

# SPRC TRAINING

ATLANTIC CENTRAL DISTRICT 2020

*WE ARE GLAD YOU ARE HERE!*

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*NOVEMBER 17, 2020*

# Welcome

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

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District Website

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

This presentation along with other  
key information is here!

# Essential Leadership Functions

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

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- 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

# Essential Duties

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

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- 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

# Essential Duties

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

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- 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

# Essential Duties

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

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- 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

# Membership Qualifications

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

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- 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



# Covenant

SPRCs function best when they establish and follow a covenant

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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

# Good Principles for SPRC's Encourage and Appreciate

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- 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

# Good Principles for SPRCs

## Be Clear on Expectations

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- 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

# Good Principles for SPRC's Avoid Triangulation

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- 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

# Good Principles for SPRCs

## Plan Your Year

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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

# Good Principles for SPRCs

## Plan Your Year

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### 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

# Good Principles for SPRCs

## Confidentiality

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- 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

# Complaints Against Clergy

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

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## 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



# Complaints Against Clergy

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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

# Clergy Assessment Process

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- 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.

# Clergy Compensation

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- 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.)

# Clergy Compensation

## Supply Pastors

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- 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

# Clergy Compensation

## Appointed Clergy

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- 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

# Clergy Compensation

## Appointed Clergy

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- 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

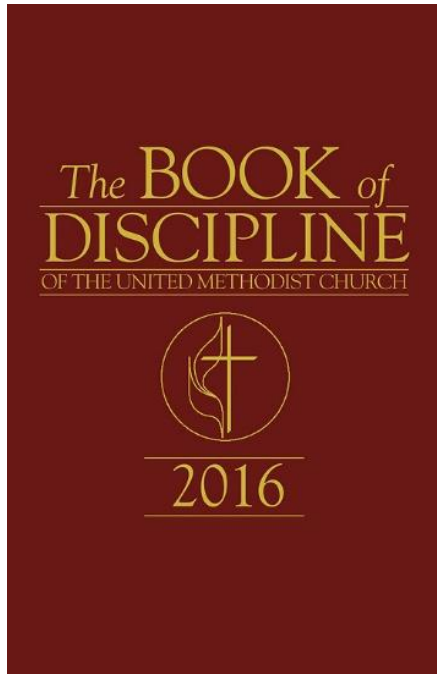
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- Single Clergy
- Clergy +1
- Family
- Charge Conference forms must reflect a choice of some kind. If opting out, line 7 must be completed

# Your primary resource

## Order your 2016-2020 now!

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

*Book of Discipline available at [Cokesbury.com](http://Cokesbury.com)*

*There is also an online version if you wish*



# Child Youth Protection Policy

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- Updated in January 2019 – Implementation by April 2019
- <https://www.flumc.org/chilyouthprotection>
- 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

# Appointment Making Process

(2016 Book of Discipline ¶)

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Transparency and Integrity

Open Itineracy

Church Profile / Clergy Profile | Updated in January

Bishop Ken Carter's document

“Appointments in a Time of Mission”



# Appointment Making Process TIMELINE

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- **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

# Appointment Making Process FORMS

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- **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.

# Appointment Making Process Best Practices

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- 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

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

Paula - [flumc-ac@flumc.org](mailto:flumc-ac@flumc.org)

Marilyn - [flumc-ac4@flumc.org](mailto:flumc-ac4@flumc.org)