

# The Staff-Parish (Pastor-Parish) Relations Committee Orientation 2016

**Presented by the District Superintendents of the  
Wisconsin Annual Conference of the United  
Methodist Church, Dr. Hee-Soo Jung, Bishop**

# Topics of Discussion

An underlying guiding principle is that the SPRC leads toward congregational health and vitality. We will discuss:

- ▶ The mission and vision that focuses the work
- ▶ SPR Committee organization and the spiritual leadership expectations of the committee members
- ▶ Skills for an effective SPRC including skills for addressing conflict
- ▶ Supervision and the SPRC
- ▶ Itineracy - Or how a pastor moves
- ▶ Overview a “normal” year at a glance
- ▶ Now, If I could address a specific question you have that is not listed here, what would that be?

# The BIG picture

- ▶ The mission of the UMC is to make disciples of Jesus Christ for the transformation of the world
- ▶ The Primary Purpose of the PPRC/SPRC is to Manage the Mission and Vision of the local Congregation.
- ▶ This vision should be informed by the mission and vision of our connection- the Wisconsin Annual Conference and the denomination of the United Methodist Church!

# What is YOUR Mission?

- Does your congregation have a ministry plan or a strategic plan for your congregation?
- If not, the PPRC/SPRC must determine that mission focus because.....
- If we don't lead with purpose (specific goals in mind) the default is to respond by preferences and “the squeaky wheel” syndrome wins.

# How to accomplish the Mission?

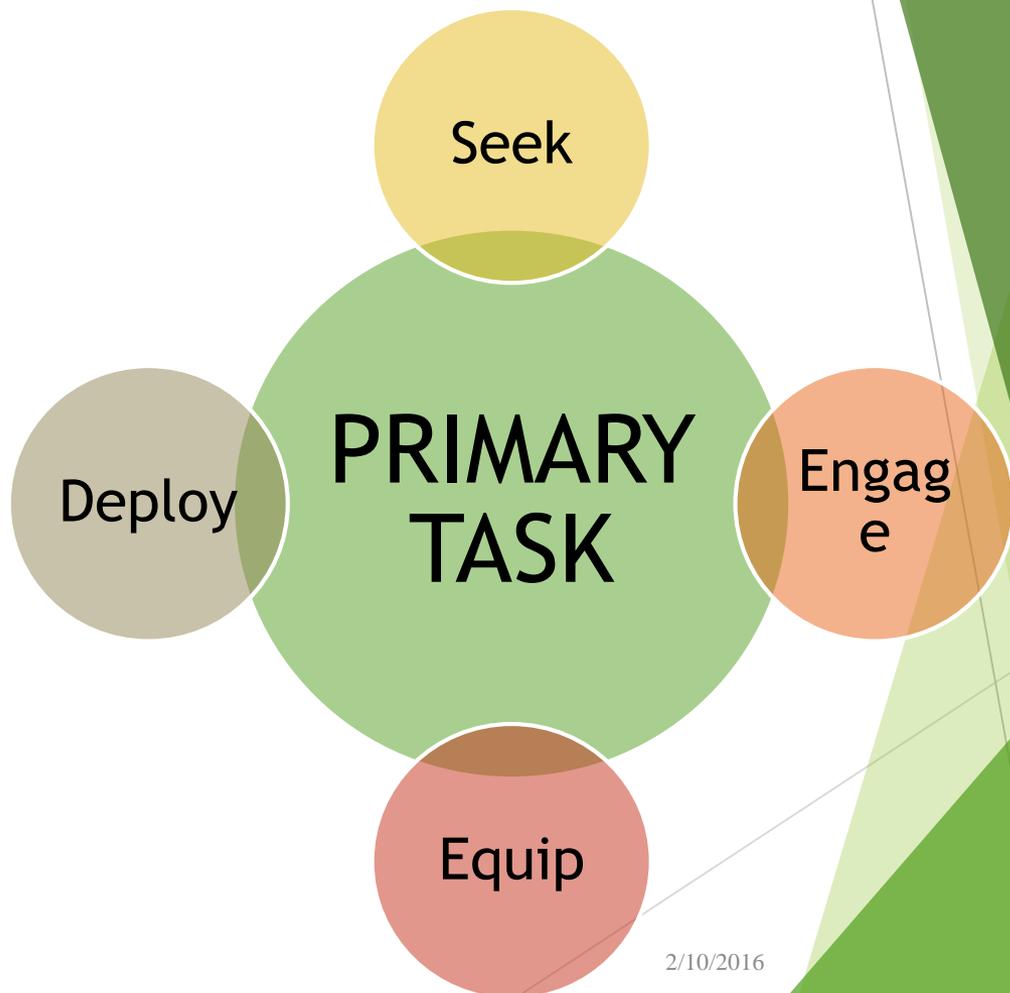
## Our primary task (UMC Board of Discipleship)

- ▶ The mission of the UMC is to make (new) disciples of Jesus Christ for the transformation of the world.
- ▶ Our primary task:
  1. To reach out
  2. Relate people to God
  3. Nurture in discipleship &
  4. Send out as disciples
- ▶ Which is your strength? Your struggle? Or put another way.....

# UMC Primary Task

## SPRC FOCUS

*What are the key expectations for staff and congregational leadership to help fulfill the mission and live the primary task effectively?*



# Imagining Wisconsin Anew

## Priorities Include:

1. Developing new congregations
2. Transforming existing congregations
3. Teaching the Wesleyan model of forming disciples of Jesus Christ.
4. Strengthening clergy and lay leadership
5. Reaching and transforming the lives of new generations
6. Engaging our multi-ethnic communities
7. Addressing poverty and hunger that surround us

# Are you unclear about your congregations mission? Do you need assistance in developing a strategic plan?

- ▶ If the answers are yes, please contact your District Superintendent for a consultation!
- ▶ Or contact Rev. Enrique Gonzalez, director of congregational development or Rev. Sam Royappa, director of congregational ministries. Reach them at 888-240-7328.
- ▶ **WE ARE WALKING THIS JOURNEY TOGETHER- DO NOT WALK IN CONFUSION ALONE!**

# SPRC Details Please!

- ▶ In the 2012 Book of Discipline pp. 192 ff. which is para 258.2 . . . The SPRC:
- ▶ Thou shalt be elected annually
- ▶ Professing members only
- ▶ SPRC Members are: “attentive to their Christian spiritual development so as to give proper leadership...”
- ▶ Attend to the means of grace: worship, communion, prayer, service, study, giving, etc.

# The SPRC reflects biblically

- ▶ And theologically to identify and clarify values for ministry
- ▶ SPRC assists the clergy in assessing gifts, maintaining balance, setting priority, and attend to the stewardship of staff.
- ▶ An image for you: The SPRC is an immune system fostering what is good for the body and holding at bay what is not helpful for the body.

# A Healthy Body of Christ

- ▶ Colossians 1:15 sees Christ as head of the body (Theocracy vs. Democracy?)
- ▶ SPRC is the immune system—it works with the head!
- ▶ We open the body to what it needs; we reject those things that are unhealthy.
- ▶ We care about those who are unhealthy, but we don't let them set the agenda.

# Who is invited to the PPRC/SPRC party?

- ▶ Not fewer than 5. not more than 9.
- ▶ One shall be a young adult. One may be a youth
- ▶ The lay leader and lay member of annual conference shall be members
- ▶ No family of staff or clergy members may be on the committee
- ▶ Only one from an immediate family residing in the same household shall serve, i.e. an adult daughter, a father or grandfather, etc.

# How shall we secure experience and stability?

- ▶ Divide thyselves into 3 classes
- ▶ **New in 2012** from the Book of Discipline:
  - ❑ Lay Member to Annual Conference and Lay Leader are exempt from the 3 year term limitation
  - ❑ Members of the SPRC shall be able to succeed themselves
  - ❑ Fill vacancies during the year at ad council

# SPRC Meeting Details

- ▶ Meet at least quarterly or at the request of the bishop, superintendent, clergy, or any person accountable to the SPRC, or the chair.
- ▶ SPRC shall meet only with knowledge of the clergy or superintendent
- ▶ ‘the pastor shall be present at each meeting...except when she/he voluntarily excuses her or himself.’
- ▶ Do not ask the clergy to step out of SPRC ...
- ▶ The SPRC may meet with the DS w/o the pastor being present. However, the pastor shall be notified prior to such a meeting ***and be brought into consultation immediately after...***

# What is the difference

- ▶ Between confidentiality and secrecy?
- ▶ C= a sacred trust that is held for the protection of a process needed for a greater good, ..think doctors or attorneys
- ▶ We are often in process that is redemptive and confidentiality allows for mistakes to heal or forgiveness to happen.
- ▶ Secrets are not part of a redemptive mission and often divide people/groups into who is in and who is out.
- ▶ Secrets are often an excuse to listen to anonymous complaints

# So what do we do? The SPRC Purpose and Function 258.2.g 1-17!

- ▶ SPRC purpose includes: (1) “to encourage, strengthen, nurture, support, and respect the pastor(s)/deacon and staff and their families.”
- ▶ (2) to promote unity
- ▶ (3) confer and counsel with clergy regarding effectiveness, relationships in the congregation, clergy health/self-care, and conditions that may impede effectiveness & Interpret the nature & function of ministry

# There is more!

- ▶ (4) confer about priorities in accomplishing the ministry
- ▶ (5) provide for evaluation for pastor and staff and identifying continuing education needs and plans
- ▶ (6) To interpret *to the congregation* the nature and function of ministry in the UMC, the preparation for ministry in the UMC and the ministerial education fund.
- ▶ (7) Job (ministry) descriptions are us. Position titles and description are SPRC responsibilities!

# Oh Lord, there is more?

- ▶ (8) Consult with clergy and staff concerning continuing ed. (We are in favor of it.), work-life balance, (again, in favor of it), health & wellness, spiritual renewal, to arrange with the church council the necessary time & financial assistance for the above, to encourage certifications in fields of specialty
- ▶ (9) to enlist, interview, evaluate, review and recommend annually to the church conference persons for candidacy for ordained ministry or missionary service, regardless of gender, race, ethnic origin, or disability.
- ▶ (10) interpret preparation for ordained ministry and the Ministerial Education Fund to the congregation.
- ▶ (11) confer with those under appointment if changes of appointment are needed....and consult with superintendent and bishop in an advisory relationship

# About staffing

- ▶ SPRC recommends staff positions (not persons, but positions) to the church council, personnel policy for staff and be apprised of conference rules for clergy .
- ▶ “Until such a policy has been adopted, the SPRC and the pastor shall have the authority to hire, contract, evaluate, promote, retire and dismiss non-appointed personnel.”
- ▶ (13) The SPRC can develop a personnel committee...
- ▶ (14) communicate the value of diversity for staff and clergy

# Still More....

- ▶ (15) are responsible to keep themselves informed of policy in relation to UMC policy, standards, liability issues, and civil law.
- ▶ (16) stay apprised of housing and reimbursement standards
- ▶ (17) to encourage, monitor, and support clergy and lay staff pursuit of health and wholeness

# Skills for an effective SPRC

- ▶ Create a climate of effectiveness, cultural competency, “unconditional positive regard”
- ▶ Lead with support of the mission vs personal preferences
- ▶ Work with dysfunctional persons to bring greater health to the congregation’s ministry
- ▶ Observe confidentiality. Discourage Secrecy
- ▶ Interpret Openly to the congregation priorities for ministry
- ▶ Use listening and feedback v. polling for complaints- (Thou shalt **not entertain anonymous complaints**)

# SPRC Process>Content

- ▶ The process of meetings should develop spiritual leadership:
  1. Discern the present reality and our church's calling.
  2. Focus current and desired reality into faithful & shared vision
  3. Plan, lead, & move to the shared vision
  4. Equip, interpret, support, & monitor the move into God's vision
- ▶ To Liaison or not Liaison?? More cons than pros

# Real Life

- ▶ Rev. Shepherd did not visit your friend, Agnes Sheepish, when she went in for a three-day hospital stay.
- ▶ Agnes complained to you, a SPRC member, about Rev. Shepherd. You believe this is a pattern. She asked to put it on your next agenda.
- ▶ What do you do or say? Why?

# Skills for the SPRC

- ▶ Engage conflict appropriately:
  1. If A has an issue with B, A must address B.
  2. If A needs someone from the SPRC to go along to address B, that is appropriate.
  3. If A & B cannot resolve, then someone from SPRC can sit with A & B while they continue to dialogue.
  4. C cannot bring anonymous complaints or be a conduit for A.

# Engage Conflict Well

- If A and B and someone from SPRC cannot find resolution, then take it to the SPRC. (Take the situation before the committee not the individuals involved).
- ▶ If the conflict cannot be resolved by the SPRC, the SPRC Chairperson can call the District Superintendent for guidance about how to proceed.
- ▶ The SOONER a conflict can be addressed, the more likelihood of a possible resolution.
- ▶ Allegations of misconduct go to the superintendent **immediately**.

# Skills for SPRC- Continued

- ▶ Make facts known vs. rumors.
- ▶ Provide professional, constructive feedback in a system of evaluation
- ▶ Be aware of the conference rules on sexual misconduct. Report any allegations directly to the superintendent immediately
- ▶ Practice para.259.2(e)—the process for meeting with and without staff, etc.

# Questions to consider for future discussion...

- ▶ The witness of our UMC congregations speaks across towns, cities, across race, culture and generations.
- ▶ What does an open itinerancy—the making of cross-racial & cultural appointments proclaim?
- ▶ What has the relationship with your church and pastor said to your community? Is your church prepared for an effective cross-racial/cultural appointment? What will it take to be prepared.

# Let's practice!

- ▶ After an ethnic clergy person was introduced to your European-American SPRC, two SPRC members are raising concerns in the congregation.
- ▶ They are suggesting the new pastor will be different from the pulpit, in worship, and although training on cross-racial appointments is planned, they want someone else.
- ▶ The new pastor matches over 85% of the profiled need of the church. How does the SPRC offer leadership? The transitioning pastor? The circuit?

# SPRC & Supervision

- ▶ The Senior Pastor is the administrative officer of the church. The (senior) pastor has primary responsibility to supervise and give feedback to the staff.
- ▶ The SPRC provides feedback & input to aid the Senior Pastor with supervisory responsibility.
- ▶ The SPRC provides feedback to the pastor regarding her/his ministry in the spirit of mutual partnership in ministry.
- ▶ The District Superintendent is the direct supervisor of the pastor on behalf of the Bishop of the annual conference and has on-going conversation with the pastor.

# Annual meeting cycles

- ▶ First quarter: training, review goal/plan for ministry and ministry descriptions
- ▶ Second quarter: update church and community profiles, monitor annual review process, vacation and continuing education plans
- ▶ Third quarter: prepare and advocate for salary and non-salary support recommendations
- ▶ Fourth quarter: communicate with superintendent, thank staff, evaluate goals

# Ministry Plan/Review

- ▶ Each Congregation is to submit a Ministry Review/Plan or update each year to the charge conference and district office and due no later than December 1st. This is the responsibility of the lead pastor and church council. The SPRC needs to be aware of the ministry plan!
- ▶ A ministry plan is a health and growth plan for the congregation

# Pastoral Support Form

- ▶ Compensation for the pastor is to be recommended by the SPRC to the charge conference. The recommended compensation must be filled out by the pastor/SPRC chairperson and sent to the district office two weeks prior to the charge conference. This is the responsibility of the committee, and should be signed by both the pastor receiving the salary, and the SPRC chairperson or designated member of the SPRC.
- ▶ In places where apportionment receipts are incomplete & when a move occurs, a lower salary is recommended.

# What is Itineracy?

- ▶ Mission Sending and Receiving: Luke 10
- ▶ Helps us deploy pastors effectively according to gifts/skills of pastors and the mission needs of a congregation
- ▶ Three ways a pastor moves: self request, church request, cabinet request
- ▶ If the pastor or SPRC seek a change in appointment, the request is made in writing to the District Superintendent no later than December first.
- ▶ This request must be confidential known only to pastor and SPRC.
- ▶ The Bishop and Cabinet considers all requests, but there is no guarantee that a move request will be honored. (The covenant of mission sending and receiving).

# The SPRC in transition

- ▶ The SPRC submits yearly a profile that includes goals for the church and clergy needs. Update the profile when an appointment change is expected
- ▶ Understand the same salary level is assumed unless there are extenuating circumstances.
- ▶ The SPRC chair can call the supt. periodically for any updates on the church, its transitional needs, etc.
- ▶ The supt. will call the chair when an appointment is found and to set up the introductory meeting.
- ▶ The meeting holds this question in mind: ‘do we see God at work in this appointment, or are there missional reasons why it cannot move forward?’
- ▶ Once set an appointment letter that summarizes the agreements/covenants will follow.

# Appointment Letter/Covenant

- ▶ The appointment letter will summarize the covenant between the church and newly appointed clergy.
- ▶ This includes what the clergy will do and what the church will do—toward the vision.
- ▶ The covenant is derived from the conversation of the DS with the SPRC and clergy.
- ▶ This includes but is more than compensation, vacation, housing agreements.
- ▶ Share your covenant with your administrative council.
- ▶ Some version of the covenant could appear in worship liturgy when the new clergy arrives.

# Covenant Wrap-Up

- ▶ Covenants work forward and backward:
- ▶ The covenant is your end in mind as well as the way—a reminder of being called, in relationships of trust & faith together.
- ▶ One can look back five months later or five years later and ask, ‘how are we doing against our covenant?’
- ▶ Tip: grumbling in the wilderness may be caused by distractions on the way to the promised land. Keep your vision first. Evaluate against it. Add prayer.

# A pop quiz!

- ▶ Recalling slide 30, when does the SPRC make a move request known to the superintendent?
- ▶ Clergy: what about you?
- ▶ What was the first capitol of Wisconsin?
- ▶ What was the average life expectancy of a circuit-rider in the 1800?

# Thank You!

The UM Guidelines can be found at  
[www.cokesbury.com](http://www.cokesbury.com) or 1-800-672-1789

*This guideline will be updated after the  
2016 General Conference*

May Christ be made known in the  
relationships among us, and our  
relationships with the community &  
world.