



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

## DETAILED MINISTRY DESCRIPTION

### *Staff Parish Relations Committee Member*

#### ***Staff Parish Relations Committee Vision***

To provide support and guidance to our pastoral staff that will allow them to cultivate an effective working relationship with our congregation. The SPRC is committed to the ongoing responsibility of maintaining this relationship to achieve the goals and visions of our church.

#### ***Title***

Staff Parish Relations Committee Member.

#### ***Purpose***

SPRC members function as liaisons between the congregation and the pastoral and church staff. Members work with the church staff as directed to help them achieve their goals, evaluate their progress and effectiveness, and share ideas that will assist them in developing a positive working relationship with the congregation.

#### ***Responsible to***

SPRC Chairperson and Church Council.

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

- To attend scheduled and special called meetings of the SPRC.
- To make yourself accessible to the congregation for listening to positive comments and areas of concern relating to the pastoral and/or church staff and to bring these comments to the attention of the SPRC Chairperson.
- To assist with activities associated with the interviewing and hiring of church staff.
- To assist with annual pastoral staff evaluations.
- To assist with annual recommendations for salary, travel, housing, and other financial matters for both the pastoral and church staff.

#### ***Budget Responsibilities***

Assist in preparation 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.

### ***Background Check***

Not required for this position

### ***Time requirements***

Quarterly SPRC meetings and special called meetings. Total monthly time commitment should average 2-3 hours.

### ***Term***

Commit to serve for one year and may be asked 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.

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

It is your responsibility to review this ministry description at least once each year for changes and updates. Provide this information to the SPRC Chair so that the ministry description can be updated as needed.

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

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

\* 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.