

## Duties of the Staff/Pastor - Parish Relations Committee

- (1) To confer and counsel with the pastor and staff in making an effective ministry by being available for counsel, keeping the pastor and staff advised concerning conditions within the congregation as they affect relations between the pastor/staff and the people, and continually interpreting to the people the nature and function of the ministry, including cross-racial appointments, appointments of women, and sensitivity to open itineracy.
- (2) To counsel with the pastor and staff on matters pertaining to their relationship with the congregation, including priorities to be given in the use of their time and skill in relation to the goals and objectives set for the congregation's mission and the demands upon the ministry.
- (3) Provide evaluation annually for the pastor's and staff's use in an ongoing effective ministry and for identifying continuing education needs and plans. The criteria, processes, and training for evaluation and continuing education shall be developed by the conference board of ordained ministry and cabinet (444, 445), and, where applicable, the conference board of diaconal ministry.
- (4) To consult on matters pertaining to pulpit supply, proposals for compensation, travel expense, vacation, health and life insurance, pension, housing (which may be a Church-owned parsonage or housing allowance in lieu of parsonage if in compliance with the policy of the annual conference), and other practical matters affecting the work and families of the pastor and staff, and to make annual recommendations regarding such matters to the administrative council or administrative board, reporting budget items to the committee on finance. 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 chairperson of the committee on pastor-parish relations, the chairperson of the board of trustees, and pastor shall make an annual review of the Church-owned parsonage to assure proper maintenance.
- (5) To consult with the pastor and staff concerning continuing education and spiritual renewal, and to arrange with the administrative council or administrative board for the necessary time and financial assistance for the attendance of the pastor and/or staff at such continuing education and spiritual renewal events as may serve their professional and spiritual growth.
- (6) To enlist, interview, evaluate, review, and recommend annually to the charge conference persons for candidacy for ordained and diaconal ministries, and to enlist and refer to the General Board of Global Ministries persons for candidacy for missionary service, recognizing that The United Methodist Church affirms the biblical and theological support of women and men of all races and ethnic origin for these ministries. The committee shall provide to the charge conference a list of students from the charge who are preparing for ordained ministry, diaconal ministry, and/or missionary service, and shall maintain contact with these students, supplying the charge conference with a progress report on each student.
- (7) To interpret preparation for ordained ministry and the Ministerial Education Fund to the congregation.

(8) To confer with the pastor and/or other appointed members of the staff if it should become evident that the best interests of the charge and pastor(s) will be served by a change of pastor(s). The committee shall cooperate with the pastor(s), the district superintendent, and the bishop in securing clergy leadership. Its relationship to the district superintendent and the bishop shall be advisory only. (See 530-533.)

(9) To recommend to the administrative council or administrative board, after consultation with the pastor and the council on ministries (where such exists), the professional and other staff positions needed to carry out the work of the Church or charge. The committee and the pastor shall recommend to the administrative board or council a written statement of policy and procedures regarding the process for hiring, evaluating, promoting, retiring, and dismissing staff personnel who are not subject to episcopal appointment as ordained clergy. Until such a policy has been adopted, the committee and the pastor shall have the authority to hire, evaluate, promote, retire, and dismiss nonappointed personnel. When persons are hired, consideration shall be given to the training qualifications and certification standards set forth by the general Church agency to which such positions are related. The committee shall further recommend to the administrative council or administrative board a provision for adequate health and life insurance, pension benefits, and severance pay for all lay employees.

(10) To recommend to the charge conference, when the size of the employed staff of the charge makes it desirable, the establishment of a personnel committee. This committee shall be composed of such members of the committee on pastor-parish relations as it may designate and such additional members as the charge conference may determine.