

**Pastor-Parish Relations Committee
Bethel United Methodist Church
Ministry Position Description (July 2012)**

The primary task of this committee is to support the pastors and staff of the church so that these people can work effectively in managing the ministry of the church for witness and service.

Responsibilities:

1. To seek to understand feelings and desires within the congregation about the pastor-staff leadership.
2. To work with the district superintendent and/or bishop in an advisory capacity in matters pertaining to clergy leadership.
3. To recommend to the Church Council staff positions needed and to develop and approve written job descriptions and titles for associate pastors and staff.
4. To discuss regularly with the pastor(s) and staff the personnel conditions which affect the congregation's overall ministry.
5. To counsel with the pastor(s) and staff about the priority use of gifts, skills, and time.
6. To communicate openly with the pastor(s), staff and congregation.
7. To make recommendations concerning compensation, travel, housing and other financial matters to the finance committee and the Church Council.
8. To recommend, in consultation with the pastor, to the Church Council a written statement of policy and procedures for hiring, evaluating, promoting, retiring and dismissing of staff members who are not subject to Episcopal appointment.
9. To provide an annual evaluation for use by the pastor(s) and other staff in an ongoing effective ministry.
10. To identify continuing education needs and to support and encourage continuing education and spiritual renewal for the pastors and staff.
11. To educate the congregation on the value of diversity in the selection of pastors and staff.
12. To seek, interview and recommend to the Charge Conference lay preachers and qualified candidates for ordained ministry.
13. To maintain and update a staff policy manual which addresses matters of employment.

The Outgoing Chairperson will "Shepherd" incoming chair for at least the last quarter of their term as Chairperson. If possible, the Committee on Lay Leadership team will seek to identify a member who is willing to serve as chair on following years and have them train under current chairperson for up to a year before becoming chairperson.

The Pastor-Parish Relations Committee meets on the 4th Tuesday, 6:00 PM in February, May, August and November, or for called meetings.

The Chair serves on the Church Council which meets 4th Monday, 6:00 PM bi-monthly beginning in January with called meetings as necessary.