



**SPRC (Staff Parish Relations Committee) Resource Training Video Conference
(ZOOM)**

**Led by Delaware Bay District Superintendent Glenn Conaway
February 20 | 7:00 p.m.**

These are some guidelines and overview of the responsibilities of an SPRC Committee in the Local Church. The entire description can be found in the 2016 Book of Discipline ¶ 258 #2.

1. The committee is made up of at least five, no more than nine members. A young adult and youth are to be on the committee, but it is understandable that in certain church settings that is not possible. In addition, the lay leader and lay member of the annual conference are on the committee with voice and vote. Members can succeed themselves for one three-year term. No family members of the same household can serve at the same time. No family related to the pastor/staff can serve on the SPRC.
2. The committee is required to meet at least four times per year and recommended at least six to keep open communication and relationships.
3. Some of the general duties of the committee is to encourage, nurture, and support the pastor/staff and the pastor's family. They are to help build the relationship between the congregation and staff.
4. SPRC is required to notify the pastor of any/all meetings. If they wish to conduct a meeting without the pastor's presence, the pastor is to still be informed, along with the DS, and the pastor is to be informed of any decisions or outcomes from such a meeting within 24 hours after the meeting.
5. The Committee is responsible for creating the job description, salaries, benefits and evaluations of all staff that are not under appointment. This is to be done in consultation with the committee on Finance and approved by the Admin. Council.
6. In regard to the appointed staff, (pastor or assistant/associate) the SPRC is to determine the salary and compensation package along with the Housing Exclusion/Allowance in consultation with the Finance/Administrative Council before it is presented and approved at the Church Conference. When there is a change of appointment, even if there is no salary change, a new compensation form will be created, and a special Church Conference will be called for approval of the new pastor's compensation.
7. Clergy Appraisals are to be done yearly and submitted to the Annual Conference by June 15. This helps DS's in guiding the work and ministry of each pastor with the local church.
8. The SPRC is to work and help resolve conflicts that may arise between the staff, pastor, and the congregation and staff/pastor. Conflict resolution help can be found on the GNJ website and through the Episcopal office.



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9. Any concerns relating to the pastor needs to come from the chairperson of the SPRC. District Superintendents do not discuss pastoral issues with other leaders or members of other committees.
10. Any request for a change of pastoral appointment needs to be submitted to the Episcopal office by Dec. 1 for possible consideration for the next appointment season.
11. Each pastor is under a one-year appointment by the Bishop to a local church. Changes may be made for ministry needs and for strategical reasons that will help in making a greater impact and more disciples of Christ for the transformation of the world.
12. It is important for this committee to understand and communicate that UMC pastors are under an itinerate system. The Bishop and Cabinet can move a pastor, but it will be done in consultation with the SPRC committee. However, the Bishop has the final authority to change and make an appointment. If a SPRC wants reconsideration, it must be for missional reasons and written, signed and sent to the DS of the District where the change is being made.
13. In the event of a change of appointment the DS will work directly with the SPRC committee on the procedures, transitions, and responsibilities to help in the process.
14. When there is a change of appointment, the SPRC is asked in the first year to send quarterly appraisals to the administrative assistant of the District so that a DS may be aware if there are any conflicts or special attention is needed in this transitional year.
15. The Committee in consultation with the trustees of the local church are to ensure the parsonage standards are in order and the parsonage inspection is done each year.
16. The SPRC is to speak with the pastor about continuing education and growth opportunities. In the event that a pastor is taking spiritual renewal leave it must be approved by the DS and Cabinet, along with the coverage that will take place during the pastor' absence. This does not count as maternity/paternity leave.
17. SPRC is to interview, evaluate and recommend all candidates for ministry.
18. The SPRC is to know the mission and community of the local church.
19. The SPRC should be aware of the programs of the local church.
20. The health of the relationship between staff and the congregation is built from the SPRC. Confidentiality is extremely important and necessary.