

SPRC TRAINING

NORTH EAST DISTRICT 2018

WE ARE GLAD YOU ARE HERE!



Welcome

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North East District

District Website

<https://www.flumc.org/northeast%20districtresources>

This presentation along with other key information is here!

Mission Statement

To shepherd, connect, equip, and send leaders and faith communities to make disciples of Jesus Christ for the transformation of Northeast Florida.



Essential Leadership Functions

From Paragraph 258.2 of *The Book of Discipline of The United Methodist Church (2016)*:

- SPRC Committee Members personally growing into the likeness of Jesus
 - Identify and clarify the team's values for ministry
 - Engage in theological reflection of the mission and primary tasks/ministries of the church
- Reflect biblically and theologically on the role of pastors and their leadership responsibilities
 - Assist the pastor(s) in assessing their gifts, maintaining work-life balance, setting priorities for leadership and service
- To recommend to the church council when additional staff or volunteers are needed to help the pastor

Essential Duties

From Paragraph 258.2.g of *The Book of Discipline of The United Methodist Church (2016)*:

- Encourage, strengthen, support, nurture & respect the pastor
 - Promote unity in the church
- Give counsel to the pastor on the effectiveness of their ministry and their relationship with the congregation
 - Give counsel to the pastor on use of gifts, skills and time
 - Provide assessment to assist the DS in evaluating the pastor
- To communicate with the congregation about the office of pastor

Essential Duties

From Paragraph 258.2.g of *The Book of Discipline of The United Methodist Church (2016)*:

- To develop & approve written job descriptions in cooperation with the senior pastor (the senior pastor's job description is found in paragraph 340)
- To care for the work-life balance of pastors and staff and ensure they are taken care of
 - To interview and recommend persons seeking candidacy for ordained/licensed ministry
- To act in an advisory capacity only with the DS and Bishop when a change of pastors is needed

Essential Duties

From Paragraph 258.2.g of *The Book of Discipline of The United Methodist Church (2016)*:

- To inform the church council (after consulting with the pastor) when a new position is needed
- To develop a set of personnel policies for the church council to adopt
 - In cooperation with the pastor (unless the personnel policies say otherwise) have the authority to hire, contract, evaluate, promote, retire and dismiss non-appointed staff
 - To make recommendations to the church council concerning compensation for pastors and staff
- Oversee the Child/Youth Protection Policy, Employee Conduct Policy & Sexual Harassment Policy

Membership Qualifications

From Paragraph 258.2.a-b of *The Book of Discipline of The United Methodist Church (2016)*:

- Mature Christian
- Not fewer than five nor more than nine plus the lay leader and lay member to annual conference
 - One member must be a young adult and one may be a youth
 - No staff member may serve
 - No family member of a staff member or pastor
 - Only one person from a household may serve
 - Members may succeed themselves for one three-year term

Covenant

- SPRCs function best when they establish and follow a covenant
 - The covenant should include:
 - Confidentiality Provisions – this is ESSENTIAL
 - How the committee will communicate with the church and how it will encourage the church to communicate with the pastors and staff
 - How the team will handle conflict
 - How the team will support the pastor



Good Principles for SPRCs: Encourage and Appreciate

- *Don't forget **your pastor needs encouragement.*** Make sure you find ways to have the church appreciate your pastor in October, but also all year long
- Pray regularly for your pastor & staff
- Cut the criticism, work together
- Squelch gossip
- Respect time away and encourage vacations



Good Principles for SPRCs

Be Clear on Expectations

- With both your pastor and your staff
 - Remember their spiritual gifts
- Stay in tune with the congregation's reasonable expectations without holding on to the past
 - Take time to discover and communicate expectations
- Communicate...Communicate...Communicate



Good Principles for SPRCs

Avoid Triangulation

- Matthew 18:15-17 should be the foundation
- The pastor supervises the staff NOT the SPRC
- Staff reports to the pastor and NOT the SPRC
- SPRC members should not communicate with staff without knowledge and permission of pastor
- SPRCs should not receive criticism of pastor from staff/laity unless Matthew 18 has been followed
- Individual SPRC members should NOT relate to individual staff members

Good Principles for SPRCs

Plan Your Year

- SPRCs are supposed to meet at least quarterly – more often is okay, too
 - A good plan for SPRC Work:
- Winter – train new team members; establish and implement a covenant; review/create job descriptions; meet with DS if pastoral transition
 - Spring – Pastoral Assessments & Ensure Child/Youth Protection Policy, Employee Conduct Policy & Sexual Harassment Policy are followed

Good Principles for SPRCs

Plan Your Year

- A good plan for SPRC Work:
 - Summer – Review Personnel Manual for changes; review staff evaluations conducted by pastor in preparation for budget season in Fall
 - Fall – Make recommendations to Finance Team & Church Council for pastoral and staff compensation (staff compensation should remain confidential – only the pastor’s compensation is public); have conversation about whether clergy are meeting missional needs of congregation & advise DS

Good Principles for SPRCs

Confidentiality

- It's not about one group having information and another not – it's about people being informed in the right order and the right time
- Confidentiality includes not telling spouses about SPRC matters
- SPRC members are officers of the church and have a fiduciary responsibility – you are covered under the directors and officers' policy – spouses aren't
- Pastoral families can be hurt if confidentiality isn't maintained

Good Principles for SPRCs Meetings

- Appointed clergy have the right to be present at all SPRC meetings & meetings cannot be called without the knowledge of the appointed clergy
 - Appointed clergy cannot be discussed without being informed beforehand
 - Appointed clergy do not have to leave the room when compensation or assessments are discussed (clergy may volunteer to do so)
- If the DS or Bishop are present, clergy do not have a right to be present
 - Meetings are held in closed session

Clergy Assessment Process

- Please take this seriously. Allow time for discernment, conversation and planning. This is not a process that can be done in a week!
- Due on May 30th. It can be completed any time, if you wish.
- The assessment process emphasizes teamwork and collaboration for goal setting and evaluation between clergy and the lay leadership of the SPRC team.
- All changes, expectations and forms can be found on the Conference Website under Clergy Excellence.
- **If your church has your own form, you may use it.**
- I will personally review each assessment individually with each clergy over the summer of 2019.

Clergy Compensation

- Clergy do not have to receive a raise each year
- Consider impact on other staff if clergy is given a raise and other staff are not
- Churches that are paying less than 100% of their apportionments will not be allowed to give raises to pastors (The DS must sign all compensation forms and will not do so if this is the case.)

Clergy Compensation

- While Supply Pastors (SY) function as pastoral leaders, for tax purposes they are considered lay employees
- Supply Pastors must submit a W-4, have federal taxes withheld from their pay and receive a W-2 at year's end
- 7.65% of SP's compensation is withheld for Social Security & Medicare (FICA) and churches where they are employed must pay 7.65% for the employer's portion of FICA

Clergy Compensation

- Supply Pastors are not entitled to tax exempt housing or a housing exclusion. The fair rental value of a parsonage must be reported on a W-2 and become part of the calculation for both Federal taxes and FICA

Clergy Compensation

- Reimbursement accounts are NOT compensation – they are to help clergy carry out their duties
- Clergy (not supply pastors) are treated as employees for income tax purposes and as self-employed for payroll tax purposes
- For 2019, each church will pay an amount equal 15% of their pastor's compensation (not supply pastors) toward retirement (used to be 12%)
- Clergy vacation policies are set by the Cabinet NOT churches (full-time clergy receive four weeks)

Clergy Compensation

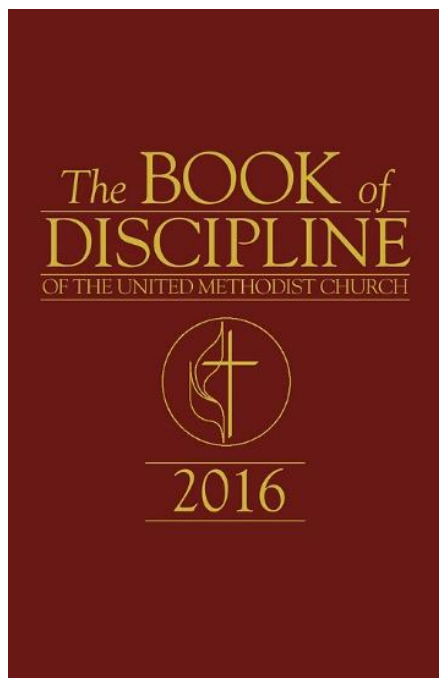
- Full-time clergy are entitled to one week a year/one month every four years for continuing education
- Renewal leave should happen every six years and should be discussed with the DS
- Clergy are expected to help lead the district and annual conference – their time at district and conference functions is NOT vacation time and is part of their job

Freedom to Choose Health Insurance

- ❖ Single Clergy - \$10,600
- ❖ Clergy +1 - \$13,780
- ❖ Family - \$16,960
- ❖ Charge Conference forms must reflect a choice of some kind



Your primary resource Order your 2016-2020 now!



Organization
of the church

Members, Meetings &
Duties

Spiritual Growth

Appointment
making process

Book of Discipline available at Cokesbury.com

There is also an online version if you wish



New Child Youth Protection Policy

- ❖ Just released in November, 2018
- ❖ <https://www.flumc.org/chilyouthprotection>
- ❖ Extensive revision to policy and SPRC oversees its implementation
- ❖ Now includes provisions for social media and text messages
- ❖ Provisions for reporting child abuse to DCF require communication with District Superintendent

The Appointive Process

Transparency & Integrity



Appointment Making Process

(2016 Book of Discipline ¶)

Open Itineracy

Church Profile / Clergy Profile

Bishop Ken Carter's document
"Appointments in a Time of Mission"



Appointment Making Process TIMELINE

- November 1 – December 15 - DS Consultations with Pastors considering a change of appointment; Early December – Cabinet discusses early view of appointments
- January - DS Consultations with SPRCs anticipating a move; Also Southeastern Jurisdiction Cabinet Consultation – DSeS begin to discuss appointment needs
 - February 11-13, 2019 – Cabinet meets and each church needing a pastor has at least three pastors nominated for each charge
- March 11-14, 2019 – Cabinet meets to make projections of pastors to churches; graduating seminarians are appointed first; pastors and SPRCs are informed immediately
- April 3-4, 2019 – Cabinet meets to finalize any remaining appointments or handle reconsiderations
 - Announcement Sunday, April 28, 2019



Appointment Making Process TIMELINE

- May 28/May 29, 2019 – Right Start Training for Clergy experiencing a move
- May 7 & 21, 2019 – Great Beginnings Training for Churches experiencing a move
 - July 2, 2019 – Moving Day



Appointment Making Process FORMS

- **SPRC** Appointment Advisory – due by December 15, 2018 This is the deadline to let the District Superintendent know if you wish a pastoral change
- **Church Profile** due by January 31, 2019 UNLESS church will have potential move – then due one week before DS meets with SPRC



Appointment Making Process Best Practices

- We practice an open itineracy with regards to gender, race, ethnicity
- Reconsiderations can only be made for missional reasons (not all reconsiderations will be granted)
- The entire process should be covered in prayer





THANK YOU FOR COMING

We hope it was fruitful

