



# Staff/Pastor-Parish Relations Committee Training Manual 2021-2022

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## Introduction

This S/PPRC Manual is intended for use by the committee and the pastor, to enhance the work of the S/PPRC. The manual is not to replace the need for annual training. Each District Superintendent offers S/PPRC training in their District annually, and all S/PPRC members and pastors are encouraged to participate. The Appendix includes various documents, some of which are mailed by the District office to the S/PPRC Chair at appropriate times during the year. Also, there is **ON-LINE SPRC RESOURCE LIBRARY** <https://www.umcsc.org/sprc/>

### **Purpose of the Staff-Pastor Parish Relations Committee**

The purpose of the S/PPRC is to work with the pastor(s) and the staff is to enhance the mission of the church, “to make and nurture disciples of Jesus Christ for the transformation of the world.”

In conducting its work, the committee shall identify and clarify its values for ministry. It shall engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of the local church. The committee shall reflect biblically and theologically on the role and work of the pastor(s) and staff as they carry out their leadership responsibilities. The committee shall assist the pastor(s) and staff in assessing their gifts, maintaining health holistically and work-life balance, and setting priorities for leadership and service. ¶ 258.2, *The Book of Discipline*, 2016

### **Christian Lifestyle, Leadership, and Spiritual Development**

#### **The First Responsibility of S/PPRC Members**

People serving on this committee must be engaged in and be attentive to their Christian spiritual development so as to give proper leadership in the responsibilities with which the committee is entrusted. ¶ 258.2, *The Book of Discipline*, 2016

*But speaking the truth in love, we must grow up in every way into him who is the head, into Christ, from whom the whole body, joined and knit together by every ligament with which it is equipped, as each part is working properly, promotes the body’s growth in building itself up in love. Ephesians 4:15-16*

The Word of God calls Christian leaders to grow in Christ, who is the head of the Body. The S/PPRC members can promote the health of the Body, by speaking the truth in love, to offer both support and accountability to pastor(s) and staff.

## Membership

- Minimum of 5 - maximum 9, plus Lay Leader and Lay Delegate, who are voting members.
- Committee on Nominations & Leadership nominates chair and all members. The nominees are voted on at Charge Conference.
- Ad-interim vacancies are filled by Committee on Nominations & Leadership taking names to Church Council for approval.
- Must be professing member or associate member.
- Members elected for 3 year term with 1/3 being elected annually.
- Members may elected for a second 3 year term, then must rotate off.
- No staff member or immediate family of pastor or staff may serve.
- Only 1 person from immediate family in same household
- Young adult (19-30) SHALL be included; a youth (12-18) MAY be included.
- Multi-church charge – only *one* S/PPRC for the entire charge on a multi-church charge is needed; the committee includes at least 1 representative and the lay leader from each church on the charge. When one church has concerns, the S/PPRC members of that church can meet separately with the pastor or the DS.

## Meetings

- The committee shall meet at least quarterly.
- It shall meet additionally at the request of the bishop, the District Superintendent, the pastor, any other person accountable to the committee, or the chairperson of the committee.
- The committee shall meet only with the knowledge of the pastor and/or DS.
- The pastor shall be present at each meeting, except where he/she voluntarily excuses him/herself or the committee is meeting with the DS.
- The committee may meet with the DS without the pastor or appointed staff under consideration being present. However, the pastor or appointed staff under consideration shall be notified prior to such meeting with the district superintendent and be brought into consultation immediately thereafter.

## Confidentiality

- The committee shall meet in closed session, and information shared in the committee shall be confidential.
- Minutes can be taken by the secretary, however, in discussions of disciplinary matters or termination, the committee shall meet in executive session. There shall be no minutes of executive session, except a notation that the committee met in executive session to deal with a personnel matter.
- The chair shall report to the Council regularly, however, confidentiality regarding personnel matters shall not be compromised in this reporting.
- Confidentiality does not restrict the S/PPRC from including non-S/PPRC members in the process of interviewing candidates for staff positions. (i.e. a volunteer in youth ministry can serve on a S/PPRC search committee for a new youth minister).

## **Suggested Meeting Schedule**

### January-March/First Quarter

- Elect Vice Chair and Secretary and set meeting dates for the year.
- Review Personnel Policies annually (either first quarter or another time). Present to Council for vote.
- Train new members, sharing with them S/PPRC duties, staff job descriptions, prior year's evaluations of pastor and staff
- Consult with pastor and staff regarding ministry goals for the new year.
- Consultation with DS if pastor is moving
- If there is an appointment change, introductory visit will be scheduled by District Superintendent.

### April-June/Second Quarter

- If there is an appointment change, introductory visit and parsonage visit will occur
- Address parsonage repairs or housing allowance issues prior to the arrival of new pastor
- Plan farewell and welcome events if pastor change
- Support the pastor and staff in time of change

### July-September/Third Quarter

- Do a "check in" with pastor and staff regarding goals/priorities that were set in first quarter.
- If there is a new pastor, meet monthly
- Begin work on S/PPRC budget, staff/clergy salaries

### October-December/Fourth Quarter

- October is Clergy Appreciation Month
- Annual Evaluation
- Advisory Response Forms
- Possible Christmas gift/bonus for pastor/staff

## General Duties of the S/PPRC

The general duties of the S/PPRC outlined in *The Book of Discipline* include 5 major areas: communication, personnel, parsonage/housing issues, annual evaluation, appointment process.

### Communication

- Confer and counsel with pastor & staff, advising them of ministry needs and concerns.
- Continually interpret to the congregation the nature and function of ministry. Educate congregation on the gifts, roles and priorities of the pastor & staff.
- Counsel pastor & staff on relationships with congregation, priorities, skills, goals
- Interpret to congregation: open itineracy, preparation for ordained ministry, Ministerial Education Fund

### Personnel Issues

- Develop and recommend to Council staff positions and job descriptions for staff other than pastor (see BOD, 2016, ¶ 328-329 for deacon job description, and ¶ 340 for elder and licensed local pastor)
- Recommend to Council personnel policies and monitor compliance. Personnel policies are critically important, and should be reviewed annually by the S/PPRC.
- Consult: pulpit supply, compensation, vacation, insurance, pension, housing -- making recommendations to Council.
- Enlist, interview, review, recommend: Candidates for Ministry and missionary service.
- Consult with the pastor & staff on continuing education, renewal (see ¶ 350, BOD, 2016, Continuing Education and Spiritual Formation Leave)
- To encourage, monitor pastor and staff in health and wholeness.

### Parsonage/Housing Issues (see Parsonage Guidelines, Appendix pages 4-8)

- With Trustee and pastor, do annual parsonage review and submit to Charge Conference. Conduct a check-out review and check-in review, when there's a change of pastor.
- The committee will follow up to assure timely resolution of parsonage problems affecting the health of the pastor or pastor's family.

### Evaluation (see Clergy Assessment Document, Appendix pages 9-11)

- Conduct annual evaluations for pastor & staff to encourage effective ministry.
- Don't withhold feedback all year, and then "dump" it all in the annual evaluation. Give regular, accurate feedback that is honest and helpful, to enhance ministry.

### Appointment Issues (see Advisory Response Report, Appendix pages 12-13)

- Confer with pastor & cooperate with pastor, DS, and bishop in securing clergy leadership when it becomes evident that the best interests of the church and pastor will be served by a change.
- Such conferring and cooperating with DS and bishop are advisory only.

### **Detailed Duties of the S/PPRC, ¶ 258.2 (g), *The Book of Discipline, 2016***

2. There shall be elected annually by the charge conference in each local church a committee on pastor-parish relations who are professing members of the local church or charge or associate members (¶ 227), except in cases where central conference legislation or local law provides otherwise. People serving on this committee must be engaged in and attentive to their Christian spiritual development so as to give proper leadership in the responsibilities with which the committee is entrusted. In conducting its work, the committee shall identify and clarify its values for ministry. It shall engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of the local church. The committee shall reflect biblically and theologically on the

role and work of the pastor(s) and staff as they carry out their leadership responsibilities. The committee shall assist the pastor(s) and staff in assessing their gifts, maintaining health holistically and work-life balance, and setting priorities for leadership and service. It is the responsibility of the committee to communicate with the committee on nominations and leadership development and/or the church council when there is a need for other leaders or for employed staff to perform in areas where utilization of the gifts of the pastor(s) and staff proves an inappropriate stewardship of time.

a) The committee shall be composed of not fewer than five nor more than nine persons representative of the total charge. One of the members shall be a young adult and one member may be a youth. In addition, the lay leader and a lay member of the annual conference shall be members. No staff member or immediate family member of a pastor or staff member may serve on the committee. Only one person from an immediate family residing in the same household shall serve on the committee.

b) In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term. The lay member of the annual conference and the lay leader are exempt from the three year term. To begin the process of rotation where such a process has not been in place, on the first year one class shall be elected for one year, one class for two years, and one class for three years. Members of the committee shall be able to succeed themselves for one three-year term. When vacancies occur during the year, nominees shall be elected at the church council (or alternative church structure).

c) In those charges where there is more than one church, the committee shall include at least one representative and the lay leader from each local church.

d) The committees on pastor-parish relations of charges that are in cooperative parish ministries shall meet together to consider the professional leadership needs of the cooperative parish ministry as a whole.

e) The committee shall meet at least quarterly. It shall meet additionally at the request of the bishop, the district superintendent, the pastor, any other person accountable to the committee, or the chairperson of the committee. The committee shall meet only with the knowledge of the pastor and/or the district superintendent. The pastor shall be present at each meeting of the committee on pastor-parish relations or staff-parish relations except where he or she voluntarily excuses himself or herself. The committee may meet with the district superintendent without the pastor or appointed staff under consideration being present. However, the pastor or appointed staff under consideration shall be notified prior to such meeting with the district superintendent and be brought into consultation immediately thereafter. The committee shall meet in closed session, and information shared in the committee shall be confidential.

f) In the event that only one congregation on a charge containing more than one church has concerns it wishes to share, its member(s) in the committee may meet separately with the pastor or any other person accountable to the committee or the district superintendent, but only with the knowledge of the pastor and/or district superintendent.

g) The duties of the committee shall include the following:

(1) To encourage, strengthen, nurture, support, and respect the pastor(s) and staff and their family(s).

(2) To promote unity in the church(es).

(3) To confer with and counsel the pastor(s) and staff on the matters pertaining to the effectiveness of ministry; relationships with the congregation; the pastor's health and self-care, conditions that may impede the effectiveness of ministry; and to interpret the nature and function of the ministry.

(4) To confer with, consult, and counsel the pastor(s) and staff on matters pertaining 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.

(5) To provide evaluation at least annually for the use of the pastor(s) and staff in an ongoing effective ministry and for identifying continuing educational needs and plans.

(6) To communicate and interpret to the congregation the nature and function of ministry in The United Methodist Church regarding open itinerancy, the preparation for ordained ministry, and the Ministerial Education Fund.

(7) To develop and approve written job descriptions and titles for associate pastors and other staff members in cooperation with the senior pastor. The term *associate pastor* is used as a general term to indicate any pastoral appointment in a local church other than the pastor in charge (see ¶ 339). Committees shall be encouraged to develop specific titles for associate pastors that reflect the job descriptions and expectations.

(8) To consult with the pastor and staff concerning continuing education, work-life balance, dimensions of personal health and wellness, and spiritual renewal, to arrange with the

church council for the necessary time and financial assistance for the attendance of the pastor and/or staff at such continuing education, self-care, and spiritual renewal events as may serve their professional and spiritual growth, and to encourage staff members to seek professional certification in their fields of specialization.

(9) To enlist, interview, evaluate, review, and recommend annually to the charge conference lay preachers and persons for candidacy for ordained ministry (see ¶¶ 247.8 and 310), and to enlist and refer to the General Board of Global Ministries persons for candidacy for missionary service, recognizing that The United Methodist Church affirms the biblical and theological support of persons regardless of gender, race, ethnic origin, or disabilities for these ministries. Neither the pastor nor any member of the committee on pastor-parish relations shall be present during the consideration of a candidacy application or renewal for a member of their immediate family. The committee shall provide to the charge conference a list of students from the charge who are preparing for ordained ministry, diaconal ministry, and/or missionary service, and shall maintain contact with these students, supplying the charge conference with a progress report on each student.

(10) To interpret preparation for ordained ministry and the Ministerial Education Fund to the congregation.

(11) To confer with the pastor and/or other appointed members of the staff if it should become evident that the best interests of the charge and pastor(s) will be served by a change of pastor(s). The committee shall cooperate with the pastor(s), the district superintendent, and the bishop in securing clergy leadership. Its relationship to the district superintendent and the bishop shall be advisory only. (See ¶¶ 425-428.)

(12) To recommend to the church council, after consultation with the pastor, the professional and other staff positions (whether employee or contract) needed to carry out the work of the church or charge. The committee and the pastor shall recommend to the church council a written statement of policy and procedures regarding the process for hiring, contracting, evaluating, promoting, retiring, and dismissing staff personnel who are not subject to episcopal appointment as ordained clergy. Until such a policy has been adopted, the committee and the pastor shall have the authority to hire, contract, evaluate, promote, retire, and dismiss non-appointed personnel. When persons are hired or contracted, consideration shall be given to the training qualifications and certification standards set forth by the general Church agency to which such positions are related. The committee shall further recommend to the church council a provision for adequate health and life insurance and severance pay for all lay employees. In addition, the committee shall recommend that the church council provide, effective on and after January 1, 2006, 100 percent vested pension benefits of at least 3 percent of compensation for lay employees of the local church who work at least 1040 hours per year, are at least 21 years of age, and have at least one year of permanent service. The church council shall have authority to provide such pension benefits through either a denominational pension program administered by the General Board of Pension and Health Benefits or another pension program administered by another pension provider.

(13) To recommend to the charge conference, when the size of the employed staff of the charge makes it desirable, the establishment of a personnel committee. This committee shall be composed of such members of the committee on pastor-parish relations as it may designate and such additional members as the charge conference may determine.

(14) To educate the church community on the value of diversity of selection in clergy and lay staff and develop a commitment to same.

(15) Members of the committee on pastor-parish relations (or staff-parish relations) 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. Committee members should make themselves available for educational and training opportunities provided by the conference, district, and/or other arenas that will enable them to be effective in their work.

(16) To consult on matters pertaining to pulpit supply, proposals for compensation, travel expense, vacation, health and life insurance, pension, housing (which may be a church owned parsonage or housing allowance in lieu of parsonage if in compliance with the policy of the annual conference), and other practical matters affecting the work and families of the pastor and staff, and to make annual recommendations regarding such matters to the church council, reporting budget items to the committee on finance. The parsonage is to be mutually respected by the pastor's family as the property of the church and by the church as a place of privacy for the pastor's family. The committee will follow up to assure timely resolution of parsonage problems affecting the health of the pastor or pastor's family. The chairperson of the committee on pastor-parish relations, the chairperson of the board of trustees, and the pastor shall make an annual review of the church-owned parsonage to assure proper maintenance and to give immediate resolution to parsonage issues affecting the family's health and well-being.

(17) To encourage, monitor, and support clergy and lay staff pursuit of health and wholeness.

## The Role of the S/PPRC in Conflict Resolution

- Remember that conflict is a part of church life.
- Be committed to the duty of the S/PPRC, “To promote unity in the church(es).” ¶ 258.2 (g)(2), *The Book of Discipline*, 2016
- Use biblical principles for conflict resolution, which advise that conflict should be worked out directly between the persons involved. (Matthew 5:23-24; Matthew 18:15-20)
- Avoid the triangle. If a church member complains to you about the pastor or a staff member, ask them to talk directly with the person first about their concerns. If the conflict is not resolved directly, then the S/PPRC may offer guidance on resolution.
- If the S/PPRC has concerns regarding the pastor, do not call the District Superintendent first, but rather talk with the pastor first. If the conflict is not resolved directly, then the S/PPRC Chair may contact the District Superintendent for guidance on resolution.
- Do not give credence to anonymous complaints, such as letters that have no signature. Beware of statements that exaggerate concerns, such as “A lot of people want the pastor moved.”
- When addressing concerns with your pastor or a staff member, do so prayerfully, lovingly, always looking at both sides of an issue. Seek common ground.

## The Role of the S/PPRC in Evaluation

The S/PPRC is responsible for the annual evaluation of all staff, including lay staff and clergy. A church’s personnel policy may also include a process that allows a supervisor (lay or clergy) to have an active role in the evaluation process of those staff who report directly to that supervisor. The S/PPRC may develop its own unique evaluation form to use with lay staff. For clergy evaluation, the District office distributes the annual Clergy Assessment.

### Helpful Evaluation Tips:

- Listen politely to concerns of church members and of your pastor(s).
- Give feedback regularly to clergy and staff; don’t “dump” it all into the annual evaluation.
- Be honest, speak the truth in love.
- Maintain confidentiality.

### Effective Ministry Includes:

- Good relational and communication skills.
- Able to articulate the Gospel, and live it too.
- Positive growing relationships in congregation.
- The pastor leads the church in growth, health.
- Challenges the church to move outward in mission, connect with community.
- Manages time well – balance office hours, visitation, teaching, sermon preparation,
- Supports Connectional ministry – attends clergy meetings, encourages church involvement in District/Conference events
- Self-care, continuing education, Sabbath
- Participates in a covenant clergy group for support and learning.

## **Clergy Compensation** (see [www.umcsc.org](http://www.umcsc.org), Journal, Equitable Compensation Report)

Each year, the Committee on Equitable Compensation proposes to the S.C. Annual Conference the minimum base compensation scale, effective January 1 of the ensuing year. The minimum base salary is set for three categories of pastors:

- Full Time Clergy in full connection (ordained elders and ordained deacons)
- Full Time Provisional, Commissioned, and Associate Members (licensed, not ordained)
- Full Time Local Pastors (licensed, not ordained)

Salaries for part-time local pastors and retired pastors are determined with consultation between the District Superintendent and the S/PPRC. (Book of Discipline, 2016, P.357.6)

The Committee on Equitable Compensation also proposes to the Annual Conference Longevity Increases, based on years of *full-time* service. See the Journal, Equitable Compensation Report.

The Committee on Equitable Compensation also proposes to the Annual Conference, Recommended Accountable Reimbursement Amounts. See the Journal, Equitable Compensation Report.

- a) Include Continuing Education at a minimum of \$750 per year
- b) Include Expenses for Annual Conference
- c) Include Church Travel and Business Related Expenses

The process for setting a salary includes the following steps:

- S/PPRC votes on the salary for the pastor. (NOTE: the pastor decides how to apportion the salary among the various categories on the Ministerial Support Form, such as his/her personal pension contribution, utility/parsonage exclusion, etc)
- Finance Committee receives amounts as information for budget
- Church Council votes on the recommended amounts and reports to Charge Conference
- Charge Conference votes on the recommended compensation as final adoption

## **Lowering a Pastor Salary**

If the SPRC determines that the salary for the pastor needs to be lowered, they SPRC chair should consult with the District Superintendent regarding the process, outlined in P. 624.

**¶ 624. Payment Obligation**—1. Each church or charge has an obligation to pay the base compensation, the benefits adopted by the annual conference, and other ministerial support (including housing) adopted by the charge conference, to its pastor(s). If it becomes apparent that a church or charge will be unable to so provide the base compensation, support, and benefits adopted by the charge conference, the church or charge SPRC chair, finance chair, or treasurer, shall immediately notify, both in writing and verbally, the pastor, district superintendent, and congregation. This communication shall indicate all avenues explored to meet the base compensation, support, and benefits, including requesting consideration for a short-term emergency subsidy grant from the Equitable Compensation Fund (¶ 625.7). *If it becomes necessary to reduce a pastor's compensation, it shall occur at the end of the conference appointment year.*

## **Salary Inequity**

The Cabinet has a Task Force studying salary inequities that exist among full time clergy, in relation to race and gender. SPRCs are encouraged to be mindful and intentional in setting salaries that are fair and just and not discriminatory. You may find data and resources from the UMC Commission on the Status and Role of Women in the Church here: <https://tinyurl.com/2p8jxsm7>

### **Parsonage and Housing Allowance** (see Housing Guidelines for All Clergy, Appendix pages 2-3)

The Cabinet (the Bishop and the District Superintendents) would like to emphasize community-based pastors, who live in the community where they serve. Full-time Pastors are expected to live in adequate parsonages provided by churches. Refusal to do so becomes an appointment matter. No church is required to pay a housing allowance when a parsonage is provided that meets the guidelines. A church is not required to provide a parsonage or a housing allowance for a part-time pastor or retired pastor.

### **Utility/Parsonage Exclusion**

The exclusion can be used by a pastor in a parsonage, or a pastor in his/her own home. The exclusion helps a pastor reduce his/her taxable income. The exclusion is determined by the pastor and approved by church council or charge conference. The exclusion can be used for household expenses and utilities. If the pastor does *not* live in a parsonage, he/she may still designate a portion of compensation for utility/parsonage exclusion, and use that money for household expenses, utilities, mortgage, or rent payments. Pastors should read IRS guidelines. Since the pastor is designating a portion of his/her stated salary as the exclusion, this does not cause the church to incur additional expenses. The church treasurer needs to be knowledgeable about how to properly report the utility/parsonage exclusion on the pastor's W-2 and payroll tax reporting.

### **Housing Allowance in Lieu of Parsonage**(see Housing Guidelines for All Clergy, Appendix p. 2-3)

No church is required to pay a housing allowance when a parsonage is provided that meets the guidelines. A church is not required to provide a housing allowance for a part-time pastor or retired pastor. A pastor who receives housing allowance from a church or charge must live within proximity to the majority of the members of the congregation. This proximity is to be determined by the members of the S/PPRC in consultation with the pastor and the District Superintendent. The housing allowance should be in line with fair market rental value of housing in the community where the pastor is appointed to serve.

### **Pension and Health Insurance Benefits**

**Insurance:** Eligibility for the mandatory health insurance (Healthflex) coverage is limited to those serving  $\frac{3}{4}$  time appointment or greater. Coverage under the Welfare Plan (Death and Disability) is limited to those serving  $\frac{3}{4}$  time or greater.

**Pension:** Specific pension plan benefits vary, depending upon whether the pastor is part-time or full-time. A pension plan for eligible lay employees is also available. The church has to sign an Adoption Agreement to implement a pension plan, if they have not participated previously. If you have questions, you may contact the Pension and Health Benefits Office at 803-786-9486, or look on their web page for information at <https://www.umcsc.org/offices-2/pensions-and-benefits/>

### **Direct Bill**

Direct bill is the process by which the Conference Pension and Health Benefits Office bills local churches for insurance and pension benefits, as applicable to their particular pastor(s). A pastor may choose to waive the mandatory health insurance coverage, however, **the church will still be billed a health insurance fee that is applicable to all churches with  $\frac{3}{4}$  time or full-time pastors.** The health insurance fee enables the Conference to cover the cost of all health insurance benefits for eligible active and retired pastors. If you have questions, you may contact the Pension and Health Benefits Office at 803-786-9486, or look on their web page <https://www.umcsc.org/offices-2/pensions-and-benefits/>

### **Clergy and Taxes**

Clergy have unique tax laws that apply to them. If you have questions regarding federal or state income taxes, or how to complete a W-2 for clergy, you may contact the Conference Treasurer's office at 803-786-9486, or look on their web page for information at <https://www.umcsc.org/offices-2/administrative-services/>

### **Vacation Policy** (see Vacation Policy, Appendix p. 14)

The Committee on Equitable Compensation proposes a Vacation Policy to the S.C. Annual Conference each year. The vacation is based on years of service. **NOTE: This policy applies to FULL TIME clergy and diaconal ministers. Vacation for part-time clergy may be determined by the SPRC.**

### **Maternity/Paternity Leave Policy, ¶ 355, *The Book of Discipline, 2016***

¶ 355. *Maternity or Paternity Leave*—Maternity or paternity leave, not to exceed one-fourth of a year, will be available and shall be granted by the bishop and the cabinet, and the executive committee of the Board of Ordained Ministry to any local pastor, provisional member, associate member, or clergy member in full connection who so requests it at the birth or arrival of a child into the home for purposes of adoption. See this link for the request form to be completed by pastor, SPRC, Cabinet and BOM.

<https://www.umcsc.org/wp-content/uploads/Maternity-Paternity-Leave-Request-Form-2.pdf>

### **Itinerancy, ¶ 338, *The Book of Discipline, 2016***

**The Itinerant System**—The itinerant system is the accepted method of UMC by which ordained elders, provisional elders, and associate members are appointed by the bishop to fields of labor. All ordained elders, provisional elders, and associate members shall accept and abide by these appointments. Bishops and cabinets shall commit to and support open itinerancy and the protection of the prophetic pulpit and diversity.....The nature of the appointment process is specified in ¶¶ 425-429.

- Itinerancy has biblical roots: Jesus moved around from town to town and into the wilderness. The Apostles travelled from place to place, taking the gospel into the world.
- Itinerancy has historic roots: John Wesley said, "The world is my parish." Early Methodist pastors were circuit riders, travelling from one faith community to another.
- Pastors each have unique gifts.
- Churches have unique needs at different "seasons."
- Advisory form allows input, but the Cabinet determines appointments, with the Bishop having the final authority
- Mission and needs of churches have priority over personal professional goals of pastors.
- A pastor's family needs are considered, but may not always be addressed or fulfilled.
- The Cabinet works for the benefit of the whole Conference with district superintendents sharing openly, candidly, and confidentially.
- Every appointment has ambiguity, and there are no "perfect" churches or pastors.

### **Open Itinerancy, ¶ 425.1 *The Book of Discipline, 2016***

- Appointments are made with consideration of the gifts and evidence of God's grace of those appointed, to the needs, characteristics, and opportunities of congregations and institutions, and with faithfulness to the commitment to an open itinerancy."
- Open itinerancy means appointments are made without regard to race, ethnic origin, gender, color, disability, marital status, or age, except for the provisions of mandatory retirement."

**Advisory Response Forms** (see Advisory Response Report, Appendix page 12-13)

- Advisory Forms are due December 15.
- Two options for pastors and the S/PPRC:  
CONTINUE in present appointment  
CHANGE pastoral appointment
- Advisory Response Forms due December 15.
- Don't "poll" the congregation, but you can announce process has begun.
- Do try to reach consensus in S/PPRC.
- Do explain your decision in the space provided.
- Do talk *with* the pastor (not just *about*)
- All S/PPRC members and pastor sign *both* forms.

**Church and Pastor Profiles** (see Sample Church Profile, Appendix page 15-18)

- The Pastor and Church Profiles are due December 15. It is very important to have accurate and updated profiles! These help the Cabinet understand the needs and opportunities in churches and the gifts of pastors. Profiles are at [www.umcsc.org](http://www.umcsc.org).
- The Pastor Profile is done by the pastor and includes experience, gifts, education, appointment history, family needs.
- The Church Profile is done by S/PPRC and includes information about the church's ministry and the community.
- Profiles are used by the Cabinet, but a profile is also an "introduction" to your new pastor or to your new church.

## **S/PPRC MANUAL**

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## **HOUSING GUIDELINES FOR ELDERS, LOCAL PASTORS, AND RETIRED SUPPLY**

1. According to Paragraph 252.4e, 247.19, & 258.2(g)16 of *The Book of Discipline, 2016* it is the responsibility of each charge to provide adequate housing for the pastor. Adequate housing is interpreted as that which meets the Parsonage Guidelines of the Conference. Housing for clergy couples should be worked out among the pastors, the PPRC's, and the District Superintendent, following guidelines #6, #7, and #8. Housing for Conference clergy staff shall adhere to the "SC Annual Conference Policy on Housing Allowance for Conference Clergy Staff."
2. A church is not required to provide a parsonage or a housing allowance for a part-time pastor or retired pastor. However, for tax advantages, a part-time pastor or retired pastor may designate a portion of their cash compensation as "utility/parsonage exclusion."
3. A local church may give a housing allowance in the place of providing a parsonage. The housing allowance must be an amount sufficient to provide adequate housing for his/her family in that community. The housing allowance should be in line with fair market rental value of housing in the community where the pastor is appointed to serve. The Church Council shall approve the housing allowance amount, prior to the Charge Conference vote.
4. The Cabinet would like to emphasize community-based pastors, who live in the community where they serve. A pastor who receives housing allowance from a charge must live within proximity to the majority of the members of the congregation. This proximity is to be determined by the members of the Pastor-Parish Relations Committee in consultation with the pastor and the District Superintendent.
5. Pastors are expected to live in adequate parsonages provided by churches. Refusal to do so becomes an appointment matter. No church is required to pay a housing allowance when a parsonage is provided that meets the guidelines outlined in # 1 above.
6. Clergy Couple Housing: When a parsonage is provided by each of two charges being served by clergy couples, rent should not be paid by one charge to another. The total expense of the parsonage becomes the responsibility of the charge in whose parsonage the family resides. This is to be negotiated by the couple, the PPRC and the District Superintendent.
7. Clergy Couple Housing: When there is only one parsonage provided for a clergy couple, the charge not having a parsonage shall pay up to 25% of the fair amount of the rental value toward the upkeep and maintenance of the parsonage to the charge that owns the parsonage. No equity shall be accrued in this payment.
8. Clergy Couple Housing: When there is no parsonage provided by either charge served by the clergy couple, then each charge shall provide a housing allowance to their pastor.
9. When one church of a multiple Church Charge owns the parsonage, the other church (es) shall pay either 25% of the rental value toward the upkeep and maintenance of the parsonage or an amount as determined by the Charge Conference to the church that owns the parsonage. (Paragraph 247.19 of *The Book of Discipline, 2016*)
10. Parsonage Guidelines adopted by the Annual Conference require churches to provide furniture, therefore, churches shall not be expected to pay the moving bill for transporting an excessive amount of household furniture (15,000 Lb. limit) when there is a change of pastors. Neither shall they be asked to pay for storing their parsonage furniture or furniture belonging to the pastor; (Exception: Churches that provide a housing allowance in lieu of a parsonage are expected to pay the expense of moving furniture for an entire house). When a Housing Allowance is given in lieu of parsonage, the parsonage family is responsible for purchase of their own furnishings, etc.

11. The parsonage shall be under the joint oversight of the Trustees and the chair of the PPRC and/or an established Parsonage Committee as prescribed by the Discipline and elected by the Charge Conference. (P. 2533.4 of *The Book of Discipline*, 2016)
12. An annual review of the church parsonage shall be done by the chair of the PPRC, and the chair of Trustees, and/or Parsonage Committee, and the pastor to assure proper maintenance is done.
13. Churches are responsible for insurance covering the parsonage and furnishings belonging to the church; pastors are responsible for insurance covering their personal property.
14. Moving expenses for clergy couples shall be shared by the church(es).
15. Moving expenses for clergy of a charge made up of two or more churches is shared by the churches in keeping with the percentage each church pays of pastor's compensation.

## **PARSONAGE GUIDELINES**

*Revised 7/11/2018*

Available at: <https://www.umcsc.org/sprc/>

According to The Book Discipline, it is the responsibility of each charge to provide adequate housing for the pastor. Adequate housing is interpreted as that which meets the following Parsonage Guidelines of the Conference. The Pastor-Parish Relations Committee is responsible for the parsonage and makes annual recommendations to the Church Council “regarding the provision of adequate housing for the pastor(s),” and gives an annual report to the Charge Conference. “Housing provisions shall comply with the Annual Conference housing policy and parsonage standards.” (§ 252.4e, Book of Discipline, 2016) “The parsonage is to be mutually respected by the pastor’s family as the property of the church and by the church as a place of privacy for the pastor’s family.” The parsonage is primarily the home of the minister and his/her family and in deference to them, careful planning should go into the building of the parsonage. The type and cost of the house will vary according to the community.

Most charges seek to provide adequate housing for the parsonage family and offer such furnishings as will assure comfort, safety and maintenance in keeping with the location of the parsonage in the community. These guidelines are intended to offer direction and goals for local church leaders in decisions regarding the construction of new parsonages and/or the upgrading and maintenance of existing parsonages.

A local church, or charge, planning to build or purchase a parsonage shall meet all the requirements of § 2544.3(b)(1)(a-c) and (2), Book of Discipline, 2016. When the Charge Conference appoints a Building Committee, it is recommended that the minister and spouse be ex-officio members of the committee. The parsonage family, having lived in a number of parsonages, has valuable knowledge that will aid the committee in making choices. Parsonages should be designed so that pastoral appointments can be made to meet the needs of the charge.

### I. THE PARSONAGE SHOULD HAVE:

- A. At least three bedrooms (four bedrooms, if possible) with ample closet space in each (double closets, if possible). In two story houses, one bedroom with a full bath should be on the ground floor to accommodate handicapped family members.
- B. At least two full baths with shower facilities in each.
- C. A family room or den.
- D. May have a living room separate from the den.
- E. Adequate room in the kitchen for family meals or a breakfast nook.
- F. An adequate dining room.
- G. Adequate kitchen cabinets with counter tops of standard heights.
- H. Storage space for cleaning equipment.
- I. Dry storage space large enough for extra mattresses, furniture, trunks, books, out-season-clothes, etc. (Basements are not usually satisfactory)
- J. A separate closet for linens.
- K. Sufficient electrical receptacles, fire extinguishers and smoke and carbon monoxide detectors. Check on local building codes and requirements.
- L. Modern energy-efficient central heat/air conditioning system with humidity control. Attic exhaust fan. System should be designed so any unused areas can be turned off.

- M. Insulation in ceilings, floors, exterior walls should meet current building codes.
- N. Storm windows and doors or insulated windows and doors.
- O. Double garage or carport.
- P. Dead bolt locks on all outside doors.
- Q. Outside storage space.
- R. Fenced play area.
- S. Foundation shrubbery and shade trees.

## II. THE PASTORAL CHARGE SHOULD PROVIDE:

### A. Inside the house:

1. Frost-free refrigerator with freezer compartment.
2. Kitchen stove and dishwasher.
3. Standard water heater: 40 gallon minimum: quick recovery, energy efficient.
4. Double sink.
5. Washing machine and dryer.
6. In addition to basic furniture for each room, furnish two bedrooms. There should be chests, bedroom chairs, bookcases, lamps, mattresses and mattress pads (mattress and pads to be replaced in the event of a move, as needed).
7. Window treatments (curtains, drapes, or blinds).
8. Carpeting or other appropriate durable floor covering for the entire house.

### B. Outside the house:

1. Power lawn mower (in safe working condition).
2. Access to Cable TV or satellite dish. (expenses for phones, cable, utilities, can come out of pastor's parsonage exclusion/utility allowance)
3. Porch and/or lawn furniture.
4. Adequate parking

- C. Discarded furnishings SHOULD NOT be placed in the parsonage.
- D. Pastor is to furnish linens, quilts, blankets, cooking and eating utensils.

## III. CARE AND MAINTENANCE

- A. Trustees are responsible for care and maintenance as authorized by Church Council (Board).
- B. Parsonage family is responsible for routine care of the parsonage grounds such as cutting grass and/or raking yard unless the church assumes the responsibility. Fertilizer, straw, spray are the responsibilities of the church.
- C. Pastor-Parish Relations Committee, or the Parsonage Committee, is amenable to the Church Council (Board). Members of the committee should have some expertise in home furnishings and repair and maintenance.
- D. PPRC should meet at least once annually in the parsonage with pastor and spouse to discuss needs openly, set goals and priorities and make recommendations to the Church Council (Board). The annual visit should include the completion of the annual inspection form for Charge Conference.
- E. Current inventory of furnishings should be kept by PPRC
  1. Pastor and chairperson of PPRC should each have a copy.
  2. Gifts to the pastor and/or parsonage should be clearly designated.
  3. For insurance purposes, a file should be kept in the church's safety deposit box - photos of each room's furnishings, purchase date and cost.

F. A book or file of pertinent information should be compiled by the PPRC chairperson and kept in the parsonage. It should include:

1. Service and repair phone numbers
2. Appliance invoices, warranties, repair information, etc.
3. Cleaning methods for carpets, draperies, walls, windows, and furniture.
4. Heating, cooling and plumbing systems warranties, manuals, service and records.
5. Yard equipment manuals, warranties, etc.

G. Insurance equal to 90% of the replacement value of the house and furnishings should be carried as a minimum to be paid by the charge. Ministers are encouraged to provide for insurance on their personal property.

H. Annual pest control inspection, and treatment if necessary. Have written contract.

I. Annual church budget should include adequate funds for maintenance. This should be an accruing line item in the budget, so that adequate funds are available for major maintenance and repair.

J. The parsonage should be kept well painted inside and outside. It is preferable that the painting of the parsonage interior coincide with the beginning of pastorates.

K. The parsonage family is discouraged from keeping pets inside the parsonage because of potential damage, and because future parsonage families may have pet allergies. The parsonage family IS responsible for any and all damage done to the parsonage by their pets. The parsonage family shall also be responsible for environmental cleaning services which may include air filtration, painting, upholstery and/or drapery cleaning as determined by the Trustees and the Staff/Parish Relations Committee in consultation with the District Superintendent. If a parsonage family does keep pets in the parsonage, the pastor should sign a covenant agreement with the S/PPRC, outlining expectations regarding cleaning and repair for any potential damages.

L. Parsonage Families who permit smoking inside the parsonage shall be responsible for environmental cleaning services which may include air filtration, painting, upholstery and/or drapery cleaning as determined by the Trustees and the Staff/Parish Relations Committee in consultation with the District Superintendent

M. Mold inspection of the parsonage shall be done every four years by a certified, bonded mold remediation company. This shall be reported on the parsonage annual inspection form remitted at Charge Conference.

#### IV. CHANGE OF PASTORS

When an impending move is evident, as soon as the District Superintendent informs the chairperson of the Pastor-Parish Relations Committee, the PPRC should meet at the parsonage with the pastor and inspect the parsonage using the following guidelines:

- A. Inspect each room for needed repairs, refurbishing, paint, etc.
- B. Evaluate conditions of structure, inside and out, including furnishings, appliances and systems.
- C. Pastor shall provide information about condition of appliances and systems that only the person living in the house would know.
- D. Inspection of electrical, heating, cooling and plumbing systems.
- E. PPRC should arrange for needed repairs, refurbishing, painting, etc. and make recommendation to Church Council (Board) for funding.
- F. Pastor is to clean thoroughly the parsonage; and to cooperate by vacating, at the church's expense, the parsonage a few days early if deemed necessary for major renovations.
- G. PPRC shall plan, communicate and work toward making the move pleasant for both incoming and outgoing pastor's families.

H. Make sure the utilities are on for the incoming pastor. Utilities should be in the church's name with the parsonage address to negate termination of services.

I. Insure outgoing pastor has left a full tank of oil or gas, if applicable. (If tank not full when new pastor moves in, it should be filled immediately and noted for future moves.)

J. If the new pastor finds unacceptable conditions and the PPRC is not functioning, contact the District Superintendent.

#### V. COVENANTS

##### A. Pastor's

1. Inspect the parsonage jointly with the PPRC to determine that it is in good order and repair and submit report to District Superintendent.

2. Keep parsonage in a clean and sanitary condition including yard, attic, and basement.

3. Have repaired at his/her expense any damage due to negligence, children and/or pets.

4. Conform to guidelines for moving out as set forth herein.

5. Pay pro rata share of all utilities. Leave a full tank of oil or gas, if applicable. If this policy is not already in use, the charge and pastor should negotiate for the tank to be left full for the next pastor.

##### B. Charge's

1. Inspect the parsonage jointly with the pastor to determine if it is in good order and repair and submit report to District Superintendent.

2. Maintain the parsonage in good condition.

### GUIDELINES FOR LEAVING PARSONAGE

#### RESPONSIBILITY OF PASTOR-PARISH RELATIONS COMMITTEE FOR PARSONAGE

1. Provide new mattress pads and new mattresses, as needed, for all beds.

2. Make sure all plumbing facilities are working properly and provide new plastic shower curtain liners.

3. Have drapes and carpets cleaned professionally, as needed.

4. Make sure all furniture is in good repair and all appliances, etc., in good working order.

5. Hire professional exterminator if needed.

6. Paint interior as necessary and repair any damage done to walls by pictures.

7. Check parsonage after family has moved and be sure things are clean and in order for incoming family.

8. Make sure provision is made for a welcoming meal for incoming family.

#### RESPONSIBILITY OF PARSONAGE FAMILY

*It is strongly suggested that the pastoral family hire a professional cleaning service.* If the pastor uses a cleaning service, the pastor is responsible for the cleaning bill, not the church.

1. Make sure all walls and floors are clean if they are not to be painted or refinished.

2. Wash windows and sills.

3. Clean attics and/or basements and outside utility rooms and have trash hauled away.

4. Wash, iron and re-hang washable curtains.

5. Clean and disinfect bathroom fixtures and tile.

6. Leave stove and refrigerator thoroughly cleaned.

7. Vacuum and wipe out all cabinets, closet shelves, etc.

8. Repair any damage done by pets and remove evidence of their presence (hair, fleas, etc.)

9. Make arrangements for utility transfer. Have meters read rather than disconnecting service. If you found a full tank, leave it full. If not, suggest that the church fill it so the process can be followed in the future.
10. Leave light bulbs in fixtures, toilet paper in bathrooms, and phone book near phone.
11. Leave name of parsonage committee chairperson and leave all parsonage keys marked.
12. Generally leave your home clean, ready for the incoming family to unpack and feel comfortable. Realize that everyone has varying cleanliness standards; accept in love the parsonage you move into. If your new parsonage is found unacceptable, notify the District Superintendent as soon as possible.

**If There Is Damage Caused by the Parsonage Family:**

The following procedures shall be followed in cases of parsonage damage:

1. Take photographs of damage
2. Get professional estimates on damages
3. Subtract normal wear costs
4. Payment of balance by pastor involved shall be paid within 30 days or the Cabinet will take necessary disciplinary action.
5. District Superintendent will place written details of the incident in the personnel file, along with proper data and report to Cabinet.

The Clergy Assessment is available on-line as a fillable PDF, but the signatures must be real signatures.  
<https://www.umcsc.org/wp-content/uploads/Clergy-Assessment-Document-August2021-fillable.pdf>

### South Carolina Clergy Assessment Document

Name of Pastor: \_\_\_\_\_ 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. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
S/PPRC Chair Lay Member Annual Conference Church Lay Leader

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_

10. \_\_\_\_\_ 11. \_\_\_\_\_

**PASTOR:** \_\_\_\_\_

CHARGE \_\_\_\_\_ PASTOR \_\_\_\_\_

**ADVISORY RESPONSE REPORT OF PASTOR**

**DUE DATE - December 15**

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 S/PPRC, 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, 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, but I prefer to be appointed to another charge.  
**(My reasons are listed below)**

**Reasons:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed by all members of the S/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. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
Chairperson Lay Member Annual Conference Church Lay Leader

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_

10. \_\_\_\_\_ 11. \_\_\_\_\_

Signed \_\_\_\_\_, Pastor

CHARGE \_\_\_\_\_ PASTOR \_\_\_\_\_

**ADVISORY RESPONSE REPORT OF S/PPRC  
DUE DATE - December 15**

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, 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, but we prefer that our present Pastor be appointed to another charge. **(Our reasons are listed below)**

**Reasons:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed by all members of the S/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. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
Chairperson Lay Member Annual Conference Church Lay Leader
- 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_
- 7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_
- 10. \_\_\_\_\_ 11. \_\_\_\_\_

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

Signed \_\_\_\_\_, Pastor

## Vacation Policy

(from the 2021 Annual Conference Commission on Equitable Compensation, Report 2.R)

The Commission reminds churches and ministers that vacation time plus time for renewal and reflection are an expected part of compensation. Time away is necessary for personal, spiritual, and family health. It is recommended that **all full-time** clergy and diaconal ministers be granted, as a minimum, annual vacation and days of renewal according to the following schedule:

<b>Years of Service</b>	<b>Number of Weeks</b>
Less than 5 years	A minimum of 2 (including 2 Sundays)
5 years - 10 years	A minimum of 3 (including 3 Sundays)
More than 10 years	A minimum of 4 (including 4 Sundays)

In addition to the above, it is recommend that the minister, regardless of years of service, be granted one day of retreat a month for prayer and reflection. Also, it is expected that the minister have at least one day off a week.

“Years of service” reflect number of years under appointment in the ministry of the United Methodist Church, and not the number of years of service on a given charge.

“Vacation” is meant as freedom from any responsibility in the local church or charge, district, conference, area, jurisdiction, or general conference. Vacation should be a time of rest, recreation, and renewal. It should not be interpreted to mean time the clergy person works at a church camp, is on a mission trip, a meeting of a general board, an agency of the conference, or a district retreat. Time away from the charge for Annual Conference and continuing education events shall not be considered vacation time. The charge shall make available as necessary the funds for pulpit supply while the clergy person is on vacation.

**SAMPLE CHURCH PROFILE**

Church	First UMC 123456	Last Edit Date	12/15/2018
Charge	First UMC (Town)	Physical Address:	1234 Smith Avenue
District	Name of District	City, SC	29341

## CHARACTERISTICS OF THE CHURCH

## A. General situation in which the church finds itself:

1. The church is located in an area best described to be: **urban** **suburban**
2. The number of people in the parish area is **increasing**
3. The type of people in the parish area is: **about the same as 5 years ago** **changing to include persons of racial or ethnic groups different than most of our members**
4. Include most important points from Executive Summary from Mission Insight  
**The Mission Insite report shows a moderate increase in school age children with a slight population increase. The area is predominantly homogeneous (white) with other ethnic groups increasing (African American & Hispanic) in the area. Religiosity in the area is really low. The two smallest age groups in the area are 25 to 34 and 55 to 64. Our church in many ways reflects our demographic information.**

## B. Operating Dynamics:

1. Our membership is: **united**
2. The dominant attitude of our members towards the church is one of: **enthusiasm and positive expectation**
3. Our people are: **concerned about membership decline** **committed to membership growth**
4. Describe the momentum of your church at this time.  
**The church has a long-term plan of ministry in place. The church is beginning to live into year two/three of the overall plan. The church is at a point of transition and/or change, but is unsure of what that transition may mean. In August 2017, we hired a full-time director of family ministries and contemporary worship. We have also made other changes in our staff structure; completed a new employee handbook for our church and preschool employees; and formulated a covenant agreement between our preschool and church.**
5. The financial condition of our church is: **stable**
6. Church Vitality

While numbers are not the only factor of vitality, they are helpful in providing clarity of our church's present reality. Please enter YEAR END figures from the previous year (2016) using your church Statistical Table 1 at [http://www.umcsc.org/data/wp\\_stats2016.php](http://www.umcsc.org/data/wp_stats2016.php)

These values were submitted in the 2017 Minutes of Charge Conference			
Average Worship Attendance (Question 10)	Membership (Question 9)	Average Sunday School Attendance (Question 20)	Total Number of People in Christian Formation Groups (Question 19)
<b>132</b>	<b>490</b>	<b>73</b>	<b>73</b>
Joined on Profession of Faith (Question 2a)	Number in Youth Confirmation Class (Question 14)	Last New Member Class for Adults	
<b>4</b>	<b>0</b>	<b>09/28/2014</b>	

7. What percent of apportionments were paid in 2016? **25**  
What do you expect to pay in 2017? **100**

8. List all weekly worship services:

**Sunday at 9:00 AM--Contemporary Service (in the church fellowship hall with live band)**  
**Sunday at 11:00 AM--Traditional Service (in the sanctuary with a choir & organ)**

C. Convictional Stance of the Congregation

1. Our people value sermons:
  - that follow the lectionary (scriptures assigned according to a universal liturgical calendar)**
  - that are presented as a sermon series (i.e. topics and themes woven together for a period of time)**
  - that stand alone (are designed for each particular week)**
2. Our people value sermons that deal with:
  - accepting Christ as savior and following Him in discipleship**
  - help individuals and families cope with problems and issues of life**
  - interpretation of how scripture and faith apply to issues in the local community, state, nation and world**
3. Our people willingly join together:
  - to minister to each other in times of need**
  - to respond to persons outside the church who are in need**
4. Our people seek to invite and include into the church persons of:
  - different income**
  - different educational attainment**
  - different races**
5. Does your church have a Long Range Plan for ministry? **Yes**  
What is your church's Vision Statement?

**We envision a church where people strive to connect or reconnect with God, nurture and care for others, and commit their lives in service to Christ our Lord and Savior.**

What is your church's current Mission Statement? **Knowing, Loving, Serving.....So the world will experience Christ's love.**

## II. PROGRAMS AND MINISTRIES OF THE CHURCH

- A. List program ministries that the church provides for Children

**We have children's Sunday school, special monthly activities, specific mission projects, and Vacation Bible School in June. We have a preschool ministry during the school year and a summer camp sponsored by the Preschool in June and July.**

Youth

**We have weekly youth group meetings, youth Sunday school, special monthly activities, specific mission projects, involved in Conference youth activities; retreats; and send students to Salkehatchie Summer Service each summer. We sponsor and support Cub Scout Pack/Boy Scout Troop whose groups meet throughout the week in our facilities.**

Adults

**We have monthly neighborhood groups, adult Sunday school, prayer groups, and weekly Bible studies. We support local mission through our time and monetary donations. We are a host site for Family Promise. We go to Transitions monthly to serve a meal. We volunteer at many local non-profits. We have active UMM and UMW groups.**

Family

**We provide two worship options each Sunday. We have a contemporary service at 9:00 AM in our fellowship hall. We have a traditional service at 11:00 AM in our sanctuary. We have quarterly fellowship meals for the entire church family. We provide nursery care (newborn to 3 years of age) with our paid nursery workers for all events and worship experiences at our church facilities.**

Senior Adults

**We have a senior adult group who go on outings, have regular fellowship activities, and serve the community.**

- B. List ministries provided for those in this community who are not members of the church

**Cub Scout Pack/Boy Scout Troop; Operate a Preschool; Weekend Backpack Ministry; Sponsor Cystic Fibrosis Events; Harvest Hope Food Bank; Gideon Support; Community Fall Festival; Support Epworth Children's Home in multiple ways; Kairos Prison Ministry; Emmaus; Community Fall Festival; and participate in the Community Thanksgiving Service.**

### III. PASTORAL LEADERSHIP

A. Rank these qualities of pastoral leadership most needed to fulfill the mission and goals of the congregation numbered in order from most important (1) to least important (8)

- 1 leadership to move the church forward in mission and vision
- 3 pastoral care
- 4 preaching
- 8 evangelism
- 6 administration
- 5 staff development
- 2 missions and community ministry
- 7 **Ministry to & with children/youth**

B. List the last five pastors of this church:

Name	Years of Service
<b>John Doe</b>	<b>5</b>
<b>Sally Smith</b>	<b>4</b>
<b>Peter Rock</b>	<b>7</b>
<b>Paul Jones</b>	<b>4</b>
<b>Delilah Parker</b>	<b>11</b>

IV. Did the SPRC/PPRC prepare this profile? **Yes**

If not, who prepared the profile?



## S.C. United Methodist Conference

### AUTHORIZATION FOR MOVE

This form is to be completed by the pastor and SPRC chair, and given to the moving company being hired by the incoming pastor.

Name of Pastor \_\_\_\_\_

Departure Address (home or parsonage of moving pastor):

\_\_\_\_\_  
\_\_\_\_\_

Destination: Name of Church \_\_\_\_\_

Home or Parsonage Address \_\_\_\_\_

\_\_\_\_\_

This is to authorize the move of the above named pastor from the location shown to the destination indicated. The church to which the pastor is being moved will assume responsibility for the cost of the move and will forward a check to the company upon receipt of an approved invoice for same.

Signed \_\_\_\_\_  
Official Representative of the Church

Church Name \_\_\_\_\_

Billing Address for Church:

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Standing Rules of the South Carolina Conference state that the church receiving a new pastor will:

1. Assume responsibility for the expenses of the move, up to 15,000 lbs. Expenses over 15,000 lbs are at the pastor's expense.
2. The church/charge is responsible for up to \$350.00 of documented packing expenses.
3. Pastors moving from out of state are responsible for moving expenses to the South Carolina border, then the church pays expenses from the border to the church.