



# *Sicklerville United Methodist Church*

## **Staff Parish Relations Committee**

### **Job Description for Committee Member**

#### ***Purpose***

The Staff-Parish Relations Committee is the administrative committee where staff and congregational interests are integrated to focus on the mission of the church. This committee relates to all staff, both bishop-appointed staff and employed staff. The S/PPRC has some of the same functions of a Human Resources department in other organizations. Clear understanding of your church and prayerful listening to God's direction will guide both the development of job descriptions and the assessment of staff.

***Responsible to*** Staff Parish Relations Chairperson

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

- Confer with the pastor(s) and staff on matters related to effective ministry, congregational relationships, and interpreting the nature and function of the ministry.
- Confer with the pastor(s) and staff on matters related to priorities in the use of gifts, skills, and time, and priorities for the demands and effectiveness of the mission and ministry of the congregation.
- Identify and recommend lay preachers and candidates for ordained ministry and missionary service.
- Educate the church community concerning the value of diversity in the selection of clergy and lay staff.

Other responsibilities related to personnel matters include:

- Develop and maintain written job descriptions and titles for associate pastors and other staff members.
- Provide an annual evaluation for the use of the pastor(s) and staff in an ongoing, effective ministry and for identifying continuing education needs and plans.
- Confer with the pastor(s) if it is evident that the best interests of the charge and pastor(s) will be served by a change in pastor(s), and cooperate with the pastor(s), the district superintendent, and the bishop in securing clergy leadership.
- Conduct an annual review of salary and non-salary support for clergy and lay staff. Recommend adjustments in compensation to the finance committee.
- In consultation with the pastor, recommend to church council all staff positions needed to carry out the ministry and work of the church.
- In consultation with the pastor, recommend to the church council written policies and procedures for hiring, contracting, evaluating, promoting, retiring, and dismissing staff personnel (not subject to appointment).
- Consult with the pastor and staff about continuing education and spiritual renewal.
- Members of the committee 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.

#### ***Time requirements***

Meet once a month and on an on-call basis as needed to accomplish work as situations dictate.

***Term*** - Serve January 1-December 31 for a 3-year term.

#### ***Training and resources***

- Your pastor(s), district superintendent, bishop and district/conference boards of ordained ministry.
- **InfoServ**, (link: <http://infoserv.umc.org>), provides current information about United Methodist resources, programs and staff services.

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

- Spiritual gifts of Exhortation (encouragement), wisdom, discernment, administration, shepherding, leadership
- A vibrant and growing personal commitment to Jesus.
- Evidence of a Christ-like attitude in words and actions.
- Good Communication skills and ability to work well with others
- Problem solving and decision making skills
- Previous Human Resource knowledge helpful but not necessary
- Must be able to maintain confidentiality
- Must be a member of SUMC