



Staff/Pastor-Parish Relations Committee FAQs

(Frequently Asked Questions)

- 1. It is stated that there must be a minimum of five members, and no more than nine, not including the church lay leader and lay delegate, who are voting members. Are there exceptions to the rule?**

Yes, there are situations in which the membership or leadership is so small that it is difficult to find at least five people willing to serve on the S/PPRC. The Discipline also allows for alternate leadership structures for churches with unique circumstances such as this. However, the Alternate structure must be discussed and approved by the District Superintendent. See the Discipline Paragraphs: 244.2 and 247.2

- 2. What does it mean that the committee shall meet in closed session?**

Only S/PPRC members should be present at meetings. Others may be invited by the S/PPRC chair pertaining to specific concerns such as allowing others to give input on the hiring of staff in their specific area of ministry, however, the guest has no vote. Others may be invited by invitation of the (DS) District Superintendent or Bishop.

3. If there is a change of the pastoral appointment, will the S/PPRC be notified in advance?

If there is a projected move or retirement of the pastor, the DS will schedule a consultation with the S/PPRC to discuss future leadership; however, due to the nature of itineracy and the needs of the church there will be instances in which an unplanned move, requires that a pastor who was not projected to move to be picked up in the appointment process.

4. Is there a specific time limit that a pastor is appointed to a local church?

Yes, each pastor is appointed to a church for one year at a time, but may be reappointed to that same charge annually as the Bishop and Cabinet determines appropriate. Each pastor is aware of the itinerate nature of the UMC and has agreed to go where sent to meet the needs of the mission and ministry of the church as a whole.

5. If a parsonage is provided, is the pastor required to live there?

No, if the pastor has a home within the community or chooses to live in a different residence of their choosing it is permitted, as long as it is in a reasonable distance to adequately conduct the duties and responsibilities of the church's ministry. (If the church has a parsonage that meets the requirements of the Conference and the pastor chooses not to occupy the parsonage, the church is not required to provide the pastor with a housing allowance.)

*If the parsonage is deemed inadequate, the DS has the right to request that the parsonage be brought up to standards or that the church provide a reasonable housing allowance. A reasonable housing allowance means that the pastor could obtain housing equivalent to the requirements of a parsonage in a clean, safe, and a reasonable distance from the church with the amount allowed.

6. Are pets allowed in a parsonage?

Yes, pets are allowed, but the pastor is responsible for any cleaning or

damage to the parsonage that was incurred due to the presence of a pet. It is recommended that the church and the pastor enter a written covenant in regards to a pet. A sample Pet covenant can be obtained from the DS.

7. Is there a minimum that pastors can be paid?

Yes, there is a minimum compensation that must be paid to full-time Local pastors, and commissioned/ordained elders and deacons. This amount is set each year by the Conference Commission on Equitable Compensation and approved by the Annual Conference. However, the church is not limited to the minimum amount set for each category. The Commission also recommends an annual longevity increase based on the pastors years of experience, but again the church is not limited to the minimum amount recommended. (If the S/PPRC needs guidance in setting salaries, please contact your DS.)

8. Is the church limited to the number of vacation days set by the Annual Conference?

No, the Conference sets the minimum number of vacation days awarded based on the pastor's years of experience; however, the church can certainly gift the pastor with additional days (based on the recommendation of the S/PPRC and approved by the Church Council.

9. If there is a conflict between the pastor and a member, should the member with the complaint contact the DS in writing?

No, the member lodging the complaint should first try to resolve the issue with the pastor. It is recommended that if the pastor or that member is uncomfortable having that conversation, it is acceptable to ask the S/PPRC chair or a S/PPRC representative to be present. This is for the protection of both the pastor and complainant. If the matter is unresolved the S/PPRC committee will intervene to help come to a resolution, and should respond to the complainant in writing of the committee's decision. If the situation is still unresolved, then the DS may be contacted; and the S/PPRC should be the point of contact with the DS. **WARNING:** Any issues of a criminal nature should be reported to

the DS immediately!

10. Should the pastor be present while the S/PPRC discusses the pastor's evaluation or makes a decision on the advisory form?

No, first there should be no S/PPRC meeting without the pastor's knowledge, but the pastor should give the S/PPRC that time to complete their written evaluation/advisory without the pastor's presence. This process allows the committee to discuss concerns openly and honestly without intimidation. The S/PPRC should then discuss the evaluation results or advisory recommendations with the pastor. If the evaluation reveals an ineffective or less than fully effective result in a specific category, there should be comments as to how the pastor might improve. It is appropriate to recommend Continuing Education in these areas of ineffectiveness. There should also be comments on the advisory form regarding the decision as to why the S/PPRC recommends the pastors reappointment to the current appointment or a different appointment. The pastor's signature does not indicate agreement or disagreement with the evaluation or advisory recommendation, but that the evaluation was shared and discussed with them. The pastor has the right to indicate in writing on the evaluation their disagreement, but is still required to sign the evaluation or Advisory Form.

11. How much weight does the pastor and S/PPRC's responses on the Advisory form carry?

The advisory forms are just that, advisory only. The Bishop and Cabinet take seriously the concerns of the pastor and church in the appointment process, but will take into consideration all elements in making the best possible appointments for the mission and ministry for the conference overall.

12. If the church is uncomfortable with an appointment, will the Bishop and Cabinet change the appointment? Should the church circulate a petition to advocate for a preferred outcome?

United Methodist pastors are appointed, not selected by the church.

Each appointment is made with much prayer, discernment, and discussion as needed. The first priority is to hear God, and match each pastor's gifts and graces with the needs of each church. In addition, each DS has taken into consideration each church's ministry needs based on conversations and reports at Charge Conference annually; consultations with the pastor annually; the gifts and nature of the current and past pastors, and how well that has or has not proven effective in the fruitfulness of the church's ministries. Except in the instance that a pastor, not previously projected to move, is picked up during the appointment process, consultations with S/PPRC's are also a factor. The Bishop and Cabinet understand that there will always be some anxiety and uncertainty in each appointment but ask that each church be willing to work with each appointed pastor in the Spirit of God for Kingdom building. For those who may have hesitancies, especially after the long tenure of a beloved pastor, our prayers are that each church remember that God used many in the Bible, though viewed by some as unlikely candidates, for God's assigned mission's accomplishment. *No, the United Methodist Church does not recognize petitions as an influence in our processes.



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TO: All Pastors
All Chairs of Staff/Pastor Parish Relations Committees 2025

FROM: The Reverend Christopher M. Lollis, District Superintendent

DATE: November 15, 2025

SUBJECT: PASTOR AND S/PPRC ADVISORY RESPONSE FORMS

The Bishop and Cabinet seek to work with churches and pastors in the appointment process. It is helpful for pastors and S/PPRC Committees to do their part, faithfully and prayerfully, in the following:

1. **ADVISORY RESPONSE REPORTS and APPOINTMENT PROCESS SCHEDULE:** The Advisory Response is to be completed by all Pastors and Staff/Parish Relations Committees (S/PPRC) and returned to the District Office by **December 15, 2025**.
 - A. **PASTOR'S ADVISORY RESPONSE FORM:** The Pastor completes Pastor's Advisory Response Report and discusses the Response Form openly and honestly with the S/PPRC. All Committee members sign to indicate knowledge of the response.
 - B. **STAFF/PASTOR PARISH RELATIONS COMMITTEE:** The 2025 S/PPRC completes the Committee's Advisory Response Report and discusses their Response Form openly and honestly with the pastor. The pastor signs to indicate knowledge of the response. All Committee members should personally sign the form to acknowledge their awareness of the committee's response.
2. **PROFILES:** The Pastor and Church Profiles are also due December 15, on-line at www.umcsc.org.
 - Pastor Profile is done by the pastor, and includes experience, gifts, education, appointment history, family needs. The pastor should view this profile as his/her resume or CV (curriculum vitae). The pastor accesses his/her profile by logging in with his/her conference email.
 - The Church Profile is done by S/PPRC and includes the church's ministry and the community. The S/PPRC Chair accesses the church profile by logging into the charge conference website.
 - A Profile is used by the Cabinet and is also an "introduction" to your new pastor or new appointment.
3. A church/charge must submit a request for an Associate Pastor by **December 31, 2025**, to the District Superintendent. A pastor who wishes to serve as an Associate Pastor must submit a request to the District Superintendent by **December 31, 2025**.

CHARGE _____ PASTOR _____

ADVISORY RESPONSE REPORT OF P/SPRC

DUE DATE - December 15, 2025

As United Methodists we covenant to be in itinerant ministry. In making appointments, the Bishop and Cabinet take into consideration many factors that may result in an appointment that differs from our response. After a careful and prayerful review of all the known factors and reflecting on the annual ministry evaluation, we make the following Advisory Response to the Bishop and the Cabinet.

_____ As a United Methodist Charge, we shall affirm and support the reappointment of our present Pastor or the appointment of another Pastor, as the Bishop and Cabinet may determine at the Annual Conference in June of 2026, but we prefer the reappointment of our present Pastor. **(Our reasons are listed below)**

_____ As a United Methodist Charge, we shall affirm and support the reappointment of our present Pastor or the appointment of another Pastor, as the Bishop and Cabinet may determine at the Annual Conference in June of 2026, but we prefer that our present Pastor be appointed to another charge. **(Our reasons are listed below)**

Reasons:

Signed by all members of the 2025 PPRC. (**NOTE:** Signature does not necessarily imply consent with the Advisory Response stated above but acknowledges awareness of response made by the committee.)

DATE: _____

1. _____
Chairperson

2. _____
Lay Member Annual Conference

3. _____
Church Lay Leader

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

The signature below indicates that the PPRC's response has been shared with the Pastor:

Signed _____, Pastor

CHARGE _____ PASTOR _____

ADVISORY RESPONSE REPORT OF PASTOR

DUE DATE - December 15, 2025

As United Methodists we covenant to be in itinerant ministry. In making appointments, the Bishop and Cabinet take into consideration many factors that may result in an **appointment that differs from my response**. After a careful and prayerful review of all the known factors and reflecting on the evaluation of our congregation's ministry and of my pastoral leadership, I make the following Advisory Response to the SPRC, Bishop and the Cabinet.

I am available for appointment either to this charge or to another charge, as the Bishop and Cabinet may determine at the Annual Conference in June of 2026, but I prefer to be appointed to this charge.
(My reasons are listed below)

I am available for appointment to this charge or to another charge, as the Bishop and Cabinet may determine at the Annual Conference in June of 2026, but I prefer to be appointed to another charge.
(My reasons are listed below)

Reasons:

Signed by all members of the 2025 PPRC. (**NOTE:** Signature does not necessarily imply consent with the Advisory Response stated above but acknowledges awareness of response made by the Pastor.)

DATE: _____

1. _____
Chairperson

2. _____
Lay Member Annual Conference

3. _____
Church Lay Leader

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

Signed _____, Pastor

2025 South Carolina Clergy Assessment Document

Pastor Name: _____ Church/Charge: _____

1. Spiritual Formation and Self-Care: Evidences a commitment to personal prayer, Bible study, and reading for spiritual growth. Observes a Sabbath for personal renewal apart from time with family. Is open to receiving spiritual direction from others. Honors and models healthy life-styles (spiritual, physical, and emotional) for strengthening individual and family health.

Effectiveness: _____ Very Effective _____ Effective _____ Not Fully Effective

Comments:

Goals for Development and Improvement:

2. Worship Leadership: Is an effective preacher and worship leader. Organizes and plans worship services with skill and care. Creates an inspiring worship time and gives attention to issues such as the pace and energy of the service. Includes other persons by encouraging participation in liturgy, distribution of Holy Communion.

Effectiveness: _____ Very Effective _____ Effective _____ Not Fully Effective

Comments:

Goals for Development and Improvement:

3. Administration: Makes a positive impression on others. Works well within committees and other small group teams. Completes required paperwork in a timely manner. Knowledgeable in policies and procedures. Demonstrates intentional day-to-day involvement in the financial facilities and operation of the church. Works as a productive and supportive team member.

Effectiveness: _____ Very Effective _____ Effective _____ Not Fully Effective

Comments:

Goals for Development and Improvement:

4. Discipleship: Uses time well and appropriately prioritizes duties. Is an engaging teacher and Bible study leader. Encourages those in the church to grow in their faith. Challenges people to tithe. Demonstrates competence in basic theology and Biblical studies. Demonstrates a comprehensive spiritual knowledge needed to perform the primary tasks of ministry.

Effectiveness: _____ Very Effective _____ Effective _____ Not Fully Effective

Comments:

Goals for Development and Improvement:

5. Mission Issues: Lives out the mission, vision, and values of the United Methodist Church and communicates the mission of the church in word and deed. Engaged in mission by leading the church to help those in need, participating in local and/or foreign missions and mission trips, challenging the church to take seriously the needs of homeless, hungry, and lower-income persons, and those in poverty and prison. Leads the congregation in the fulfillment of its mission through full and faithful payment of all apportioned ministerial support, administrative, and benevolent funds.

Effectiveness: _____ Very Effective _____ Effective _____ Not Fully Effective

Comments:

Goals for Development and Improvement:

6. Evangelism: Spends time with people who are not yet participating in the life of the church. Leads people in discipleship and evangelistic outreach that they might come to know Christ and follow him. Trains and equips people in the church to share their faith with others.

Effectiveness: _____ Very Effective _____ Effective _____ Not Fully Effective

Comments:

Goals for Development and Improvement:

7. Pastoral Care: Is attentive to the ministries of hospital and home visitation, counseling, caring ministry, funerals, contacting shut-ins, etc. The pastor enables and partners with the laity in the caring ministry of the church.

Effectiveness: _____ Very Effective _____ Effective _____ Not Fully Effective

Comments:

Goals for Development and Improvement:

8. Leadership: Leads the church into God's vision for it by identifying, equipping, and developing emerging lay leadership. Provides a strong sense of direction for the ministries of the church. Demonstrates organizational skills, delegates appropriately, understands his/her role and its function within the church. Honors confidentiality. Relates well to staff. Understands and manages conflict in a positive manner. Punctual and prepared for assignments.

Effectiveness: _____ Very Effective _____ Effective _____ Not Fully Effective

Comments:

Goals for Development and Improvement:

9. Denominational and Ecumenical Involvement: Serves on district and/or conference committees. Mentors candidates for ministry. Attends district and conference meetings. Participates in community, ecumenical and inter-religious concerns.

Effectiveness: _____ Very Effective _____ Effective _____ Not Fully Effective

Comments:

Goals for Development and Improvement:

10. Team Building and Equipping: Effectively builds teams to multiply ministry. Is an effective recruiter. Coaches and equips laity to be in ministry. Shares credit for successes with the team. Actively seeks out new people to be in ministry. Invests in emerging leaders. Demonstrates consistent and effective leadership. Casts vision for positive change. Is open to new ideas. Seeks to be surrounded by highly competent people. Is able to build consensus for a new idea and implement it. Believes the best days of the church are in the future.

Effectiveness: _____ Very Effective _____ Effective _____ Not Fully Effective

Comments:

Goals for Development and Improvement:

Signatures of S/PPRC and Pastor:

DATE: _____

1. _____ S/PPRC Chair	2. _____ Lay Member Annual Conference	3. _____ Church Lay Leader
4. _____	5. _____	6. _____
7. _____	8. _____	9. _____
10. _____	11. _____	

PASTOR: _____

