



Job Description for Staff Parish Relations Committee

Connect, Teach, Live - Fort Walton Beach First UMC: Prayerfully making disciples of Jesus Christ for the transformation of the world by **Connecting** with people, **Teaching** God's word, and **Living** our faith through service.

This new mission/strategy will be used to Clarify, Move, Align and Focus the ministries of our church, both program and lay, to be even more effective at making disciples for Jesus Christ.

The **Connect** ministries of our church are focused on connecting people to Christ through building relationships with those in our community. The **Teaching** ministries of our church are focused on discipling and moving people toward Biblical personal growth. The **Living** ministries of our church are focused on moving people toward living out their faith. To serving others as Jesus served.

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| Volunteer Job Title: | Chair and committee member for Staff Pastor Parish Relations Committee |
| Reports to: | Senior Pastor |
| Length of commitment: | Three years |
| Schedule: | Once a month or as needed. |
| Purpose | This committee works with the Senior pastor and other staff so that the staff can work effectively in managing the ministry of the congregation for making disciples of Jesus Christ for the transformation of the world. |

Job Duties

- Review the United Methodist Guidelines for Leading Your Congregation for Pastor-Parish Relations.
- Review the Alabama/West Florida Conference training document for Pastor-Parish Relations Committee Training.
- Pray for our church leaders as they seek God's continual guidance as they serve to make disciples for Jesus Christ.
- The members of this committee shall engage in biblical and theological reflection about the mission of the church.
- Responsibilities of the Committee Chair Person.
 - The chairperson, along with the pastor and others, has primary responsibility for the appointed and paid staff who lead the vision and mission of the church.
 - This leader is the congregation's primary connection with the district superintendent and bishop related to the appointed leadership of the congregation.
 - This individual leads the SPRC committee by preparing and communicating the agenda for meetings, leading the meetings, following up actions by assigning responsibility for implementation. This person should become familiar with United Methodist resources and organization.

- Through the year, this leader maintains a healthy and growing personal spiritual life and leads the SPRC committee members to do the same.
- The Chair Person of SPRC is also a member of the Finance committee.
 - This is necessary to help coordinate the many staff positions with the financial needs and availability of the church.
- Responsibilities of the Committee Members.
 - This committee leads the congregation to encourage, strengthen, nurture, support, and respect the pastor(s) and staff and their families.
 - This committee helps the staff set priorities that strengthen the congregation's total ministry.
 - This committee consults with the lead pastor to recommend staff positions to support the strategy of the church leadership team (church council).
 - This committee recommends staff compensation, travel, housing, and other financial matters to the church council through consultation with the finance committee. The finance committee includes the salary total in the budget, and the PPRC works with staff on allocation.
 - This committee provides for annual evaluation of the pastor(s) and other staff for ongoing effective ministry.
 - This committee creates and updates written policy 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 is recommended to the church council for adoption.
 - This committee meets with the district superintendent and/or the bishop in an advisory capacity related to clergy leadership. Considerations include the age and stage of the congregation, an understanding of feelings and desires within the congregation about the pastor's leadership and appointment, and the culture and needs of the community around the church.
 - This committee enlists, evaluates, and annually recommends to the charge conference candidates for professional ministry.

Thank you for volunteering to lead this important ministry of our church. You are greatly appreciated!

“For even the Son of Man did not come to be served, but to serve, and to give His life a ransom for many.” Mark 10:45