

STAFF PARISH RELATIONS COMMITTEE TRAINING

2021 Welcome

Wholeness for our Clergy, Congregations, and Communities



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THE UNITED METHODIST CHURCH

THE FLORIDA CONFERENCE

WE ARE #OnMissionTogether

The Florida Annual Conference stretches more than 700 miles from just west of Tallahassee to the Florida Keys. Between are 700 churches with more than 280,000 members from African-American, Anglo, Filipino, Haitian, Hispanic, Korean, Native American, Russian and Vietnamese backgrounds making up one dynamic church.

Our Mission
The Conference exists to equip leaders to make disciples for the transformation of communities across Florida and beyond.

Our Vision
Courageous Leadership • Missional Engagement • Spirit-Led Innovation



2

OVERVIEW

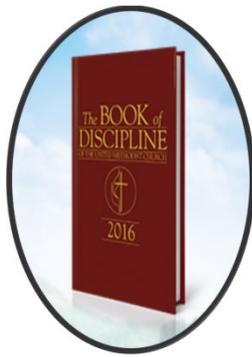
2016 BOOK OF DISCIPLINE, PARAGRAPH 258.2

- Managing Risk – Liability
- Managing Risk – Sexual Misconduct
- SPRC: Membership, Responsibilities, Meetings, Tasks & Resources
- Pastoral Evaluation Process
- Clergy Compensation
- Clergy Housing
- Appointive Process
- Policies: Child/Youth Protection Policy, Employee Conduct Policy, Sexual Harassment Policy
- How To Handle Conflict
- Ways To Encourage Your Pastor



3

PRIMARY RESOURCE



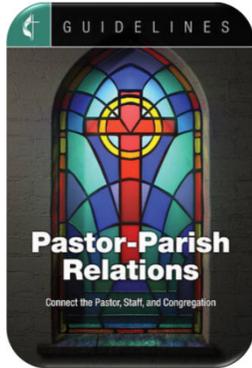
The 2016 *Book of Discipline of the United Methodist Church*.

¶258.2 discusses the Staff-Parish Committee



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SECONDARY RESOURCE⁵



Guidelines available through Cokesbury

www.cokesbury.com

Also available in Spanish and Korean



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SPRC COMMITTEE MEMBERSHIP⁶

- Elected annually by the Charge Conference.
- Full or associate members of the local church "who are engaged in and attentive to their Christian Spiritual development."
- Not less than 5 nor more than 9 persons in three classes of three-year terms. Persons may succeed themselves for one three-year term.
- One member shall be a young adult. One member may be a youth.
- Additionally, the lay leader and a lay member of the annual conference shall be voting members. They are exempt from the three-year term.



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SPRC COMMITTEE MEMBERSHIP⁷

- No staff member or immediate family member of a staff member and only one person living in the same household.
- When vacancies occur during the year, nominees shall be elected at the church council.
- In multi-point charges, the committee shall include at least one representative and the lay leader from each church.
- SPRC of charges in cooperative parish ministries shall meet together to consider the professional leadership needs of the cooperative parish ministry as a whole.



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CONFIDENTIALITY⁸

- This is one committee in the church that MUST have a covenant of confidentiality. It is essential that anyone can speak their mind and it not be spread throughout the congregation.
- It is particularly important if there is going to be an appointment change. Everyone will want to know but it must be kept confidential until the announcement date provided by the Cabinet.
- This protects the pastoral family from hearing about a potential move on the school bus or in a supermarket.
- This protects the congregation because many changes are made before the final decision is made.
- This should be the first act of business – to agree to a covenant of confidentiality.



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COMMITTEE RESPONSIBILITY:

- To encourage, strengthen, nurture, support, and respect the pastor(s) and staff and their family(s).
- To promote unity in the church.
- To educate the church community on the value of diversity of selection in clergy and lay staff and develop a commitment to the same.
- To communicate and interpret to the congregation the nature and function of ministry in the United Methodist Church regarding:
 - Open itineracy (*accepting the appointed pastor regardless of race, culture, gender, etc.*)
 - Preparation for ordained ministry

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COMMITTEE RESPONSIBILITY:

- To identify and encourage persons called to ordained ministry.
- To confer with the pastor in developing job descriptions and hiring staff adequate for supporting the church's ministry.
- To recommend to the Finance Committee compensation, benefits and costs associated with pastoral and lay staff.
- To develop and enforce such personnel policies as are legally necessary and prudent.

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COMMITTEE RESPONSIBILITY:

- **Implement and monitor key policies**
 - To confer with the pastor, the DS and the Bishop when there is need for a pastoral change and to identify the church's needs for pastoral leadership. (The SPRC plays an advisory role in the appointment process.)
 - Child/Youth Protection Policy.
 - Employee Conduct Policy Laity and Clergy.

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COMMITTEE RESPONSIBILITY:

- **Be Clear on Expectations**
 - Your pastor has particular spiritual gifts, areas of expertise, and passions.
 - The congregation has certain needs in leadership and staffing.
 - Take time to discover and communicate expectations.

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COMMITTEE RESPONSIBILITY:

- To develop & approve **written job descriptions** and titles for associate pastors and other staff members in cooperation with the senior pastor.
- The term *associate pastor* is used as a general term to indicate any pastoral appointment in a local church other than the pastor in charge. Committees shall be encouraged to develop specific titles for associate pastors that reflect the job descriptions and expectations.


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COMMITTEE RESPONSIBILITY:

- To provide evaluation at least annually for the use of the pastor(s) and staff in an ongoing ministry and for identifying continuing educational needs and plans.
- The Human Resources Website has evaluation tools that the local church can use for lay staff performance evaluations.
 - <https://www.flumc.org/humanresourcesbenefitsretirement>
 - Path: Conference Website / Administration / Human Resources


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COMMITTEE RESPONSIBILITY:

- To consult with the pastor and staff concerning continuing education and spiritual renewal, to arrange with the church council 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, and to encourage staff members to seek professional certification in their fields of certification.


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STAFF-PARISH RELATIONS COMMITTEE RESPONSIBILITY:

- Members of the SPRC shall keep themselves informed of personnel matters in relationship to the Church's policy, professional standards, liability issues, and civil law. They are responsible for communicating and interpreting such matters to staff.
- Committee members should make themselves available for educational and training opportunities provided by the conference, district, and/or other arenas that will enable them to be effective in their work.


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COMMITTEE RESPONSIBILITY:

• Pension Benefits for Lay Staff

- The committee shall recommend that the church council provide 100% vested pension benefits of at least 3% of compensation for lay employees of the local church who work at least 1040 hours per year, are at least 21 years of age, and have at least one year of permanent service.
- The church council shall have authority to provide such pension benefits through either a denominational pension program administered by the General Board of Pension and Health Benefits, or another pension program administered by another pension provider.

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COMMITTEE RESPONSIBILITY:

- 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 the district housing committee*), and other practical matters affecting the work and families of the pastor and staff, and to make annual recommendations regarding such matters to the church council, reporting budget items to the committee on finance.

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COMMITTEE RESPONSIBILITY:

- To confer with the pastor and/or other **appointed** members of the staff if it should become evident that the best interests of the church 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.
- **The committee's relationship to the district superintendent and the Bishop shall be advisory only.**

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BE PRO-ACTIVE

- Biggest challenge: Committees don't take enough time for training themselves to do their job and handling the smaller issues.
- Divide up the work of your committee and attend to different parts in different meetings.
- Set a calendar for the work of your committee.

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COMMITTEE MEETINGS ²¹

- Shall meet at least quarterly. It shall meet additionally at the request of the bishop, the DS, the pastor, any other person accountable to the committee, or the chairperson of the committee.
- The pastor shall be present at each meeting, except where he or she voluntarily excuses himself or herself.
- The SPRC shall always meet with the knowledge of the pastor and / or the district superintendent.
- It may meet with the D.S. without the pastor being present.

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COMMITTEE MEETINGS ²²

- The pastor or any member of the **appointed** staff under consideration shall be notified prior to such a meeting at which their continued appointment or employment is discussed and be brought into consultation immediately thereafter.
- The committee shall meet in closed session.
- Information shared in the committee shall be confidential.

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QUARTERLY MEETINGS ²³

- **January – March:** Review Child Protection Policy, Sexual Harassment Policy, Parsonage Review, Employee Conduct Policy.
- **March:** Review committee responsibilities, set agenda for year, annual review and Clergy Assessment, submit parsonage report.
- **June:** Meet with Candidates for Ministry, adopt personnel policies.
- **August-September:** Recommend salaries for next year.
- **September – October:** Annual review with non-pastoral staff.

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QUARTERLY MEETINGS ²⁴

- **November-January:** Orient new members, Consultation with pastor, Update Church Profile (Current and new members).
- Upon completion of Church Profile and consultation with the pastor, the SPRC believes a move should be considered, the chair should be in contact with the District Superintendent to set a time for an SPRC consultation.

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SPRC APPOINTMENT ADVISORY²⁵

- After consultation with the DS should the SPRC wish to advise the Cabinet that a change of pastors is desirable, the DS will provide the SPRC with an Advisory Recommendation Form that will be completed and signed by the SPRC, Pastor, and DS for presentation to the Appointive Cabinet.

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PASTORAL EVALUATION:²⁶

- **The Discipline** calls for the SPRC to evaluate pastors annually.
- The Conference Board of Ordained Ministry developed an evaluation procedure, currently known as the Annual Assessment of Clergy Leadership.
- The purpose of this process is not to be punitive, but to encourage communication around ministerial priorities and to improve the effectiveness of ministry.
- The pastoral evaluation form (available in English & Spanish)
 - <https://www.flumc.org/annualassessmentofclergyleadership>
 - Path – Conference website / Clergy Excellence / Forms and Reports / Annual assessment of clergy assessment

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ANNUAL ASSESSMENT OF CLERGY LEADERSHIP: UNDERSTANDING OUR MINISTRY TOGETHER²⁷

- The process emphasizes the teamwork relationship between clergy and leadership.
 - Spiritual Gifts Inventory
 - Prioritization of Expectations
 - Self Reflections on Clergy Leadership
 - Assessment of Prioritized Expectations
 - Covenant Building for improvement
- Assessment to take place in the spring of each year and a summary shared with the District Superintendent **by** May 31st . (regardless of pastoral change)
- Reprioritization of Expectations is only necessary as the ministry needs and pastoral responsibilities change.

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PRIORITIZATION²⁸

- The SPRC and Pastor will be asked to prioritize the different tasks of ministry as A, B, & C priorities.
 - Identify the most important ministry tasks for our church
 - Determine percentage of time being spent on each task
 - Tasks to be prioritized are: administration, ministry in church community, worship, teaching, counseling, personal study & spiritual formation, visitation, availability, leadership, evangelism, ministry beyond the local church, Sabbath, vision building, team building.
- The SPRC will be asked to come to a consensus as to which tasks are most important to their congregation and which should require the greatest investment in time.

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EVALUATION & COVENANT BUILDING

- As the pastor and SPRC talk about the evaluations, the goal is to creatively develop plans for being a more successful ministry team as pastor and congregation.
 - Are there areas for continuing education?
 - Do the ministry priorities need to be changed?
 - Are people's ministry expectations appropriate and realistic?
 - Do staff responsibilities need to be adjusted?
 - Are there ministry areas where laity need to step up to the plate?

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CLERGY COMPENSATION

Not all costs are compensation

Compensation

- Salary
- Parsonage or Housing Allowance
- Pension
- Health Supplement

Costs

- Accountable Reimbursement (which may or may not include continuing education)
- Pastor's travel
- Office expenses
- Publications & books
- Continuing education
- Entertaining & gifts

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CLERGY ACCOUNTABLE REIMBURSEMENT ACCOUNT

- Part of the church's cost of having a pastor, it is not compensation
- Recommended: in the range of 5 – 10% of the pastor's compensation package.
- Not a salary reduction agreement.
- Must be a written agreement annually in advance by the Charge Conference.
- May reimburse expenses for travel, office supplies, continuing education, overnight lodging & meals, entertainment, books & periodicals.
- Clergy **must submit documentation** for payment.

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SALARY

- **Minimum Salary is set annually by the Annual Conference.**
- Check the Annual Conference Journal's statistical section to see how churches with similar circumstances and sized worshipping congregation are compensating their pastor.
- A cost-of-living adjustment is not a raise.
- Clergy must pay Self-employed Social Security (SECA) tax on their salary **and** on the fair rental value of the parsonage or housing allowance in lieu of a parsonage.

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MINIMUM SALARIES 2022

- See **Setting the Pastor's Salary Charge Conference Form**
- Equitable Salary (Minimum Salary) amounts adopted by the June 2021 Annual Conference are as follows:
- Ministers in full connection with M. Div. or equivalent \$46,500
- Provisional members with M. Div. or equivalent \$44,100
- Associate Members \$42,700
- Local Pastor with M. Div. or five years of Course of Study \$41,400
- Local Pastor with less than five years of Course of Study \$40,400
- Churches currently at Minimum Salary level are expected to raise their salary at least to these new levels.
- Churches currently on Equitable Salary are reminded that they too must increase as new guidelines will be followed.


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THREE WAYS FOR CLERGY TO REDUCE THEIR TAXABLE INCOME

- Medical Expense Reimbursement
 - Through Health Savings Account
- Dependent Care Reimbursement
 - Through Health Flex Flexible Spending Account
- Housing Allowance/Exclusion
 - This is voted along with pastoral compensation at the charge conference
 - The amount of the Housing Exclusion is determined by the clergyperson, who is also required to maintain receipts for their records and has no financial impact to the church.


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CLERGY HOUSING: HOUSING ALLOWANCES

- The District Clergy Housing Committee will determine the minimum housing allowance for the District (or areas of the District) every four years.
 - Contact the Gulf Central District for this information.
- The minimum housing allowance will include the rental value of a house which meets Annual Conference standards and the estimated cost of utilities.


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HOUSING ALLOWANCES

- Housing allowances must meet or exceed this minimum housing allowance; the DS can approve variances.
- Churches considering a Housing Allowance in lieu of a parsonage should consult with the DS regarding the pros and cons of such a decision. The Florida Conference Standing Rules help to guide the process of this transition.
- Congregations seeking to sell their parsonage shall follow the guidelines of the current Book of Discipline for the sale of church property


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HOUSING ALLOWANCE EXCLUSION

- For “Ministers of the Gospel” under Code Section 107.
- Must be a written agreement annually approved in advance by the Charge Conference.
- Approved amount is “excluded” from reported income.
- Limited by the home’s fair-market rental value.
- Includes most reasonable expenses of running a household -- excluding food.
- Includes purchase of furniture and furnishings.
- Available both for clergy who live in a parsonage and who have a Housing Allowance in lieu of a parsonage.

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HOUSING RESOLUTION

This form is to be used for the clergy housing allowance and/or housing exclusion.

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Rev. _____

General Information: To be eligible, the clergy person must be BOTH (1) ordained, licensed or commissioned by the United Methodist Church, AND (2) appointed by the Bishop to the position at this church or salary paying unit. Clergy can exclude a portion of their income designated by their church or salary paying unit as a Housing Allowance under Section 107 of the Internal Revenue Code. To be excludible, amounts designated as a housing allowance must be used to provide housing and must not exceed the fair market value of the home. The housing allowance is an exclusion from income, not a deduction. This means it is not reported as part of the gross income for federal income tax purposes but is reported for social security tax and Medicare tax purposes. The cash paid for housing purposes along with the fair market value of the parsonage (if provided) must be included in as part of the pastor's gross income for self-employment tax.

Conference Finance and Administration (CF&A) of the Florida Conference of the United Methodist Church for 2021, after considering the statement of the above named clergy who meets the above qualifications (1) and (2), setting forth the amount she estimates she will spend to provide a home for herself and family during the year 2022, on a motion duly made and seconded, adopt the following resolution: Whereas Section 107 of the Internal Revenue Service code of 1986 has provided that a Minister of the Gospel may exclude from gross income the rental value of a home provided and any allowance to provide a home, therefore be it resolved:

Complete Part A or Part B

PART A -- when a parsonage is provided to the clergy

Church Parsonage Address: _____

1. The clergy person named above shall have the rent-free use of the home located at the location above for the year 2022 and for every year thereafter so long as she is Pastor of this United Methodist Church unless otherwise provided.
2. In addition to the parsonage, the pastor requests that some of his/her income be designated for housing purposes and will be non-taxable income.

The clergy person named above requests a housing exclusion of:

\$ _____ for the calendar year 2022. (This is what the clergy person estimates she will spend on furniture and other household items, and she will retain appropriate documentation for the Internal Revenue Service to substantiate these costs.) The housing exclusion will be paid as the non-taxable portion of the clergy's annual salary. This amount is not additional income to the taxable base salary.

PART B -- when cash instead of a parsonage is provided to the clergy

1. The above-named clergy person shall receive an annual housing allowance amount of \$ _____ (income/cash in lieu of parsonage) for housing in the calendar year 2022 and all future years unless otherwise provided.
2. If in addition to the housing allowance (above), the clergy person requests that the following amount of his/her income be designated for housing purposes and will be non-taxable income:

\$ _____ for the calendar year 2022. (This is what the clergy estimates that she will spend on furniture and other household items, and she will retain appropriate documentation for the Internal Revenue Service to substantiate the costs.) The housing exclusion will be paid as the non-taxable portion of the clergy's salary. This amount is not additional income to the taxable base salary.

Signature: Finance Chair
or Council/Board Chair

Date

Clergyperson Signature

Date

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BENEFITS

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- Consider health and pension benefits
- Vacation
- Paid holidays
- Staff appreciation

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ADDITIONAL INFORMATION

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- Florida Conference Web Site:
<https://www.flumc.org/resourcesforclergy>
- General Council on Finance & Administration
 - www.gcfa.org and search “clergy tax”
- IRS – Topic No. 417 – Earnings for Clergy
- The book - Clergy Tax by David Epstein
- Conference Calendar of Reports Due
 - <https://www.flumc.org/calendar-of-reports-due-2021>

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STAFF-PARISH RELATIONS COMMITTEE RESPONSIBILITY:

- 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 SPRC, the chairperson of the Board of Trustees, and the pastor shall make an annual review of the church-owned parsonage to assure proper maintenance.


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APPOINTMENT PROCESS

A "Sent System"
A "Consultative System"


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A "SENT SYSTEM"

- The United Methodist Church has a "Sent System" of deploying preachers. As part of their ordination vows, elders agree to make themselves available for appointment by the Bishop.
- The Bishop alone is empowered to make appointments.
- In practice, the Bishop in consultation with the Cabinet, made up of the 8 District Superintendents, make appointments.
- The United Methodist Church is committed to practicing an **open itineracy**. Open itineracy means appointments are made without regard to race, ethnic origin, gender, disability, marital status, or age (except for the provisions of mandatory retirement).


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A "CONSULTATIVE SYSTEM"

- The Bishop and District Superintendents consult with churches and pastors in order to match the missional needs of the congregations with the gifts and skills of pastors.
 - Each SPRC completes a church profile annually. If a move is in the best interest of the church and/or pastor, the SPRC will request to meet with the DS to discuss the congregation's needs for ministerial leadership.
- Each pastor completes a pastor profile annually. If a move is in the best interest of the pastor and/or church, the pastor will request to meet with the DS to discuss his or her gifts and graces for ministry and family needs.

<https://www.flumc.org/profilesinstructions>


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IMPORTANT DATES FOR CHURCHES WITH MOVES

- December – January: DS Consultations with Pastors
- January – February: DS Consultations with SPRCs anticipating a move
- February and March: Primary Appointment making session by Cabinet
- February and March : Consultation on projected pastor.
- April: Announcement Sunday, Last Sunday of April
 - April 24, 2022
- Conference Moving Day, June 28th, 2022
- Receiving church responsible for moving expenses


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OF THE UNITED METHODIST CHURCH


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WAYS TO ENCOURAGE...

- Encourage Time for Spiritual Renewal
- Encourage Time away for Clergy Families
- *Shade and Fresh Water*, a space for grace!


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UPCOMING CONFERENCE- WIDE TRAINING 2022

- A wide variety of trainings including
 - WTVG\$Xieq w\$Lyq er\$Wiwsyvgiw\$ ml\$Psm\$
Hyvleq \$Ssrjivirgi\$Lyq er\$Wiwsyvgiw
Xyiwhe}\$Tifvye}\$59\$466
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<https://www.flumc.org/eventdetail/15770613?month=2&year=2022&day=1&display=m>


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YOUR SUPPORT TEAM

- Through 12/31/2021
 - Rev. Clarke Campbell-Evans
 - Rev. Dr. Sharon Austin
- **Effective 1/1/2022**
 - **Rev. Emily Hotho,**
District Superintendent
- TBD
District Administrative Assistant




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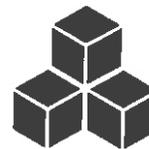
THANKS SO MUCH



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2 Job Description for the Committee on Staff/ Pastor-Parish Relations in a United Methodist Congregation



Result Expected

An effective committee builds a strong positive relationship between staff and congregation so that the congregation makes disciples of Jesus Christ for the transformation of the world. This committee will work with the lead pastor and other staff to fulfill legal and ethical responsibilities related to staff.

Spiritual Gifts and Qualifications Helpful for the Job

Individuals on this committee should have one or more of these spiritual gifts: exhortation (encouragement), wisdom, discernment, administration, shepherding, helping, servanthood, and leadership. This committee should be diverse in age, experience, and interests, bringing all interests of the ministry to the attention of the staff. Some experience in human relations, personnel management, and communications is helpful. These individuals must listen well to both staff and people of all ages in the congregation, while keeping a focus on the mission of the church. This committee must be able to maintain confidentiality.

Responsibilities of the Chairperson

The chair is the congregation's primary connection with the district superintendent and bishop related to the appointed leadership of the congregation. This individual leads the committee by preparing and communicating the agenda for meetings, leading the meetings, and following up on actions by assigning responsibility for implementation. This person should become familiar with United Methodist resources and organizations.

Responsibilities of the Committee

- Committee members maintain a healthy and growing personal spiritual life. They engage in biblical and theological reflection about the mission of the church and biblical leadership.
- This committee encourages, strengthens, nurtures, supports, and respects the pastor(s) and staff and their families. They confer regularly about the personnel conditions and issues that affect the congregation's total

ministry, including healthy life-work balance. They help the staff set priorities.

- This committee communicates openly and regularly with the pastor(s), staff, and congregation.
- In consultation with the lead pastor and with awareness of the strategy of the church leadership team, this committee recommends needed staff positions and develops and approves written job descriptions and titles for staff.
- This committee recommends compensation, travel, housing, and other financial matters to the church council through the finance committee.
- In consultation with the pastor(s), the committee recommends to the church council a written statement of policy and procedures for hiring, evaluating, promoting, retiring, and dismissing staff members who are not subject to episcopal appointment (procedures must comply with local and state laws).
- This committee is responsible for carrying out, through appropriate agencies, proper screening (including background checks) for lay employees and volunteer staff.
- This committee weighs several factors as it meets with the district superintendent and/or the bishop in an advisory capacity related to clergy leadership. Committee members consider the age and stage of the congregation. They must have an understanding of the feelings and desires within the congregation about the pastor's leadership and appointment. They also consider the culture and needs of the community around the church.
- This committee provides an annual evaluation of the pastor(s) and other staff for ongoing effective ministry.
- This committee enlists, evaluates, and annually recommends candidates for professional ministry to the charge conference.
- The work of the committee may include subteams (such as a parsonage committee or a volunteer staff committee). The committee

(over, please)

on nominations and leadership development may help identify people for these groups.

- The committee works with the pastor and district superintendent to develop a church profile that reflects the needs, characteristics, and opportunities for mission of the charge consistent with the church's statement of purpose. The profile will be reviewed annually and updated as per paragraphs 427 and 428 in the *Book of Discipline*.

Getting Started

1. Work to understand the mission and vision of your congregation and your leadership role in advancing toward the vision for ministry.
2. Learn what life is like for people in your community. Gather information by being attentive to the congregation and the neighborhood. Ask questions and listen deeply.
3. Set aside time for prayer. Express your concerns, joys, and observations to God. Listen for God's direction for your leadership and your congregation.
4. Convene a meeting of the committee to get acquainted, share hopes and concerns, and begin to plan work for the year. There are responsibilities for each quarter outlined in *Guidelines for Leading Your Congregation: Pastor-Parish Relations Committee, 2017–2020*.
5. Participate in training experiences and spiritual growth opportunities.

People and Agencies That Can Help

- Your pastor(s), adults in your church (especially for mentoring and identifying candidates for ministry vocations), your district/conference board of ordained ministry, your bishop, your district superintendent, and conference staff.
- InfoServ, the information service for the church, provides current information about United Methodist resources, programs, and staff services. E-mail: infoserv@umcom.org; Website: infoserv.umc.org.

Web and Print Resources

- *The Book of Discipline of The United Methodist Church*, 2016 (Nashville: The United Methodist Publishing House, 2016)
- Center for Health, www.wespath.org/center-for-health
- Discipleship Ministries, www.umcdiscipleship.org; toll free, 1-877-899-2780 or e-mail info@umcdiscipleship.org
- General Board of Higher Education and Ministry, www.gbhem.org
- *Guidelines for Leading Your Congregation, 2017–2020: Pastor-Parish Relations* (Nashville: Cokesbury, 2016)
- *Interpreter*, www.interpretermagazine.org
- Safe Sanctuaries®, www.umcdiscipleship.org/leadership-resources/safe-sanctuaries
- Staff/Pastor-Parish Relations archived webinars at www.umcdiscipleship.org/webinars
- *What Every Leader Needs to Know*, bookstore. upperroom.org (small booklets useful for individual study or as an outline for a one-hour workshop)—*Spiritual Leadership* by Michael Bealla; *Leading Meetings* by Betsey Heavner; *Mission and Vision* by Carol F. Krau; and *Leading with Prayer* by Betsey Heavner