



*Living God's Word,  
Sharing God's Love*

## DETAILED MINISTRY DESCRIPTION

*Staff Parish Relations Committee Chairperson*

### ***SPRC Vision***

Our Vision is to provide the support and leadership to our pastoral staff that will allow them to cultivate an effective working relationship with our congregation. We are committed to the ongoing responsibility of maintaining this relationship in effort to achieve the goals and visions of our church.

### ***Title***

SPRC Chair.

### ***Purpose***

The Staff Parrish Relations Committee functions as a liaison between the congregation and the pastor and staff of the church. The committee works closely with the church staff helping them to achieve their goals. We also evaluate their progress and effectiveness and share ideas that will help them develop a good working relationship with the congregation.

### ***Responsible to***

Church Council.

### ***Description of duties***

- Plan and lead meetings of the SPRC.
- Understand the senior pastor's vision for the church.
- Address with the pastor and staff, the staffing and personnel conditions that affect the congregation's total ministry.
- Counsel with the pastor and staff about job descriptions, priorities, and expectations.
- Seek, interview, and recommend to the congregation qualified candidates for leading church ministry positions.
- Conduct Annual pastoral staff evaluations.
- Recommend salary, travel, housing, and other financial matters to the committee on finance.
- Seek to understand feelings and desires within the congregation about the pastor's leadership and appointment.
- Prepare a budget request for the SPRC for the coming year.

### ***Budget Responsibilities***

Prepare the annual budget needed to carry out the mission of the SPRC team.

### ***Annual Charge Conference Attendance***

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If you need to make a report to the Charge Conference, make preparations for this report well ahead of the meeting date.

### ***Time requirements***

Quarterly SPRC, Church Council, and Committee on Finance meetings. There will also be miscellaneous meeting throughout the year.

### ***Term***

The SPRC Chairman should commit to serving for one year; he or she may volunteer to serve for additional one-year terms thereafter.

### ***Training and resources***

- [The United Methodist Book of Discipline](#) - ¶258.2.
- Cokesbury Guidelines: [Pastor-Parish Relations](#)– An electronic copy is available on the LUMC Equipping Ministry webpage.
- [Effective and Ineffective SPRC's](#).
- Minutes of previous SPRC meetings.

### ***Background Check***

Not required for this position.

### ***Ministry Description Updates***

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this. You are also responsible for updating the ministry description for your team members if one is available. Your team members should provide input for those updates.

### ***Qualifications, skills, and gifts***

- Pursuing a personal spiritual journey.
- Willingness to commit to a regular schedule.
- Ability to work alone and with others.
- Possess “self-starter” qualities.
- Willingness to serve in an important position but with little or no recognition.
- A stable and growing relationship with Christ.
- Possess one more of the following spiritual gifts:
  - Administration (R)
  - Faith (D)
  - Leadership (R)

\* R - Required; D - Desirable

***Benefits to the Servant***

Satisfaction that you are using your gifts and abilities as a vital part of enhancing the church's spiritual ministry to the congregation and to the community.