requirement of the *Discipline* is that clergy shall spend at least one week each year and may include at least one month during one year of every quadrennium for continuing education. These leaves are not to be considered vacation. Study leaves of up to six months may be taken by clergy who have held full-time appointments for at least six years. All such leaves are to be scheduled in consultation with the local church pastor/staff-parish relations committee, the church council, and the Conference Superintendent.

In addition to local church funding, financial support for continuing education and professional development may be available through the Ministerial Education Fund. Clergy who have completed basic educational requirements, may request funding on a calendar year basis – according to the date of the event and not the date of the request. Details can be found at <https://www.inumc.org/ministerial-services/clergy-leadership-development/continuing-formation/> and <https://www.inumc.org/ministerial-services/clergy-leadership-development/education/continuing-formation-leave/>

In addition, ¶419.7 says that one of the responsibilities of the Conference Superintendent is to “*receive written or electronic reports of the clergy’s continuing education, spiritual practices, current ministry work, and goals for future ministry.*”

CLERGY ASSESSMENT/APPOINTMENT CONSULTATION FORM

The Clergy Assessment Form is designed for the purpose of helping you have a constructive face-to-face conversation with your clergy about the impact of their ministry as well as providing an evaluative communication to your Conference Superintendent.

The expectation is that SPRC will work as a team to fill out the Clergy Assessment and then have a discussion with the clergy person about the results. The form will then be submitted to the Conference Superintendent. The intent of this process is to affirm and build upon the strengths of the pastor and to discuss bringing resources and support noted for improvement.

The Clergy Assessment is an online document. A link will be sent to the SPRC Chairperson late summer or early fall with instructions and the due date. If you have more than one appointed pastor to your church, you will need to fill out a unique form for each.

Included with the online Clergy Assessment Form will be an Appointment Consultation Form. All pastoral appointments are made on an annual basis, and changes generally occur July 1, with the primary appointment-making discernment process beginning each January. This means that any input received late makes it difficult for the Bishop and Cabinet to consider your request.

Please remember, your committee's input is vital, but it is advisory to the Bishop and Cabinet. Also, note that the completion of this form does not provide any guarantees an appointment change will or will not occur. In preparation of this upcoming appointment year, it would be helpful for each member to familiarize yourselves with "How the Process Works"

<https://www.inumc.org/ministerial-services/appointments/how-the-process-works/>

More information about the Appointment Process, can be found in Section 4: Resources, of this Handbook.

CREATING AND MONITORING EXCELLENT BOUNDARY POLICIES FOR CLERGY AND STAFF IN THE LOCAL CHURCH

While creating boundary policies for your clergy and staff (which should be included in your congregation's Lay Employee Handbook) you should keep the following in mind:

- What do you want the working environment of your ministries to look like?
- What do you want everyone on your team(s) to know about how they are expected to treat one another...and everyone they work with?
- What will be the consequences of not behaving in a way that matches those expectations?
- You will need to be prepared to think beyond "be kind" and talk specifically about sexual ethics, money handling, integrity, and honesty

Reasons for Boundaries

- Create Safety
- Regulate distance
- Define the distance between self and others
- Define the relationship between subsystems

- Prevent burnout
- Promote self-care

There must be boundaries in your personal life and in your professional life. When ministry is your profession, the role of pastor (or other church staff) can be complicated.

Recommended resources:

Missouri Conference of The United Methodist Church

- Excellent on-line training for SPRC members to view regarding supporting your pastors and staff with healthy boundaries
- Highest Ideals Brochure re: Clergy Sexual Ethics

Both can be found on their website: www.moumethodist.org. Click on Resources, then Boundary Resources.

6 Principles for Boundaries in Pastoral Ministry by Barney Self, Ed.D. on www.Lifeway.com

Awareness of Sexual Misconduct

Sexual abuse affects far too many people across Indiana. Trusted adults — teachers, coaches, pastors, priests, scout leaders and others — can destroy lives when they abuse their positions and molest or rape a child.

While the individual can be tried criminally for committing the sex crime, it is rare that a victim can hold that person financially accountable. On the other hand, a church, school or public organization might be liable for the perpetrator’s behavior, if it failed to complete background checks or supervise those working with children.

THE UNITED METHODIST CHURCH COMMITMENT TO STAND AGAINST SEXUAL MISCONDUCT

January 23, 2018

Status and Role of Women

United Methodist leaders respond to #metoo and #churchtoo movement

“The sin of sexual misconduct must be named by the Church at every level of ministry... the Council of Bishops joins with The General Commission on the Status and Role of Women to strongly encourage and support the reporting of sexual misconduct, including sexual harassment allegations within the Church.”

“The Church is a place for spiritual growth. Unfortunately, spiritual violence happens every time a person experiences sexual misconduct within the Church. Nothing excuses this behavior. In November 2017, before the most recent flurry of stories came forward, the Council of Bishops affirmed, through its members, renewed commitment to addressing the systemic causes of sexual misconduct and abuse of power. Upon invitation, the General Commission on the Status and Role of Women provided two training sessions to the bishops during their recent meeting on topics of sustaining integrity in ministry and response to sexual misconduct.

The Council of Bishops is committed to leading The United Methodist Church in the prevention of sexual misconduct, to offering healing to the victims, and to finding paths for Christ's love to be shown to the perpetrator while maintaining standards of accountability.

The Council of Bishops joins with The General Commission on the Status and Role of Women to strongly encourage and support the reporting of sexual misconduct, including sexual harassment allegations within the Church. Our denomination's website, www.umsexualethics.org offers information and a toll free, confidential number for support through the General Commission on the Status and Role of Women.

To the extent of our ability, we pledge to do the right thing in every complaint received, including listening well to hear the story and developing a response which holds persons accountable and offers healing for all affected."

Statement from The United Methodist Council of Bishops together with GCSRW

SOCIAL PRINCIPLES OF THE UNITED METHODIST CHURCH

The Book of Discipline (2016) ¶161 The Nurturing Community

The church takes seriously our role in being a part of the nurturing community. We are in covenant with one another.

- (F) "We reject the erroneous notion that one gender is superior to another..."
- (I) "Violent, disrespectful, or abusive sexual expressions do not confirm sexuality as God's good gift."
- (J) "Sexual harassment must be understood as an exploitation of a power relationship..."
- (P) "Sexual assault is wrong. It does not matter what the person is wearing..."
- (Q) "We oppose all forms of pornography and consider its use a form of sexual misconduct."

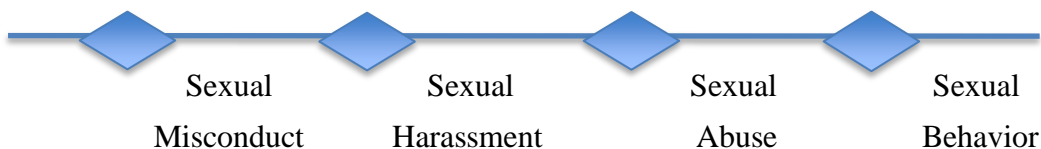
Misconduct of a sexual nature is about **power** - power which is abused through sexualized behavior.

We use the words "misconduct of a sexual nature" because the focus must be on the misuse of power. Sometimes this misuse is through sexualized behavior. In those instances, the misconduct is sexual misconduct. However, to label the subject as primarily sexual is to avoid the deeper subject of sacred clergy office and authority.

The continuum of behaviors called **sexual misconduct within the ministerial relationship** represents an exploitation of power and not merely 'inappropriate sexual or gender-directed conduct.' Sexual misconduct in any form is unacceptable in church and ministry settings whether it is clergy-to-lay, lay-to-clergy, clergy-to-clergy, lay-to-lay, staff-to-staff, staff-to-volunteer, volunteer-to-volunteer, or volunteer-to-staff. Anyone who works or volunteers under the authority or auspices of the Church must be held to the highest standards of behavior, free of sexual misconduct in any form. (The Book of Resolutions 2012, #139)

CREATING CLEAR POLICIES REGARDING SEXUAL MISCONDUCT

STEP 1: Understand the definition of Sexual Misconduct



(Just because the word *sexual* is used does not mean each action must constitute sexual actions or based upon sexual desire. Only Sexualized Behavior must include sexual actions. The other can be abuse of power, discriminatory or prejudicial actions or language.)

In addition to being criminal, sexual misconduct is a chargeable offense, for both laity and clergy in The United Methodist Church. *The Book of Discipline* 2012, ¶ 2702.1,3

DEFINING MISCONDUCT ¶161

SEXUAL MISCONDUCT

Sexual Misconduct is a betrayal of sacred trust. It is a continuum of unwanted sexual or gender-directed behaviors by either a lay or clergy person within a ministerial relationship (paid or unpaid). It can include child abuse, adult sexual abuse, harassment, rape or sexual assault, sexualized verbal comments or visuals, unwelcome touching and advances, use of sexualized materials including pornography, stalking, sexual abuse of youth or those without capacity to consent, or misuse of the pastoral or ministerial position using sexualized conduct to take advantage of the vulnerability of another.

SEXUAL HARASSMENT

Sexual Harassment is “any unwanted sexual comment, advance, or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender.”

SEXUAL ABUSE

Sexual Abuse is a form of sexual misconduct and occurs when a person within a ministerial role of leadership (lay or clergy, pastor, educator, counselor, youth leader, or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, staff member, coworker, or volunteer.

PORNOGRAPHY

Pornography is sexually explicit material that portrays violence, abuse, coercion, domination, humiliation, or degradation for the purpose of arousal. Any sexually explicit material that depicts children is pornographic. “We deplore all forms of the commercialization, abuse, and exploitation of sex.” “*The United Methodist Church declares that the use of pornography...is a form of sexual misconduct, a chargeable offense for laity and clergy.*”

STEP 2: Adopt and adhere to safety policies

A key toward the prevention of sexual misconduct in every United Methodist congregation is the adoption of and adherence to safety policies.

One of those is a **sexual misconduct policy**, which should include at least these four things.

1. **Theological foundation** – The Bible tells us that all human beings have sacred worth because we are created in the image of God
2. **Basic definitions** – Many people have a general sense that interactions with their pastor or another in the church do not “feel right,” but need the vocabulary to name it.
3. **Complaint process** – Everyone needs an easy-to-understand outline of what will happen once a complaint is received.
4. **Cyberspace guidelines** – Emails, text messages, social media, and other cyberspace interactions are also places where sexual misconduct can occur.

Another means of prevention is for each congregation to have a Ministry Safe Policy. This policy should be reviewed annually and ALL clergy, lay employees, and volunteers that work with children and vulnerable adults must be trained annually on these requirements. Ministry Safe reduces the risk of sexual abuse through regular training and background checks, facilities management, and setting healthy boundaries between children, youth, and adults.” Every member should be aware of their congregation’s policies and follow them. Information on creating a policy can be found at <https://www.inumc.org/local-church/safe-sanctuaries/abuse-protection-policies/> and <https://www.inumc.org/local-church/safe-sanctuaries/background-checks/>

STEP 3: Reporting

When the sacred trust between a church leader and a congregant is broken, it needs to be reported.

If you become a victim of sexual misconduct or witness an incident, tell someone. If the misconduct is criminal it must immediately be reported to the police who will conduct an investigation.

In the church, contact your Staff/Pastor-Parish Relations Committee chairperson, Conference Superintendent, Bishop, or a United Methodist clergy person to share your story. While it is not always easy, reporting abuse may save others from becoming victims later.

The United Methodist Church seeks to confront these issues directly, and unreported acts cannot be addressed appropriately.

STEP 4: Seeking just resolution

When complaints are reported, the goal of The United Methodist Church is to bring about a “just resolution.” According to The Book of Discipline of The United Methodist Church 2016 (BOD), “A **just resolution** is one that focuses on repairing any harm to people and communities, achieving real accountability by making things right in so far as possible and bringing healing to all the parties” (**BOD ¶362**).

RECOMMENDED RESOURCES

General Commission on Status & Role of Women
www.gcsrw.org Resources > Curriculum > #MeToo Toolkit

Section 4: Additional Resources

A COVENANT OF LEADERSHIP – Sample 1

Our Promises to God:

We promise to pray, alone and together, to thank God and to ask for God's help in our lives and in our work for our church, and we promise to listen to God's answer to us.

Our Promises to Our Church Family:

We promise to demonstrate our leadership and commitment to our church by our example.

We promise to support our church's pastors and staff, so their efforts can be most productive.

We promise to try to discover what is best for our church as a whole, not what might be best for us or for some small group in the church.

Our Promises to Each Other on SPRC:

We promise to respect and care for each other.

We promise to treat our time on SPRC as an opportunity to make an important gift to our church.

We promise to listen with an open, nonjudgmental mind to the words and ideas of the others in our church and on SPRC.

We promise to discuss, debate, and disagree openly in SPRC meetings, expressing ourselves as clearly and honestly as possible, so we are certain the SPRC understands *our* point of view.

We promise to support the final decision of SPRC, whether it reflects our view or not.

Adapted from *Leading Change in the Congregation: Spiritual and Organizational Tools for Leaders* by Gil Rendle, copyright © 2011 by the Alban Institute. All rights reserved.

A COVENANT OF LEADERSHIP – Sample 2

- We seek to be faithful to the mission of The United Methodist Church in making disciples of Jesus for the transformation of the world.
- We seek to offer (Name) United Methodist Church a united team that engages in honest discussion where we listen to one another, disagree agreeably, maintain confidentiality, and have each other's back.
 - We seek to make the SPRC meetings a priority by attending unless we are sick or out of town. If we must miss, we will notify the chairperson in advance. If the committee doesn't hear from someone, we will call and make sure they are OK.
 - We will meet the second Monday of the month at 7 p.m (insert appropriate date).
 - We will pray for each other at least once each week.
 - We will handle conflicts Biblically.
 - We will start conversations with questions and seek to understand one another's perspectives. The Bible (Matthew 18) serves as our guide to resolving conflicts.
 - We will fulfill our responsibilities as outlined in The UMC Book of Discipline, Conference policies and procedures, and other guidance given by our Conference Superintendent.

Signatures of all team members:

Date:

A COVENANT OF LEADERSHIP – Sample 3

(NAME OF MINISTRY) TEAM COVENANT

We enter into this covenant in order to more effectively fulfill our mission to (Enter Mission) and fulfill our vision to (Enter Vision Statement)

PARTICIPATION: We shall foster healthy practices by ...

- Attending scheduled meetings are a priority
- Be on-time and ready to be fully present
- Come prepared so that discussion can involve everyone, and decisions made with full input

OUR RELATIONSHIP WITH GOD: We commit to deepening our spiritual walks by ...

- Regular practice of the spiritual disciplines (remember our vows)
- Share prayer concerns with one another
- Live out our mission of making disciples of Jesus Christ for the transformation the world

OUR LIFE TOGETHER: We shall foster a healthy team by...

- Being passionate about our role and possibilities for (name of your church)
- Being trusting and trustworthy
- Being open and honest, communicating transparently
- Being authentic and true to self while celebrating the diversity of others
- Being responsive rather than reactive
- Being selfless - putting the team ahead of ourselves, the mission ahead of the team; supporting decisions we make 100%.
- Taking time to celebrate and have fun.
- Commit to confidentiality—assume that everything said in the meeting is not to be shared

OUR ACCOUNTABILITY AND SUPPORT: We will keep our team healthy by...

- Reviewing this covenant before each meeting
- Offering resources, consultation, and encouragement to one another
- Practicing healthy confrontation and communication by dealing with one another face-to-face (Matt. 18)
- Seeking reconciliation with those we've harmed and restitution to our team when we have broken or damaged this covenant

COMMITMENT TO MISSION: All that we do is for the sake of our mission, which means we are...

- Committed to taking risks, and to be willing to fail, for the sake of the mission
- Results driven

Signatures and dates:

JOB DESCRIPTION – Sample 1

TITLE: DIRECTOR OF DISCIPLESHIP DEVELOPMENT

MINISTRY STATEMENT:

Christian formation and discipleship is an on-going and life-long process; therefore, the ministries of the church must provide opportunities for this at all age levels and stages in one's life. This lifelong process begins at baptism and continues through all of life and is necessary for First UMC to be a vital and fruitful church.

QUALIFICATIONS:

- Professes and demonstrates a passionate faith in Jesus Christ as Lord and Savior.
- Leads a life of vibrant discipleship and models a healthy balance between God, self, family, and ministry.
- Must be able to demonstrate a history of successful recruitment/equipping/training in ministry.
- A college degree with a minimum of 2 years church leadership experience is preferred, but other combinations of education, training, and experience that provide the required knowledge and skills for effective ministry are also acceptable.
- Exceptional people skills: listening, communicating, developing trust and rapport.
- Demonstrates excellent written and verbal communication skills. Social media abilities essential.
- Is organized, self-motivated and able to motivate others.
- Ability to work in and contribute to a team-based environment utilizing the development of goals and objectives with strategic planning.
- Is comfortable working with a wide range of people from children to mature adults both inside and outside the church.
- Prioritizes “equipping others for ministry”, over “doing ministry personally”, by mentoring and discipling leaders and others.
- Is comfortable and knowledgeable with different models of ministry and strives to provide ministry that is relevant, dynamic, and Christ-centered.
- Is well-versed and committed to the theology and practices of The United Methodist Church.

EXPECTATIONS:

- Must be personally growing in a relationship with Christ and able to lead others in that journey.
- Will recruit, equip, develop, and support leaders and other volunteers on an on-going basis.
- Effectively responds to and follows-up with inquiries or concerns in a timely manner.
- Ensures partnerships with appropriate schools and other community organizations.
- Must work within financial guidelines as established in the yearly budget process.
- Willing to participate in training and connectional opportunities provided by the district and the Indiana United Methodist Conference.
- Attends weekly staff meetings.
- Background checks are required of all persons working with children and youth per the Indiana United Methodist Church Conference

RELATIONSHIPS:

- Reports directly to Senior Pastor for supervision and evaluation
- Member of First UMC Staff
- Supervisor to Youth Leader
- Active encourager to the congregation of First UMC
- Shepherd to youth and their parents
- Liaison to community leaders including local school officials

POSITION REQUIREMENTS:

Salaried: 40-55 hours per week
(including weekends and some evenings)

Office hours: _____

Salary: \$ _____ per year.

Benefits: _____
(list insurance, pension, etc.)

Vacation: _____

Expected Continuing Education or Training: _____

Goals for 2023: (based on expectations of position)

1.

2.

3.

4.

5.

Evaluations: 3-month date: _____ 6-month date: _____

9-month date: _____ 12-month date: _____

Date this ministry/job description was reviewed and/or updated on: _____

Signature: _____

Director of Discipleship Development

Signature: _____

Chairperson of Staff Parish Relations

JOB DESCRIPTION – Sample 2

Title:

Church Administrator

Ministry Purpose Statement:

This ministry's goal is to support the overall function and activities of (NAME) UMC in all administrative areas with excellence. The church administrator is the person that represents the best of (NAME) UMC as s/he is in front line ministry assisting staff, laity and guests of the church. As the first person most see or talk with during weekdays, this role strives to create a positive image of the church and present an environment that is inviting, helpful, comforting and at times calming to the diverse people and multitude of needs that come with this responsibility.

Qualifications:

- Demonstrates a professional image in speech and actions that represents Christlikeness and the purpose of the church.
- Accepts to agree to confidentiality regarding church, staff, financial or other sensitive information or issues with whom she/he interacts with on and off the job
- Is detailed oriented and able to organize, prioritize and complete the administrative duties of the position in a timely manner.
- Responsible for understanding the operation of all general office equipment/repair needs.
- Is qualified to utilize the many functions of computers and software such as Word, Outlook, Excel and specialized software designed for church files management, presentation and database.
- Understands the value and importance of excellent attendance and maintaining consistent office hours. This role must be flexible at times about the schedule if the need to change arises
- Utilizes volunteer staff and appreciates that working with and training volunteers is different than working with paid staff
- Works independently with minimal supervision
- Is willing to attend training opportunities as necessary
- Values that this position is a ministry not just a job

Expectations:

Administrative support:

- Manage all incoming calls and messages for staff members
- Responsible for distribution of all communications
- Prepare bills for the church treasurer
- Produce the monthly newsletter
- Draft and send various letters/emails as requested
- Initiator of church prayer chain
- Record memorial giving and distribute information to Memorial Gifts Team
- Acknowledge memorial gift givers and notify next of kin of such memorials
- Maintain portions of Church website
- Monitor office supplies and order as needed
- Monitor office equipment and request service as needed
- Manage church calendar
- Schedule building usage or rental

- Schedule usage for church vans
- Send out meeting reminders as requested

Reporting and file management:

- Enter all input to the church database directory
- Maintain both the physical and computerized files of the church
- Update the list of shut-ins and hospitalized
- Establish and update volunteer lists/groups (i.e. ushers, communion stewards, acolytes, weekly Sr. High breakfasts)
- Represent First UMC at Charge Conference by completing all reports and attending the annual conference
- Maintain UMC’s membership records as required by the membership secretary
- Gather and prepare information for Year End Reports
- Maintain Vital Statistics and submit to District office

Worship support:

- Create and distribute weekly bulletins/fliers for both campuses
- Maintain sanctuary to include altar clothes, candles, and hymn board
- Create CD copies of weekly sermons for shut-ins
- Schedule regular maintenance/tuning for church pipe organ and pianos
- Facilitate planning and execution of baptisms, confirmation and new member services

Relationships:

- Direct report to the senior pastor
- Member of the Staff Team
- Provides assistance to the Church Council and all lay leaders of the church
- Assists Preschool staff and families
- Supports the congregation of First church
- Represents First Church to the general public including business representatives and suppliers
- The INUMC Conference Superintendent & District Office Staff

Position Requirements:

Part-time: 30 hours weekly Office hours: 8:00 a.m. – 2:00 p.m. M-F

Salaried: \$ _____ per year

Benefits (insurance, vacation, personal days, pension):

Expected Continuing Education or Training:

Evaluations: 6-month date: _____ Annual date: _____

This ministry/job description was reviewed and/or updated on: _____

Signature: _____

Church Administrator

Signature: _____

Chairperson of Staff Parish Relations

PASTORAL TIME USE AND PRIORITIES

Each member of the SPRC should complete this assessment.

- Determine the four (4) areas you believe your pastor should spend his or her time in the next year with a “+”
- Determine four (4) areas he or she should spend very little or no time with a “-”
- Determine four (4) areas he or she should give some time with a “0”

Pastor – Use the same designation as listed above.

The Pastor and SPRC should meet together to discuss and draw a consensus of how a pastor should spend their time.

How would you prioritize your pastor’s time to help your church accomplish the mission, “To make disciples of Jesus Christ for the transformation of the world?”

___ **Visitation:** calling on shut-ins at home or care facilities. Hospitals and surgery visits.

___ **Community:** serving as a volunteer leader in the community; building relationships while participating in/leading community events, connecting with community leaders

___ **Teaching:** planning and teaching classes for Sunday school/Bible study and small groups, teaching the confirmation classes, training laity in evangelism, leadership, etc.

___ **The leader:** serving as the leader in the congregation, the person who articulates the vision and focuses the work of the whole congregation on the vision.

___ **Counseling:** counseling with individuals on personal and spiritual problems; work with couples planning to be married; those in grief, etc.

___ **Personal and Spiritual Growth:** developing and following a discipline of Bible and other devotional study, participating in continuing education.

___ **Administration:** serving as the “executive” to the congregation, financially, strategically, in communication and keeping the church organized.

___ **Denominational and Ecumenical Responsibilities:** carrying a fair share of denominational responsibilities, participating in groups and other cooperative bodies.

___ **Leading Worship and Preaching:** planning and conducting worship services, including sermon preparation and working with others who lead and participate in worship.

___ **Evangelism:** building relationships with people in the community that do not have a church home or a relationship with God; bearing witness to the Good News.

___ **Enabler:** responding to lay leadership as a “coordinator”, helping others identify their own special call to ministry and enabling them to respond.

___ **Office Management:** handling the correspondence, channeling communication, keeping records, producing bulletins, newsletters, website and computer management, etc.

ASSESSING YOUR OWN SPRC MEMBERSHIP

1. I believe that our SPRC represents the whole church and not just a given segment of it.
A. Rarely **B. Most times, - I think** **C. We always try our best**
2. Our SPRC is a “safe haven” for our pastor.
A. Hardly! **B. I hope so** **C. I believe it is**
3. Knowing our pastor’s spiritual gifts/passion/and abilities has been acknowledged and encouraged by the SPRC.
A. Why is this important? **B. Some of them, sometimes** **C. It is important & we do**
4. The SPRC has discussed the continuing education and spiritual renewal plans of our pastor.
A. Is that our business? **B. Occasionally** **C. We have discussed it**
5. Our SPRC allows for healthy, creative conflict.
A. We nip it in the bud! **B. At times** **C. We freely share healthy & relevant ideas**
6. We, as an SPRC, have acknowledged and celebrated our churches’ ministry strengths and as much as we have on our weaknesses.
A. I dread our meetings! **B. We try to balance it out** **C. We are intentional about this**
7. Confidentiality is not a problem for our SPRC.
A. I wish! **B. Sometimes** **C. It is not a problem**
8. Our SPRC is in relational ministry (interacts) with other ministry teams within our church.
A. What’s the point? **B. I think so** **C. Very intentionally**
9. Our SPRC understands and supports the work of our district and the Indiana Annual Conference
A. No idea **B. Sometimes** **C. Definitely**

Number of A responses: _____ B responses: _____ C responses: _____

ASSESSING MYSELF AS A TEAM MEMBER:

1. I am confident that I understand the role of the SPRC as stated in the UMC Book of Discipline.
A. No idea **B. I think so?** **C. Yes**
2. I believe the most important tasks of the SPRC is to promote unity within the local church.
A. Not really our job **B. Important but not most** **C. Very important**
3. Serving on the SPRC gives me a sense of joy and fulfillment.
A. That’s not what I’d call it! **B. Somewhat** **C. Definitely**
4. I understand and promote the mission and vision of our church.
A. Do we have one? **B. Sometimes** **C. Whenever I can**
5. If asked, I could explain the appointment process of the UMC and affirm (support) it.
A. No **B. Some parts** **C. Yes**

6. Beyond my role on SPRC, I am actively involved in the life of the church.
A. Not so much. B. Somewhat C. Absolutely
7. I believe that as a member of the SPRC, I serve to represent the whole church and not just a portion of it.
A. That is hard for me B. Most times C. I believe I do
8. It is my belief that creative conflict can be very healthy for an organization and think we should embrace it.
A. I avoid any conflict B. A little goes a long way! C. Best way to be visionary
9. I know my gift-mix and believe I'm serving in the best capacity for my church at this time.
A. What's a gift-mix? B. Don't know that it matters C. Yes, it is a good fit
10. It is very clear to me, on average, how our pastor spends his/her time in ministry.
A. Never sure about it B. If the job gets done, does it matter? C. I believe I do
11. Confidentiality is not a problem for me as a member of the SPRC.
A. Could use some work B. Most times C. Not a problem
12. I am intentionally on the look-out for who could replace me on the SPRC?
A. Why? B. Good idea, but, no C. I will do that

Number of A responses: _____ B responses: _____ C responses: _____

It is helpful if the chairperson receives the tally of both areas of assessment and makes plans to address any area of concerns. The pastor and chairperson should make a plan as to how they will be addressed as quickly as possible.

Have each team member share the following with one another:

"A concern I have as an SPRC team member is _____ but the strength I do bring to the team is _____."

THE WORK OF THE STAFF PARISH RELATIONS COMMITTEE QUIZ

1. T F The SPRC should only meet on a quarterly basis or when there are problems to deal with.
2. T F The SPRC should solicit “CONCERNS” from the congregation regularly so that they can know if they have anything they need to deal with at their meetings. (Being proactive instead of reactionary)
3. T F The SPRC deals with confidentiality, which means members can only share with spouses, the prayer team, or with other “key” leaders in the congregation.
4. T F In the event that a congregation is smaller, it is okay for more than one immediate family member to serve on the SPRC.
5. T F The SPRC should rely on the pastor or their spouse to give an annual report regarding the condition of the parsonage.
6. T F It would be helpful if the SPRC has an equal number of people who support the pastor and those that have concerns about the pastor.
7. T F Any member of the SPRC is free to call the CS to share their concerns at any time.
8. T F The SPRC is the group responsible for supervising the work of the pastor.
9. T F Assessing the ministry needs of the congregation is the role of the pastor and should be enforced by the SPRC.
10. T F The SPRC serves as the “search committee” if there is a need for a new pastoral appointment.
11. T F In smaller churches it is not necessary for the SPRC to be divided into classes, and members may serve as many consecutive years as the church deems necessary.
12. T F If a person is too shy or too afraid to share their “concerns”, it is okay for them to submit anonymous letters or to simply request one of the SPRC members to share their concerns with the total committee without using their name in any manner.
13. T F If the pastor and/or SPRC knows what they expect out of a staff member, it is not necessary to have a detailed job description.
14. T F Vital signs should not matter to the SPRC as long as those that are attending are happy.
15. T F The SPRC is a TEAM working alongside, consulting with, and supporting the pastor for the purpose of making Disciples of Jesus Christ for the transformation of the world.
16. T F We can point to persons who have grown in discipleship because of the modeling behavior of our SPRC and the programs we have instituted or supported.

For answers, see page 43 of the SPRC Handbook

INFORMATION THAT SHOULD BE AVAILABLE TO A NEWLY APPOINTED PASTOR

Within One Month of the Appointment being Announced

1. A listing of the current leadership team with best contact information (phone, e-mail address, etc.)
2. Keys: marked clearly for all entries within the church or on church property. (Keys can be given on the move in date) Also, a list of what persons have keys or access to security code(s).
3. Security information. Is there an alarm? Times it is set for; who to call; who has access?
4. Name of person in charge of any outside groups that meet at the church and when they meet.
5. Previous 2-3 years of: lay leadership reports and minutes of all committees.
6. Names and contact info for anyone who is called on for repairs: copier, plumber, electrician, computer, etc.
7. Current copy of: Lay Employee Handbook, Building/Facility Use Policy, Ministry Safe Policy
8. Is your church incorporated? Where are the incorporation papers kept? Who are the officers?
9. Are there credit cards in your church's name? Who has access to them? What are the limits?
10. What is your process/policy for reimbursement of funds and where are the forms kept?
11. Please provide names of local doctors, clinics, dentists, eye doctors, and other health professionals that have good reputations. Finding out if they are taking new patients would be a great benefit.
12. Recommendations for area restaurants (especially in smaller communities) is always a hit!
13. Names of area schools and their principal's names.
14. Listing of local festivals or area's annual events. This helps new pastors with planning.
15. Staff member vacation schedule.
16. **ALL** Passwords for church related technology. The pastor is to have access to **ALL** church files and documents. This includes financial giving records. ¶340.2(c)(2)(c)
17. Share if there are any "sacred cows" not to be touched/changed or rooms in the church?
18. Name of the church's insurance agent and contact info.
19. Location of membership files.
20. Names of any members who have lost a family member in the last 6 months prior to appointment.
21. Names of shut-ins or nursing home residents that are called on.
22. What bank does the church use? Who has access to the check book?
23. Who counts the offering on Sundays and makes the deposit. Where is it kept before the deposit?
24. Who audits our finances? When was it last done?

THE APPOINTMENT PROCESS

A Word About the UMC Process of Appointments

Our United Methodist process of matching pastors and congregations is a “send” process, whereby pastors are sent (appointed) to a congregation by the Bishop and Cabinet (the Conference Superintendents). Some other denominations have a “call” system, whereby a local congregation “calls” or hires their pastor. All systems of matching pastors and congregations have their strengths and weaknesses. Our appointment process usually includes the following strengths:

- The appointment of pastors and churches is based upon the missional needs of the church, not a process of hiring pastors who suit the preferences of the local church leadership.
- Every church is appointed a pastor and every pastor is appointed to a church.
- The Bishop/Cabinet serve as the “search committee” to find the right pastor/congregation match.
- Pastors have freedom for preaching the gospel without fear of being “fired.”
- Congregations can ask for a pastoral change at Annual Conference time without having to go through a painful “fight” to remove a pastor.
- Pastors can ask for a change of appointment without losing their job.
- Pastors can be appointed on the basis of their gifts and grace for ministry, without regard to their gender, ethnic background, or age.
- Local congregations are served by a pastor whose fitness and effectiveness for ministry are monitored by the Board of Ordained Ministry and the Conference Superintendent.
- Both the appointed pastors and the congregations to which they are appointed belong to a connection which can provide support, training, mediation, and prayerful supervision.
- Moving costs for pastors are paid through Conference apportionments, not by the local church or the pastor, provided the local church has paid their Conference tithe at 100%.

The People Involved in the Appointment Process

All Clergy (ordained Elders, ordained Deacons, commissioned Ministers, and Local Pastors) are appointed to their places of ministry by the Bishop assigned to the Indiana Area. The Bishop works through the Conference Superintendents, who help the Bishop by supervising a portion of the Area, called a District. In addition, the Board of Ordained Ministry of the Conference (composed of laity and clergy) approves clergy for ministry, deems them appointable, monitors their fitness, and provides for their continuing education, removal from ministry, retirement, and other changes of their status. The local congregation is represented in the Appointment Process by the Pastor-Parish Relations Committee (or in larger churches it may be called the Staff-Parish Relations Committee) that is elected by the annual Charge Conference of the congregation.

The Meaning of “Consultation”

Consultation is the on-going process of the Bishop and Cabinet being in relationship with the pastors and the congregations of the Annual Conference. It includes those times when the CS visits the congregation, conducts the annual Charge Conference, meets regularly with the pastor,

and various other informal opportunities to know and to understand the situation of ministry in that pastor/congregation appointment. Consultation also includes the specific opportunity each year for the pastor and for the SPRC to advise the CS about the pastoral appointment for the upcoming year - - either requesting a continuation of appointment or a change of appointment. And of course, consultation includes the steps of the Appointment Process when the CS works with the SPRC during the time of a pastoral change.

How the Appointment Process Works

The process begins with an “opening” -- when a pastor is leaving a pastoral appointment because of retirement, death, a change of appointment, or a change of status (such as going on Leave). Once an opening occurs, then the Appointment Process proceeds through the following steps:

1. The Conference Superintendent (CS) of that church meets with the Staff Parish Relations Committee (SPRC) to discuss the needs of the congregation for pastoral leadership. Together they develop a “profile” of the congregation, the community, and the pastor leadership needs of the congregation to be in ministry to that community.
2. The CS takes that Profile to the Cabinet (The Bishop and all the Conference Superintendents) and they thoroughly discuss the needs of that congregation. Together the Cabinet considers all of the available clergy of the Conference and selects the person who best matches this Profile. This selection is based upon the needs of the congregation, and the Cabinet selects the best available pastor to match those needs, without regard to that pastor’s gender, age, or ethnic background.
3. The selected pastor is contacted by the Cabinet and informed that he/she is to be appointed to the church. The pastor is provided with the Profile developed by the SPRC and with any other relevant information that the Cabinet has available. The pastor is asked not to contact anyone other than immediate family about this selection, but to prayerfully consider this appointment and to give a response to the Cabinet.
4. The pastor informs the Cabinet of his/her acceptance of this appointment. If the pastor for sufficient reason does not want to accept the appointment, then he/she puts into writing to the Bishop a request for the appointment to be reconsidered. The Bishop and Cabinet will determine if the appointment is to be reconsidered, in which case the Cabinet repeats step #2 above and selects another pastor for this appointment.
5. Once the selected pastor has agreed to the appointment, the Cabinet contacts the SPRC Chairperson to arrange a meeting with the new pastor, called an Introduction. Normally the CS will not divulge the name of the new pastor prior to this meeting.
6. The new pastor and the SPRC meet with the CS present and presiding, in order to discuss the ministry needs of the congregation, the ministry gifts and experience of the pastor, and the basis of this “match”. Unless serious concerns are raised, or new data or insights emerge, then it is understood that this is the new appointment. However, if such emerge, then the SPRC may put into writing to the Bishop a request for the appointment to be reconsidered. The Bishop and Cabinet will determine if the appointment is to be reconsidered, in which case the Cabinet repeats step #2 above and selects another pastor for this appointment.
7. The new pastoral appointment is announced by the SPRC Chairperson in a Sunday service and

by letter to the congregation after the pastor has had an opportunity to share this announcement with the SPRC at his/her previous appointment (which means that church is “open” and the process begins at step #1 for that congregation).

Other Notes About Appointments

1. Appointments and appointment changes are normally made at Annual Conference time. Obvious exceptions include unexpected deaths or other events that remove a pastor from his/her appointment in between Annual Conferences.
2. In the appointment of clergy to serve as Associate Pastors on the staff of a church, then the Appointment Process normally includes a time for the current Senior Pastor and the proposed Associate Pastor to meet prior to the meeting in step #6 with the SPRC. This meeting of the two pastors is to help ensure a good working relationship on the church staff. If either pastor has concerns about this working relationship, that may be reason for the Bishop and Cabinet to reconsider the appointment.
3. All appointments are made for one year at a time. However, it is the philosophy of this Bishop and Cabinet that longevity is desirable in pastoral appointments and if both the pastor and SPRC recommend the continuation of an appointment we will attempt to honor that request.
4. Part-time appointments and supply pastor assignments are negotiated directly by the Conference Superintendent involved, and then those are brought to the Cabinet for consideration and approval by the Bishop and Cabinet.
5. The Bishop and Cabinet are responsible for making effective pastoral appointments to all of the congregations every year, so sometimes it is necessary to move a pastor from an appointment where both the pastor and SPRC has requested continuation. Such changes are never made without careful consideration of the impact upon everyone involved.
6. Some pastors are in situations where their willingness to move to new appointments is limited by special concerns (such as geography, family needs, etc.). In such cases, the Bishop and Cabinet are also limited in their ability to provide appointment opportunities which fully meet the experience and salary expectations of the pastor. This “limited itinerancy” may even mean that the pastor will have to choose a Leave of Absence or Honorable Location rather than to be able to accept an available appointment. The Bishop and Cabinet pledge themselves to be sensitive to the needs of pastors whose willingness to move is limited by special concerns. However, the ordination vows of United Methodist clergy include the promise to go where we are needed in ministry.
7. The Bishop and Cabinet are given the responsibility of caring for the good of the whole Conference, not just any one church or any one pastor. Sometimes pastors or churches are asked to sacrifice their own preferences for the good of the ministry of the whole body.

PASTORAL DEFINITIONS

Pastor:

The ordained or licensed person who has been appointed by the Bishop has administrative and missional oversight of a local church or churches. The pastor in this formal sense is the official representative of the Annual Conference and is responsible for serving effectively in the ministry of "Word, Sacrament, and Order" in that appointment.

Local pastor:

A licensed pastor, annually approved by the district committee on ordained ministry, who is authorized to perform all duties of an ordained minister, including the sacraments, while assigned to a particular charge under the supervision of a Conference Superintendent. A clergy mentor oversees the local pastor's work in the course of study for ordained ministry and advises on matters of pastoral responsibility.

Ordained Pastor:

A person, in the traditional language of United Methodism, "within the ministry of the baptized who is called of God and set aside by the Church for the specialized ministry of Word, Sacrament, Order, and Service." To qualify for ordination an individual must meet the requirements for membership set forth by The United Methodist Church and the Annual Conference and must have completed the necessary educational training. The individual must also receive the recommendation of the Annual Conference Board of Ordained Ministry and the affirmative vote of the ministerial members of the conference to receive ordination as a deacon or an elder. Following ordination one has the authority to exercise the responsibilities and duties of an ordained minister.

License for pastoral ministry:

License given by an Annual Conference to probationary members seeking ordination as an elder and local pastors appointed to perform the duties of a pastor in a local church.

Certified Lay Minister: (CLM)

BOD:¶ 268. —1. A certified lay minister is a certified lay servant, certified lay missionary, or equivalent as defined by his or her central conference, who is called and equipped to conduct public worship, care for the congregation, assist in program leadership, develop new and existing faith communities, preach the Word, lead small groups, or establish community outreach ministries as part of a ministry team with the supervision and support of a clergyperson. A certified lay minister is assigned by a Conference Superintendent in accordance with ¶ 419.2.

Certified Lay speaker: (pulpit supply)

A lay speaker is a professing member of a local church who is ready and desirous to serve the Church, and who is well informed on and committed to the Scriptures and the doctrine, heritage, organization, and life of The United Methodist Church. A lay speaker has completed the required training courses in lay speaking and has been approved by a district or annual conference committee on lay speaking. Lay speakers serve the local church by witnessing to the Christian faith through spoken communication, church and community leadership, and caregiving ministries. When certified, the lay speaker may conduct services of worship, preach, and lead study sessions as requested by the pastor or the Conference Superintendent.

Categories of Local Pastors

Full-Time Local Pastor (Must complete Course of Study within 8 yrs.)

Part-Time Local Pastor (Must complete Course of Study within 12 yrs.)

Student Pastors (appointed by Conference Superintendents as Lay Pastors)

THE BOOK OF DISCIPLINE OF THE UMC (2016) PASTORAL REFERENCES

¶ 304 Qualification for Ordination

¶ 310 Candidacy for Licensed and Ordained Ministry

¶ 315 Certification Requirements for Local Pastors

¶ 316 Responsibilities and Duties of those Licensed for Pastoral Ministry

¶ 340. Responsibilities and Duties of Elders and Licensed Pastors

1. The responsibilities of elders are derived from the authority given in ordination. Elders have a fourfold ministry of Word, Sacrament, Order, and Service and thus serve in the local church and in extension ministries in witness and service of Christ's love and justice. Elders are authorized to preach and teach the Word, to provide pastoral care and counsel, to administer the sacraments, and to order the life of the church for service in mission and ministry as pastors, superintendents, and bishops.

2. Licensed pastors share with the elders the responsibilities and duties of a pastor for this fourfold ministry, within the context of their appointment. *Full responsibilities for the 4 areas of responsibilities (Word and ecclesial acts, Sacrament, Order, Service) are outlined in the complete writing of ¶340.*

EQUITABLE COMPENSATION 2023

2023 DAC	\$76,221	Minimum	Formula
Elder, Deacon, Othr Conf	Full time	\$45,732.60	76,221 X .60
FE_PT, FD_PT, OT (OE, OD)	3/4 time	\$34,299.45	45,732.60 X .75
FE_PT, FD_PT, OT (OE, OD)	1/2 time	\$22,866.30	45,732.60 X .50
(Denom), Othr Methodist Denom, Othr Conf Prov			
	Full time	\$44,208.18	76,221 X .58
PE_PT, PD_PT, AM_PT, OF/OE (OM), OTP*	3/4 time	\$33,156.14	44,208.18 X .75
PE_PT, PD_PT, AM_PT, OF/OE (OM), OTP*	1/2 time	\$22,104.09	44,208.18 X .50
Local Pastor, full-time			
	Full time	\$41,921.55	76,221 X .55
Local Pastor, 3/4 time	3/4 time	\$31,441.16	41,921.55 X .75
Local Pastor, 1/2 time	1/2 time	\$20,960.78	41,921.55 X .50
Local Pastor, 1/4 time	1/4 time	UMPIP only (church becomes sponsor if church contributes)	NOT CRSP
Assigned Supply, Lay Minister			
	not eligible for CPP or CRSP	Church can sponser UMPIP	
Retirees			
	not eligible		
EXTENSION MINISTERS (BOD 344.1)			
Clergy appointed to Conference or District			
	use payroll #s		
Otterbein Community, Wesley Manor, Metro Ministries, Asbury Towers			
	none serving		

The church contribution for health insurance is \$1,474 monthly and is based on full-time appointment(s) to a church, and is a consistent contribution amount despite the clergy's health care elections. The annual rate is \$17,688 for each full-time appointment.

The annual cost of living is projected to be 8.5%

STANDARDS FOR AN ADEQUATE PARSONAGE

In recognition of the need for common understanding of parsonage expectations in the longtime close relationship between lay persons and their pastors, the Annual Conference has adopted the following standards for appropriate parsonage housing. It is the hope of the Annual Conference that every parish will provide a parsonage that the church can be proud of since we are a parsonage conference.

We call the attention of all pastors and lay persons to the statement in the Discipline, which says, “The chairperson of the board of trustees or the chairperson of the parsonage committee, if one exists, the chairperson of the committee on pastor- parish relations, and the pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance.” (Par. 2533.4 2016 Book of Discipline) 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 House

It is required that there be the following or equivalent functional and operational items:

1. a living room
2. a dining room
3. a family room or recreational room
4. three bedrooms
5. a kitchen with adequate built-in cabinets, counter and work space
6. two bathrooms
7. a utility area
8. an adequate laundry area
9. closets in all bedrooms, study, entrance hall and linen storage
10. a two-car garage
11. bulk storage area
12. Insulation
 - a. In the case of a new parsonage, full insulation of ceiling, walls and floors.
 - b. Older parsonages should be updated in an effort to be good stewards of energy resources.
13. Automatic central heat and air conditioning
14. Storm or thermopane windows and storm or insulated doors, with screens for the entire house
15. Window coverings throughout house
16. Carpeting or attractive flooring in living and dining areas; appropriate floor coverings in kitchen and finished flooring in the remainder of the house
17. adequate wiring which meets standard of local safety codes, sufficient outlets and attractive fixtures.
18. a study/office with provision for privacy either at the parsonage or at the church
19. outside lighting

It is desirable that there be:

1. a fourth bedroom with closet, with at least one bedroom on the first floor
2. an attached two-car garage

3. a study located at the parsonage and an office at the church
4. a garden area
5. additional storage space
6. a second bath or half-bath for each floor
7. fence

The Utilities and Appliances

It is required that there be the following functional and operational items:

1. an electric or gas cooking range with oven
2. a microwave
3. a garbage disposal
4. a dishwasher
5. automatic washer and dryer
6. hot water heater with adequate capacity
7. refrigerator with adequate freezer space
8. basic cable or basic satellite TV
9. cell phone service provided for the pastor (whether in a parsonage or on a housing allowance)
10. soft water service where needed
11. a power lawn mower or lawn service
12. adequate sewage disposal
13. smoke detectors, carbon monoxide detectors, and fire extinguishers, (especially kitchen and near furnace) as required by state fire code for rental property
14. high-speed internet connection via cable modem, DSL or other method, or if such service is not available in the locality, a “mi-fi” device may be substituted.

It is desirable that there be:

1. a food freezer
2. an automatic garage door opener
3. snow blower or snow removal service

General Items

1. The interior, exterior, the garage, and all equipment must be kept in good and workable condition and repair and the exterior appearance well maintained.
2. It is essential that the primary minister’s study be supplied with computer, high speed internet service, printer, telephone, bookshelves, desk and chair, and copy machine. It is desirable that a fax or scanner be provided.
3. It is desirable that the parsonage home be readily accessible to school, shopping center, and church.
4. All new parsonage construction and/or purchase must meet, as a minimum, the housing construction codes for the county involved.
5. Every effort should be made to provide energy efficiency and handicapped accessibility in all new construction. It should be as maintenance-free as possible.
6. Renters Insurance for Pastors - Clergy living in church owned houses must have adequate coverage for their belongings and also for personal liability for their family. This type of coverage is usually NOT part of a church package and must be purchased

separately by the pastor (renter's insurance). It seems prudent to place that responsibility in the hands of the pastor who will need to become a good consumer and verify the sufficiency of the coverage for her/himself. Placing the choice of carrier and coverage in the hands of the local church may result in insufficient coverage for the pastor/family.

7. The required standards are to be met or exceeded in all purchased parsonages and/or new construction and are to be a goal for all existing parsonages.
8. The family leaving the parsonage is expected to leave it in good order and clean. Unreasonable damage shall be paid for by the family doing the damage. (See policy on "Unusual Damages to Local Church Parsonages.")
9. An air quality test for molds is to be conducted every other year in each parsonage, and the results be reported to the Charge Conference; and that if the test shows excessive mold contamination, remediation is to start as soon as possible with the pastoral family located to clean temporary housing, *paid at the expense of the local church*. It is recommended that the same test be done in churches.

Unusual Damages To Local Church Parsonages

The Indiana Conference of The United Methodist Church is known as a 'parsonage' conference. This means that churches are expected to provide parsonages, and pastors and their families are expected to make these parsonages homes. To assist in the appointment of pastors and churches, the Annual Conference has adopted certain standards for parsonages, and it expects that these standards will be the norm for all local churches as well as the Annual Conference. Most parsonage families and churches in the Indiana Conference exercise excellent stewardship in caring for church-owned parsonages. There are, however, times when unusual damages occur.

General Destructiveness: Unusual damages to church parsonages include those elements of destruction over and above the usual wear and tear which comes from family living.

**Parsonage Pet Policy
Indiana Conference United Methodist Church**

The Indiana Conference of The United Methodist Church is known as a “parsonage” conference. This means that churches are expected to provide parsonages, and pastoral families are expected to make these parsonages homes. To assist in the appointment of pastors and churches, the Conference has adopted certain standards for parsonages, and it expects that these standards will be the norm for all local churches, as well as the Conference.

Pets are an integral part of many parsonage families. Pastors are expected to reimburse the local church for parsonage damage beyond the normal wear and tear of living, and this certainly includes responsibility for parsonage pets. Because of the unknowns with regard to pets, a local church shall ask the pastor for a pet deposit. A deposit of \$600.00 is not an unusual requirement in the real estate industry, nor should it be for the church. It is suggested that this could be withheld in six installments over a six-month period, and then upon the move of the pastor it will be timely refunded if the pet has done no damage. If damage is in excess of this amount, the pastor is required to reimburse the church/district/conference for actual damages in a timely manner. Damage should be noted in the walk through before and after the move on the approved form that is signed by the pastor and the local church/conference. Any unseen damage that is noted after the walk through should be resolved quickly in cooperation with all affected parties.

I, _____ (pastor), will be relocating with no pet. I understand that if I adopt a new pet, I will advise the S/PPR Committee within 30 days, and will pay the agreed pet deposit within six (6) months of the adoption date.

Signature _____ Date _____

I, _____ (pastor), will be relocating with the following pet(s):

<u>Name of pet</u>	<u>Type</u>
_____	_____
<u>Name of pet</u>	<u>Type</u>
_____	_____
<u>Name of pet</u>	<u>Type</u>
_____	_____

All recommended vaccinations are current.

<u>Signature</u>	<u>Date</u>
_____	_____
<u>Signature S/PPR</u>	<u>Date</u>
_____	_____
<u>Agreed Deposit Amount \$</u>	<u>Waived</u>
_____	_____
<u>Date Paid</u>	<u>Date Refunded</u>
_____	_____
<u>Signature S/PPR</u>	<u>Signature Pastor</u>
_____	_____

RECOMMENDATIONS ON HOW TO BEGIN AFTER TODAY

Each member should take the assessment (page 33) and discuss it together as a team at a special meeting for team building only.

Other NEXT STEPS:

- Determine the values that you will include in a team covenant and write one as a team
- If you already have a team covenant, review and make changes if necessary. Involve new team members in understanding this covenant. All team members should sign a new covenant each year.
- Review the 20 specifics tasks of the SPRC and determine if you need clarity or training regarding any of the responsibilities
- Define your meeting dates and look at the quarterly break down of responsibilities as you plan
- Meet with the pastor and other staff to determine priorities and pastoral goals for the year
- Begin the Job Description process or update if necessary. Determine goals for each staff member and set dates for evaluation
- Identify SPRC goals for the year
- Determine best ways to communicate with the congregation when you have SPRC business to share
- Make sure all SPRC members know the membership of the committee and have current contact information
- Develop a plan to review the current Lay Employee Handbook and Ministry Safe Policy

ANSWERS TO THE SPRC QUIZ
Quiz found on pg. 35

1. F See page 5
2. F See pages 9-12
3. F See page 5
4. F See page 4
5. F See page 6
6. F See page 4
7. F See page 6-7
8. F See page 19. The SPRC assesses the pastor, but the CS is the Supervisor
9. F See page 17. The SPRC “assists” and not “enforces.”
10. F See pages 36-38
11. F See page 4
12. F See page 11
13. F See page 12-13
14. F See page 3-4
15. T
16. T Hopefully!

A PRAYER FOR THE STAFF PARISH RELATIONS COMMITTEE

Dear God,

As I go about my responsibilities for the SPRC, may I approach each opportunity with both my mind and my heart. I believe that if I put you in the middle of each situation, I will be a bridge builder.

Please help me to think, plan, feel, and act on behalf of the whole community not just a segment of it or for my own selfish desires or preferred preferences.

God, I want to commit to the truth without engaging in name calling or blaming. I want to act on the truth that there is more to be gained by appealing to the best in others than to the worst in others.

And as a Team, let us work together to be Christ-like and serve the church while pursuing our mission, which in turn should help move the mission of The United Methodist Church, “to make Disciples of Jesus Christ for the Transformation of the World.”

Amen

Christian Conferencing

According to John Wesley, this is one means of grace:

Others that he names include
Prayer, Searching the Scriptures, Receiving the Lord's Supper

❖ GUIDELINES ❖

1. **RESPECT** others as Jesus would have done when he was here on earth.
2. **PRAY** for others as well as yourself especially those with whom you disagree.
3. **LISTEN** to others before thinking about what you want to say in response.
4. **UNDERSTAND** what others are saying so clearly that you could accurately state their view.
5. **SHARE** your own point of view with grace and humility, as well as honesty and candor.
6. **FOCUS** your comments on issues being discussed not on persons expressing them.
7. **COMMIT** yourself to the unity of the Spirit seeking consensus whenever possible.
8. **GIVE** the time needed to work through the process in which you are engaged.
9. **ACKNOWLEDGE** that you may be wrong, even when you think you are right.
10. Allow *the Fruit of the Spirit* to permeate your way of interacting with others:
LOVE, JOY, PEACE, PATIENCE, KINDNESS, GENEROSITY, FAITHFULNESS, GENTLENESS and SELF-CONTROL