

SPRC TRAINING
ATLANTIC CENTRAL DISTRICT 2020
WE ARE GLAD YOU ARE HERE!

NOVEMBER 17, 2020

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Welcome

The Rev. Dionne Hammond
Atlantic Central District Superintendent
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Atlantic Central District

District Website
<https://www.flumc.org/atlanticcentral>
This presentation along with other
key information is here!

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Essential Leadership Functions

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

- Personally growing into the likeness of Jesus
- Identify and clarify the team's values for ministry
- Engage in 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

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Essential Duties

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

- Encourage, strengthen, support, nurture, and 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

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Essential Duties

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

- To develop and 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
- 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

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Essential Duties

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, and Sexual Harassment Policy

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Membership Qualifications

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
- No staff member may serve
- No family member of a staff member or pastor may serve
- Only one person from a household may serve
- Members may succeed themselves for one three-year term

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Covenant

SPRCs function best when they establish and follow a covenant

The covenant should include:

- Confidentiality Provisions – this is **ESSENTIAL**
- Communicating with the Pastor and the Congregation
- Handling Conflict
- Supporting the Pastor
- Setting Goals and Holding Each Other Accountable
- Providing Clear and Transparent Communication

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Good Principles for SPRC's Encourage and Appreciate

- Pastor Appreciation – In October and year-round. It is important that your pastor receive encouragement.
- Pray regularly for your pastor(s) and staff
- Cut the criticism, work together
- Squelch gossip
- Respect time away and encourage vacations

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Good Principles for SPRCs Be Clear on Expectations

- Clarity is important for your pastor(s) and staff
- Keep their Spiritual Gifts in mind
- 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

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Good Principles for SPRC's Avoid Triangulation

- Matthew 18:15-17 is the foundation
- Pastor is the staff supervisor NOT the SPRC
- Staff reports to the pastor and NOT the SPRC
- SPRC members should not communicate with staff without knowledge and permission of the senior 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

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Good Principles for SPRCs Plan Your Year

SPRCs are supposed to meet at least quarterly – more often is okay, too

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, and Sexual Harassment Policy are followed

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Good Principles for SPRCs Plan Your Year

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 and 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 and advise DS

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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

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Complaints Against Clergy

Complaints against clergy that could be chargeable offenses should ALWAYS involve the District Superintendent

Chargeable Offenses include:

- Immorality including but not limited to, not being celibate in singleness or not faithful in a heterosexual marriage
- Practices declared by The United Methodist Church to be incompatible with Christian teachings, including but not limited to - being a self-avowed practicing homosexual or conducting ceremonies which celebrate homosexual unions or performing same-sex wedding ceremonies
- Crime
- Disobedience to the order and discipline of The United Methodist Church

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Complaints Against Clergy

Chargeable Offenses include:

- Dissemination of doctrines contrary to the established standards of doctrine of The United Methodist Church
- Relationships and/or behavior that undermines the ministry of another pastor
- Child abuse
- Sexual Abuse
- Sexual misconduct including the use or possession of pornography
- Harassment
- Racial or gender discrimination
- Fiscal malfeasance

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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 30 each year. It can be completed any time prior to this date.
- 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.

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Clergy Compensation

- Clergy do not have to receive a raise each year
- Comparable compensation package as it relates to your church staff
- 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.)

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Clergy Compensation

Supply Pastors

- 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
- 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
- Reimbursement accounts are NOT compensation – they are to help clergy carry out their duties

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Clergy Compensation

Appointed Clergy

- Clergy (not supply pastors) are treated as employees for income tax purposes and as self-employed for payroll tax purposes
- Beginning in 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)
- Reimbursement accounts are NOT compensation – they are to help clergy carry out their duties

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Clergy Compensation

Appointed Clergy

- 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

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Freedom to Choose Health Insurance

- Single Clergy
- Clergy +1
- Family
- Charge Conference forms must reflect a choice of some kind. If opting out, line 7 must be completed

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Your primary resource Order your 2016-2020 now!



Organization of the church
Members, Meetings, and Duties
Spiritual Growth
Appointment making process

*Book of Discipline available at Cokesbury.com
There is also an online version if you wish*

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Child Youth Protection Policy

- Updated in January 2019 – Implementation by April 2019
- <https://www.flumc.org/childyouthprotection>
- Extensive revision to policy and SPRC oversees its implementation
- Now includes provisions for social media and communications
- Provisions for reporting child abuse to DCF require communication with District Superintendent
- Training will be provided in 2021

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Appointment Making Process (2016 Book of Discipline ¶1)

Transparency and Integrity

Open Itineracy

Church Profile / Clergy Profile | Updated in January

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

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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; Southeastern Jurisdiction Cabinet Consultation - DS's begin to discuss appointment needs
- **February 8-10, 2021** – Cabinet meets and each church needing a pastor has at least three pastors nominated for each charge
- **March 8-10, 2021** – Cabinet meets to make projections of pastors to churches; graduating seminarians are appointed first; pastors and SPRCs are informed immediately
- **April 13, 2021** – Cabinet meets to finalize any remaining appointments or handle reconsiderations
- **Announcement Sunday** – Late April 2021
- **Moving Date** – Late June 2021

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Appointment Making Process FORMS

- **SPRC** Appointment Advisory – due by December 12, 2020. This is the deadline to let the District Superintendent know if you wish a pastoral change.
- **Church Profile** due by January 31, 2021 UNLESS church will have potential move – then due one week before DS meets with SPRC or by January 31, 2021 whichever comes first.

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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

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THANK YOU FOR COMING

If you have any questions or concerns,
please contact the District Office at 772.299.0255.
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