

2010 STAFF-PARISH RELATIONS COMMITTEE TRANSITION WORKSHOP AGENDA

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GATHER TOGETHER

ONE: The Lord is with us

MANY: AND WE ARE GRATEFUL!

PRAYER

God grant me the serenity to accept the things I cannot change;
courage to change the things I can; and wisdom to know the difference.
Living one day at a time; Enjoying one moment at a time;
Accepting hardships as the pathway to peace;
Taking, as He did, this sinful world as it is, not as I would have it;
Trusting that He will make all things right if I surrender to [God's] Will;
That I may be reasonably happy in this life
and supremely happy with [God] forever in the next. Amen. --Reinhold Niebuhr

INTRODUCTIONS (Name, Church, Sending/Receiving...Word of Hope)

SPRC CHECKLIST

Informing & Involving the congregation (p 2)

Informing & Involving the lay leadership/staff (p 3 – p 10)

SAYING “GOOD-BYE” (p 11 – p 14)

SAYING “HELLO”

Fifteen Ways to Welcome a New Pastor (p 15 – p 17)

Sermon: “How To Care For Your New Pastor” (p 18 – p 21)

POLICIES, FORMS & PROCESSES

Understanding Salary & Benefits form [salary vs. paycheck] (p 22)

Reviewing/Approving Reimbursement Policy (p 23)

Parsonage Report and Maintenance Schedule (p 24 – p 25)

Completing the New Appointment Covenant (p 26)

Appointive Process and Pastor Profile (p 27 – p 30)

GENERAL CONVERSATION / QUESTIONS

DEPART

Resources during transition:

- Items included in this packet
- Your District Office / Superintendent
- Keep a copy of everything
- Former SPRC Chair
- Cal-Pac website: www.cal-pac.org (Resources)

SPRC TRANSITIONS CHECKLIST

- ___ Determine outgoing Pastor's last day in the Office _____
- ___ Determine outgoing Pastor's last Sunday in Worship _____
(see Order of Farewell with a Pastor, pg 598, *Book of Worship*)
- ___ Determine outgoing Pastor's personal moving days _____
- ___ Receive outgoing pastor's **Certification of Payment** form (www.cal-pac.org) pg 31 in packet
- ___ Share copies of the Incoming Pastor's bio to the congregation prior to arrival
- ___ Provide a copy of the latest pictorial directory
- ___ Provide a copy of the update Membership Roster
- ___ Identify the non-elected, but recognized leaders?
- ___ Share a copy of Charge Conference Reports (past 3 years)
- ___ Provide phone numbers and email addresses of SPRC Members
- ___ Provide a copy of the Church Calendar, including routine meetings
- ___ Provide a copy of the current Budget, balance sheet, etc.
- ___ How does the incoming Pastor prefer to be addressed? _____
- ___ Plan a "Welcome" for the incoming Pastor and Family _____
- ___ Plan a "Sending Forth" for the outgoing Pastor and Family _____
- ___ Determine incoming Pastor's personal moving days _____
- ___ Determine incoming Pastor's first Sunday in Worship _____
(see Celebration of An Appointment, pg 595, *Book of Worship*)
- ___ Determine incoming Pastor's first day in the Office _____
- ___ Who will introduce the incoming Pastor on her/his first Sunday? _____
- ___ What will be the incoming Pastor's Office hours? (Include in Covenant)
- ___ Provide Finance Cmte & Treasurer with signed copy of Salary & Benefits form **before July 1st**
- ___ Update **Statement of Information** form with Secretary of State
- ___ Who will be assigned to welcome the Pastor's spouse? Children? Parent(s)?
- ___ Who will assist the family with locating schools, childcare? _____

STAFF/PASTOR PARISH RELATIONS COMMITTEE CHAIRPERSON

The following information is to be added to the Pastor's Checklist information to be giving to the incoming pastor.

- _____ 1. When did SP/PPRC members last receive training for their responsibilities as a committee and their responsibilities on behalf of pastor and on behalf of the conference?
- _____ 2. How often does the S/PPRC meet with the pastor? ... with other clergy on the staff?
- _____ 3. When does the S/PPRC have conversation with the pastor regarding the evaluation of both the congregation and the pastor?
- _____ 4. What is the process for determining the when and what of the pastor's continuing education? What funds are available in the budget for continuing education?
- _____ 5. What are the expectations of the S/PPRC regarding extended Study Leaves (1 to 3 months beyond vacation time)—once every 4 years? ..once every 5 years? every 7 years?
- _____ 6. What are the continuing education expectations for others on the church staff? What funds are available in the budget for staff continuing education?
- _____ 7. What is the expectation concerning the length of the pastor's vacation? Days off? Sundays the pastor is away leading church related retreats or annual conference programs? ...for others on the church staff?
- _____ 8. How does the SP/PPRC help the congregation celebrate and be supportive of the pastor's involvement in the larger church (including various annual conference and district responsibilities)?
- _____ 9. Is there a personnel policy handbook for the church? How are staff evaluations done and reported? How was it adopted and how is it amended? Where are copies of the policy kept? How are vacation/sick days tracked and reported? Who receives the report and how often?
- _____ 10. Where are all personnel records kept and how are they kept current? What types of information is kept in these files? Who has access to these files other than the senior pastor?

EDCUATION & DISCIPLESHIP CHAIRPERSON

The following information is to be added to the Pastor's Checklist information to be giving to the incoming pastor.

- ____ 1. What is the average attendance of children in Sunday School? ...of youth? ...of adults?
- ____ 2. What midweek education or fellowship groups meet during the school year? ...during the summer? What is the average attendance in each?
- ____ 3. Who is responsible for the process for recruiting Sunday School teachers for children? ...for youth? ...for adults? ... for each of the other groups or classes?
- ____ 4. Who orders Church School material? What is the process for deciding what to order?
- ____ 5. Is there a Vacation Bible School? If so, who is responsible for planning and recruiting the workers?
- ____ 6. Are there traditions, annual events, special activities, etc. it would be helpful for the incoming pastor to know about? If so, please explain.
- ____ 7. Are all background checks and forms for the volunteers and employees up to date?

EVANGELISM & NEW MEMBERS CHAIRPERSONS

This information is to be added to the Pastor's Checklist information to be given to the incoming pastor

Lay Leader, Chairperson of Evangelism and outgoing Pastor:

- _____ 1. What is the program or tradition for recruiting new members?
- _____ 2. Describe the confirmation program for youth? for adults? Who is the primary leader or coordinator? Is there an orientation program for transfer members?
- _____ 4. What is the tradition for receiving members into the congregation during worship?
- _____ 5. What is being done to assimilate new members and involve them in the life of the congregation? What is in place to track new members and their assimilation? Who monitors this? Is review of this information included in staff meetings? Evangelism Committee?
- _____ 6. What is used to discover the gifts/graces of members and how is this reported to or shared with the Lay Leadership Committee?
- _____ 7. Is this congregation designated as a Welcoming Congregation? Is there a person or committee that oversees this?

OUTREACH / MISSION CHAIRPERSON

- ___ 1. What committee(s) and/or group(s) in the congregation are involved in ministries of outreach / mission beyond the local church? Who is the chairperson of each?
- ___ 2. List the "hands on" types of ministries done by the congregation in the last two years.
- ___ 3. How much money did the congregation give for outreach or mission purposes beyond the local church last year?
- ___ 4. Are there special projects or ministries beyond the local church that the congregation helps with some frequency? If so, what are they?

PRESCHOOL DIRECTOR (Church-operated/affiliated)

- _____ 1. Who is the director of the preschool?
- _____ 2. Describe its official relationship to the church and the relationship of the director to the church staff and pastor. Are there bylaws or written official policies for the pre-school?
- _____ 3. What is the pastor's relationship to the pre-school? What are the pastor's responsibilities related to the pre-school?
- _____ 4. Is there a board or committee that is responsible for oversight of the preschool?
- _____ 5. How are decisions made regarding the pre-school's use of church space and how often is there an audit of the use of space?
- _____ 6. Does the preschool report to the Church Board?
- _____ 7. Who hires and supervises the director? To whom is the director accountable? What is the relationship with the Staff or Pastor Parish Relations Committee? Is the director present at church staff meetings?
- _____ 8. Who hires nursery and child care workers who are not involved with pre-school activities?
- _____ 9. What is the financial relationship to the church and the church budget? Does the school reimburse the church for utilities, custodian, insurance, etc.?
- _____ 10. How often is there a financial report and to whom is it given? When is the annual audit done? Where are copies of the last audit?
- _____ 11. Does the director write an article for the church newsletter?
- _____ 12. Are all background checks and forms for the volunteers and pre-school employees up to date?

CHURCH SECRETARY & MEMBERSHIP SECRETARY

The following information is to be added to the Pastor's Checklist information to be giving to the incoming pastor.

Secretary and Membership Secretary:

- ____ 1. Who decides what mailings go out from the church office (meeting reminders, letters, minutes, youth group notices, newsletters)? If the new pastor wants to combine mailings or change this process, how will those involved respond to these changes?
- ____ 2. Is the church roll up to date? Is there a list of members arranged by neighborhood or geographic location (or is the computer listing so "keyed" that person's can be identified by geographic area)?
- ____ 3. What members have the longest tenure in the congregation? Any charter members? Is there any regular recognition of them?
- ____ 4. What is the current process for following up first time visitors? Who oversees this? What timetable is followed?
- ____ 5. When is the deadline for the bulletin?
- ____ 6. How often does the newsletter go out? What is the deadline? Does the pastor usually provide an article? Who decides what other articles are included?
- ____ 7. Does the church have a webpage? Who is responsible for keeping this up to date and regularly refreshed? How decides what goes on the webpage?
- ____ 8. Is there a way of e-mailing the congregation with updates and notices? Is there a way group e-mailing of meeting notices?

FINANCE COMMITTEE CHAIRPERSON

The following checklist for the Finance Chairperson. The information is to be added to the Pastor's Checklist information to be given to the incoming pastor.

- _____ 1. What percentage of church member households make identifiable gifts to the church each year? How many of these make pledges?
- _____ 2. In the past 3 years what percentage of the church's annual income was received during December (or the last month of the church's fiscal year)?
- _____ 3. In addition to the church account, what other funds does the church have? (Endowment, building, pastor's discretionary, memorial fund, etc.)
- _____ 4. What other groups in the church have individual funds (such as Sunday school classes, youth group, UMW, UMM? Who oversees these? What reports are made regarding these funds?
- _____ 5. Describe how money is counted, deposited each week. Include a list of counters and their rotation schedule.
- _____ 6. Who keeps the financial records of the church up to date and who writes the checks for the church?
- _____ 7. Who has had access to contributors' records? Who decided that in the past?
- _____ 8. Are giving statements distributed to donors? If so, how often? Mailed, emailed or handed out? Is anything else included with the statement—thank you note from Finance Chair, report on one ministry, etc.?
- _____ 9. What process is in place for obtaining pledge cards or other financial commitment from new members?
- _____ 10. What percent of the apportionments have been paid thus far?
- _____ 11. How does the percentage paid thus far compare with the percentage of apportionments paid at this time last year? If significantly more or less, what are the factors causing the change?
- _____ 12. What is the status of any loans? How much longer before the debt is repaid or the loan renegotiated?
- _____ 13. Where does the church bank? Is there a reason for this particular bank?
- _____ 14. What is the process for making purchases for the church? Who approve expenditures of funds?
- _____ 15. When was the last yearly church audit of finances? Who decides who does the audit? Where are the audit reports kept?

TRUSTEE CHAIRPERSON

The following checklist is for the Trustees. The information is to be added to the Pastor's Checklist information to be given to the incoming pastor.

- _____ 1. Is the church incorporated? If so where are the incorporation papers kept?
 - _____ 2. Is there a safety deposit box? Who is on the signature card? What is kept in the box.
 - _____ 3. When was the last review of the church's insurance of all types? With what companies is the church insured? What was the reason for choosing these companies?
 - _____ 4. Are there church members with whom the church does business? (Example: church van taken to shop of member.)
 - _____ 5. Is there a church van? If so, who maintains it? How are drivers authorized? Who reviews insurance?
 - _____ 6. Who usually opens up and checks things such as heating and cooling on Sundays? Funerals? Other days? Who usually locks up and checks lights, AC settings, etc. after these events?
 - _____ 7. Is there a set of plans showing location of water lines, breaker boxes, fire extinguishers, gas lines, etc.?
 - _____ 8. Are there any outstanding building maintenance issues that need to be addressed quickly?
 - _____ 9. Is there a maintenance schedule for all buildings owned by the church?
- VERY IMPORTANT:**
- _____ 10. Are all background checks and forms for all church employees, volunteers and pre-school employees (especially those who are involved with children or youth) up to date? If not, are the Trustees and other leaders in the congregation aware of the legal and financial vulnerability this failure causes?

Saying Good-bye

Questions to ask yourself in regard to Completions

1. What have I said I would do that I have not done?
2. What have I agreed not to do that I have done?
3. What disappointments, regrets, sadness, or anger do I have?
4. What relationships have I left incomplete?
5. What do I need to do to complete them?
6. Whom do I need to forgive?
7. To whom do I owe appreciation?
8. What do I want my spouse/family/friends to understand?
9. What excitement/anticipation am I experiencing?
10. What are my strengths I can call on in this situation?



Lewis Center
for Church Leadership

Leading Ideas

June 6, 2007

Four Key Challenges in Pastoral Transitions by Lovett H. Weems, Jr.

Many United Methodist clergy will move to new pastoral assignments shortly. Despite the prevalence of pastoral moves, often little time is spent reflecting on all the issues at stake for many people during such transitions. A few years ago United Methodist district superintendents were asked to reflect on their years of moving to new appointments as well as their experience in observing other pastors make such transitions. They helped identify four key challenges faced in pastoral transitions.

The Personal Challenge

Dealing with Family and Emotional Issues

Family adjustment, spouse employment, and issues related to children are paramount. There is a need to find appropriate ways for the pastor, family, and congregation to express their feelings, including the grief that inevitably is present—even when the congregation and/or the pastor are pleased about the move. This transition includes letting go of important relationships. For some, it also includes letting go of past hurts. Just at the time when these emotional strains are so real, there are the pressures of adjusting to a new community, congregation, schools, doctors, and other new colleagues and friends. Without adequate rest, spiritual renewal, and support, these challenges will prove immensely more difficult. With attention to these essentials, a move can become a fulfilling time for all.

The Professional Challenge

Enabling a Smooth and Positive Transition

The pastor leaving will set the tone for how the new pastor is received. Differences of personality or theology that distinguish the new pastor from the old should not interfere with the manner in which the departing pastor helps prepare the way for the new pastor. The same is true for dealing with one's predecessor at the new congregation. Congregations, specifically the staff parish relations committee, can be helped to prepare for a new pastor. A pastor's feeling of grief in leaving or loneliness in the new setting should not cloud dealings with successor and predecessor. Everything possible should be done to pave the way for a successful transition in the church from which a pastor leaves and for the continuation of ongoing ministries in the new congregation.



The Leadership Challenge

Understanding a New Church and Community

Things taken for granted after years of interaction in one church and community must now be relearned in a new setting. Learning to “read” the history, traditions, and culture of a new context is the primary challenge in the first year or so in a new church. This also gives the new congregation a chance to “learn” the new pastor. In both cases, imperfections will be spotted quickly; discovering each other’s strengths will take much longer. Your “job” as pastor may be similar from church to church, but the leadership assignment in a new congregation, in all likelihood, will be very different given the new circumstances. Merely doing what one has always done normally is inadequate when a leader changes from one context to another.

The Congregational Challenge

Closure and Saying Goodbye

Saying goodbye to the pastor leaving and hello to the new pastor should not be left to chance. This is a time of major transition in the lives of many people. As such, it needs to be handled with care, sensitivity, and sufficient spiritual depth and ritual. Special attention to the needs of children and youth may be particularly significant in some congregations. Lack of proper closure can hamper ministry for a long time. A pastor’s ability to express genuine love for a congregation and, at the same time, make clear the new relationship of former pastor will do a great service to self and congregation. A congregation’s ability to express profound appreciation for the years of service by a pastor and, at the same time, release that pastor for new ministry and welcome their new pastor with open arms will make effective ministry more likely for all involved.

The Right Question

Leaders do not need answers.

Leaders must have the right questions.

Pastor Carl Knapp moved to Pleasant Hill UMC in Missouri last summer. As he met with a host of individuals and leaders, he used a question that helped him identify those persons with whom he most needed to consult. Some held formal leadership positions and others did not. The simple question was:

Whom do you see as leaders in the church?



Vignette

A Pastor Describes Her First Day in a New Community

A new pastor moving to her first appointment on her own sought to use the first day well.

Having attended a workshop on transitioning into a new appointment, I kept remembering the stress put on the importance of your “first official day.” “You only have one first day,” the workshop leader had said. “Use it well.”

I spent the morning calling key persons in the congregation. Some I had already met while others I had not. My message was the same to all. “I am your new pastor, and I wanted to call you on my first official day. I am honored to be your pastor and look forward to getting to know you. I want to thank you for all you mean to this congregation. I need your prayers and help to be the best pastor I can be so that our church can be everything God wants it to be.”

That part was easy, after I got up the courage to make the first call. Everyone seemed both surprised and pleased to be hearing from me on the first day “with all you have to do.”

The next part might not be so easy. A suggestion from the workshop for those of us going to small towns was to make an appearance at some key locations such as the Town Hall. My community was custom-made for such visits since it had a classic configuration of businesses and public offices in a small area.

I nervously approached the Town Clerk’s office. I waited outside long enough to pull out my notes from the workshop and practice a few sentences. Then, with courage in hand, I entered. “Hello. I am the new pastor in town. I am honored to be a part of your community. Our church wants to serve the whole community so I wanted to meet you.”

After getting over the shock of having a new pastor visit, everything was all peaches and cream with the clerk and everyone else. What a great first day I had!

The single most important reason for failure is the inability to change
with the demands of a new position. *Peter Drucker*

Music Musing #53: June 3, 2005
Fifteen Ways to Welcome a New Pastor

by Dean McIntyre

It is annual conference season across The United Methodist Church, and many congregations will be welcoming new pastors appointed by the bishop and cabinet within the succeeding weeks. Here are some suggestions for the preparation and welcoming process for those involved in the church's worship and music areas. Many of these may be handled by other groups in the church, but the church's musicians can certainly lend their help.

Before the Move

1. Telephone the New Pastor

Introduce yourself — who you are, what you do, how you support or guide the congregation's worship and music. If your church has a website, let the pastor know and provide the URL. If the church has a pattern for staff e-mail addresses, provide it. Ask if the new pastor yet knows when the moving date and first Sunday will be. Is there anything you can begin to do to make those two dates come and go smoothly? Offer to answer any questions he or she may have. Do not talk about problems of the past, and do not overwhelm the new pastor with details.

2. Provide Information to Choir Members

This should of course include names of the pastor and family and the age of any children. Where did the pastor receive theological training? What have been his or her past appointments? Is there anything specifically related to worship or music that you have learned from talking with the pastor or from the district superintendent that you can share?

3. Have a Meeting with Choir Directors and Accompanists

This is an ideal time to evaluate the church's music ministry. Does the schedule for rehearsals, worship, concerts, and special services need to be altered? What do you need to change or do differently? What does the new pastor need to know?

4. Pick Up, Straighten Up, Clean Up the Choir Room, and File Music

Most of us don't do this weekly. Make a good first impression.

5. Offer to Help with Cleaning and Fixing Up the Parsonage

Contact the parsonage committee or Staff Parish Relations Committee (SPRC) and ask if members of the choir can assist with cleaning and repairs, mowing the lawn, weeding the flowerbeds, painting, and the like.

6. Interim Worship Sunday

The week between old and new pastors is busy and pressured. Cooperate with SPRC, your worship committee, and the new pastor to make plans for the first Sunday's service. Offer to assist where you are able: planning the service, liturgy, prayers, responses, picking hymns. Does the new pastor want to lead worship that Sunday? Preach? Will there be Holy Communion, and if so, who will preside? Perhaps you can prepare a mostly music service, or a Great Day of Singing service. Suggest this Sunday's service be led by laity and musicians.

During the Move

7. Help With the Move

Organize choir members to help. Is it a U-Haul move? Can someone go to the pastor's old home to help with packing and loading? Bring help to unload the truck. Organize a schedule for choir members to bring in meals for the first few days.

8. Don't Forget the Kids

If there are young children or youth, arrange for them to meet others of similar age in the church and get acquainted. In the pressure of moving day, children can feel in the way, abandoned, bored, even scared. Help them to feel at home.

After the Move

9. Welcome the Pastor and Family

Include an order for welcoming or receiving the pastor in the first worship service. Plan a congregational after-church dinner, or a Sunday evening hymn sing and ice cream social.

10. Invite the New Pastor/Spouse/Family to the End of the Choir Rehearsal

Plan for a shorter rehearsal time this evening. Introduce the family and the choir. Give the pastor a chance to say something to the choir. Leave a short time for fellowship. Provide edibles.

11. Request a Time for the Pastor to Meet the Music Staff

This can be a time to get to know each other and for the pastor to put names and faces together. Ask the pastor ahead of time what he or she would like to do at this meeting, if anything. Prior to the meeting provide the pastor with a list of music staff and contact information.

12. Provide a List of All Choirs and Ensembles and a Directory of Members' Names and Contact Information

In many churches, choir members are also the church leaders.

13. Provide a Folder of Worship Bulletins and Church Newsletters

showing highlights and special events in the last few years and major Sundays of the past year (Advent, Christmas Eve, Holy Week, Easter, Pentecost, choir programs).

14. Provide the New Pastor with a NEW *United Methodist Hymnal*, *The Faith We Sing*, *Book of Worship*, *Book of Discipline*, and Desk or Appointment Calendar.

These might even be presented as part of a welcoming liturgy during the first worship service.

15. Provide Worship Service Information

As music director or leader, you are in a position to make the pastor's transition shorter and easier than it might be. Find a way to provide information and details on the worship service(s), either in personal conversation or in a folder of printed information, but it should be done within a few days of the move.

This should include:

- who prepares bulletins and when
- how is information gathered
- Sunday morning schedule of worship and classes

- details of radio or television
- tour of the sanctuary
- sound system
- musical instruments
- choir placement
- processions/recessions
- sacraments: frequency, logistics, liturgies, music, laity involvement
- ushers and greeters
- children's sermons
- are there preparation rituals? prayer with the choir?

Above all, recognize that the new pastor is not the previous pastor. Understand that the new pastor has different interests, priorities, customs, training, and expectations. The new pastor will lead differently, and perhaps in new directions. Be assured there will be changes. Prepare your choir members for that possibility and inevitability. You and the choir can be supportive and can ease the transitions. The pastor is given by *The Book of Discipline* and United Methodist tradition the responsibility for overseeing the worship life of the congregation. Remember that that responsibility does not lie with the musicians in the church. Be open to possibilities of new growth and excellence in worship and music that God may have in mind for you and your congregation.

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Sermon: "How To Care For Your New Pastor"

Theme: A potpourri of exhortations concerning Central's new pastor. (I Thes 5:12-22; Ps 93)

The New Testament lesson today is taken from the Book of 1st Thessalonians, Chapter 5, Verses 12-22. In Paul's letter to the Thessalonians, it seems that the apostle was trying as usual to give guidance to a sticky situation. Apparently one or some of those in leadership had become heavy handed or there was some kind of conflict or tension, at least in the opinion of some of the flock, things just weren't the way they ought to be. And so therefore, Paul was trying to remind the congregation of his day about the importance of pastoral leadership and spiritual leadership and authority, but he also reminds the leaders to be patient in their responsibilities and the exercise of their authority in relationships. So listen to the end or toward the end of 1st Thessalonians, Chapter 5, starting with Verse 12.

"Now we ask you brothers to respect those who work hard among you, who are over you in the Lord and who admonish you. Hold them in the highest regard and love because of their work. Live in peace with each other. And we urge you brothers, warn those who are idle, encourage the timid, help the weak, be patient with everyone. Make sure that nobody pays back wrong for wrong, but always try to be kind to each other and to everyone else. Be joyful always, pray continually, and give thanks in all circumstances for this is God's will for you in Christ Jesus. Do not put out the Spirit's fire. Do not treat prophecies with contempt. Test everything. Hold on to the good; avoid every kind of evil."

As I wrap up my preaching and pastoral responsibilities, I thought about what would be helpful to share for the future in terms of the relationship that Central would begin and develop with its next pastor, which we believe and hope will be not too long a time. Parenthetically, it is interesting to note in this text that it says, "Respect those who labor among you." That's in the plural. In the New Testament Church, there necessarily wasn't just one pastor, there was a plurality of elders, yet today in many congregations and many situations, right or wrong, we do have certain expectations of a person who is designated the pastor. And I simply want to walk you through the handout that you will find in today's bulletin and encourage you to fill in the blanks as I give them to you, as you take notes and then later maybe discuss these with others, maybe in a small group or in your family. These are not an exposition of the text as it were. These are reflections from experience. And so I would like to share with you ten brief points on how to care for your next pastor, or for your new pastor.

#1. Let your new pastor dream his/her own dreams. And let me just say grammatically I have his or her there, but I took out her on all the other ones just for expediency sake. But expect that your pastor will have a vision for the future. And don't necessarily tie it to any vision that has been spoken in the past. It may be something completely new. Pray that God would make that vision clear, not just to the pastor but to all the leaders and that when it is made clear that there would be an effort for all to marshal the forces and move toward that vision. In this text Paul says, "Do not quench the spirit". I think it would be safe to say, it would be a quenching of the spirit if folks did not cooperate and support the vision that God had clearly given the leadership of the church.

#2. Let your pastor be himself. Expect differences from anyone and everyone who has ever been in this position before. If the person is unusually funny, great. That's good. If they are unusually serious, that's okay too. Just let them be themselves. Appreciate their uniqueness as a person, because in the 21st century, the pastoral role is very challenging. The pastor, many times, experiences a tension in their role, on one hand he is supposed to be the spiritual leader of the flock, and on another hand he is reimbursed or paid or hired, supported by the people of the church. So sometimes folks can think he is an employee, instead of a spiritual leader. And when that happens, that's the recipe for problems. So let him be himself and let him lead in ways that will keep everyone focused on Christ.

#3. Commit to stand with him through hard times. You know hard times and difficult times eventually come, conflict is inevitable in most places, because we are human beings. Did you know that the average length of time in the Southern Baptist denomination was three years? You know I am thinking to myself this two year interim may have outlasted a lot of intentional installed pastorates for most congregations, why? Because many times there is difficulty and tension. People have different goals and instead of this employee mind-set, think of the relationship between pastor and people as a covenant. Something akin to marriage. We know in marriage, divorce is not the first solution. Divorce is the absolute last resort, if there are no other solutions. We know the stages of marriage, fantasy and then disillusionment, then acceptance and then love, deep love. And we know from a marriage relationship that we have all heard the term honeymoon stage, we know what that is like. The other can do no wrong. They just are perfect and it's really a distortion of our perceptions. And one of the problems of a successful interim time is that it seems like you never move out of the honeymoon stage. Things just seem to be so good and focused and that's not always the case, but sometimes that can happen. And so, if anybody is permanent more than passed that stage, disillusionment starts to show up. And it's then that you have to stick with the covenant of supporting one another. See your new pastor can't come in and say all this and so I am saying this. Be committed to that person for the long haul; we know that in a good marriage there is a reciprocity. Like for me, I can't just say as a husband, "Okay I just really want you to be a good wife and it's all up to you to be a good wife." You see being a good husband leads to having a good wife. Being a good wife leads to having a good husband. You see we can call one another into a being and into fullness or wholeness, or we can call one another to wither because of how we behave toward one another.

A Lutheran farmer was talking to his neighbor and he was talking about how a pastor had just come and how he wasn't quite sure about the person and that gave the neighbor a chance to start complaining about his pastor. And the first person the farmer said, "Well you know we are not quite sure about this young man, but we have been praying and if he is good, we are going to be grateful to God. But if he is not, we are going to make him even better." And that's the kind of attitude that should accompany any congregation as they welcome a new pastor. I have every reason to believe that the person that Central calls is going to be excellent, but somehow there may be differences and so help him and support him in every way.

#4. Let your new pastor lead. Let them lead. You know it's a difficult thing for any leader to come into a new situation and before anything is on the table, to sense that people just have their arms crossed and just are not going to be led, for whatever reason. And so I challenge the session members and the elders to give this person your allegiance, follow him as he follows Christ. Again the text says, "esteem pastors very highly in love because of their work" and when he gets out front and says okay we are going to go in this direction - follow. I have seen a funny thing happen in congregations. Many times they will grow and get complex and I have seen it happen and we have all heard the stories about when a congregation grows, new members will take an old member's seats, they will take their pew and how that creates all kind of tension or it gets to a certain size and people don't like it; here's the refrain - "I don't know anybody around here anymore." And so a new pastor will come into a church and it will grow and things will get more complex and ambiguous and then let's say that time ends and then after that let's say the congregation starts to shrink a little bit, and it goes back to its original size. Now I am not suggesting that any of that is going to happen here, I am just saying that what happens in the mind-set of people many times is that this is a good thing. It's like losing weight you know. People think- now I know everybody, now things don't seem so complex anymore, things are simpler. Be careful about that. Be careful about that because that's got nothing to do with Jesus' command to go out and to compel people to come in. And so as the pastor leads, as the church grows in size and becomes more complex and something different than it is right now, support and let them lead.

#5. I almost feel like I don't even have to say this, but I will say it anyway. During the search, the home stretch of the search, **don't lobby for certain candidates.** Now I know that most people around here are thinking, we will just about take any candidate that the PNC would like to offer. It's okay to suggest people, don't get me wrong, it's okay to suggest people, but don't lobby for certain types of candidates, because that only leads to divisiveness eventually. But it goes without saying.

#6. Here's a tough one. **Support your new pastor even when they can't publicly explain why certain decisions or actions have been made.** You see you need to bear in mind that pastors and leaders frequently cannot defend themselves publicly in order to protect the guilty. And professional ethics sometimes demands silence over issues that are very sensitive. If a tough decision takes place, support your pastor amid the criticism that always comes on the heels of tough decisions.

#7. Release him/her from being your best buddy. If a church has above 100 people in attendance or even membership that's more than anyone alone can socially involve themselves with. You know, you hardly even know 60 or 70 people by their first name, if you are here for a long time. Let the pastor love you. They will of course, but don't try to spend large amounts of time, because if a person is stretched too thin, then they will be ineffective. And I know that when new pastors come folks have all kinds of expectations, just give those over to God and if you are able to spend time, fine. If not, let that be okay too.

#8. Let your pastor's spouse be themselves. Again, don't anticipate a certain personality type. Don't expect that they will necessarily invest themselves in ministry here. And don't expect them to be doing particular ministries or be like former pastor's spouses. Just love them in to finding their place. Don't put that expectation on them to fill in and play piano whenever it's needed. Alright?

#9. Look for opportunities to encourage and affirm your new pastor. Again, I am preaching to the choir. Just from my experience, I know from verbal comments, from written notes, you all are a loving bunch and I know that the next person is going to experience that. But you know that person will not have had the advantage of being on the staff of this church 20 years ago. I don't think. That person will not have that advantage more than likely. And I was able to hit the ground running and I knew so many people. And so, in new ways look for ways to affirm and encourage the new pastor in every way possible, in prayer especially. Because the church will reap huge benefits especially when you pray, pray for the pastor. You have all heard the line that "poor preaching is God's joke on a prayerless congregation". Have you ever heard that? That's true and as you pray for this person you are going to benefit. And remember that an installed pastor will need to work in a different way than an interim pastor works. You see, an interim pastor can come in and be obnoxious in the short term, can push and prod and even ignore certain things because of the time frame and so you have to expect that interims and installed pastors are going to work with a difference sense and the pressure may be even greater on the installed pastor over time and relationships will need to work in a different way.

#10. Stay focused on the big picture. I think about the only issue that would make me personally think about separating from a church if I were across the pew, so to speak, would be that the pastor in a Christian Church would deny the reality of Jesus Christ and therefore dilute the power of the gospel. You see when we get focused on issues, and there are many issues to get focused on, they can become idols and then they lead to divisiveness. Ask this question, will the issue that I am concerned about be important a year from now? Will it matter 5 or 10 years from now? Better yet, will it matter in eternity? Because the big picture is loving one another and that will go on for all eternity. Because love never ends, never fails. And I know that sometimes conscience will compel us to move from one place to the next, but if that ever happens, if that desire to separate happens, it should happen on the heels of a great deal of prayer, a great deal of conversation and dialogue. Be at peace with one another the scripture

says, as far as it depends upon you. And better yet listen to this way of working together and sticking together. It comes through an illustration of a pastor who many many years ago joined 14 other pastors in what was called a "T" group experience. Do you remember "T" groups? These transactional groups, these learning labs of really deepening relationships. They went on a "T" group experience, these 15 clergymen for 10 days. And in this environment the gloves were able to come off, people were able to take down their masks, they were able to share who they were with one another and true sharing and caring took place. They got to know each other deeply over the course of those 10 days. Near the end of the 10 days, the trainer of this group did a rather startling thing. He said, "I want you preachers to go line yourselves up along the wall and do that in the order of importance that you are to the group. Most important on this end, least important on this end." And the one who was sharing this story said that they went to the middle, they didn't want to appear too arrogant. Then the trainer said, "and also once you are in place, if you want to move anybody you go ahead and move them." And so he got moved down to the bottom, towards the bottom of the line, very humbling experience. It was a good lesson in humility he said and then the trainer took the top half of the group, stuck them in a circle and put the bottom half of the group around them. To the people in the middle of the circle, the supposedly important people, he gave a task to come to consensus on a very controversial issue. Well these important people came into this discussion task thinking I am really important and I have to show how important I am and so I need to really save face with whatever happens. So you can imagine what happened was that they completely neutralized one another, they nullified each others efforts and they got nowhere. They were completely stuck. Then the trainer reversed the two groups. And the second group went into the conversation thinking we need each other. You know perhaps we better listen to and support each other because we are "not so important". And the very opposite thing took place. They reached the goal of what they were trying to do. He said that they made an excellent team as they worked together and as they shared the functions of leadership in the group and as they called forth the contributions of each person. You see, that's the way church ought to be.

And just let me say personally as we wrap up here that it has been an incredible privilege to be part of your team, to be a team member for two years and I just want you to give consideration to what I have shared with you today and think about it often over these next few months and my guess is that your new pastor when they are called will be here for at least 20 years give or take a decade. I really believe that it will be a long term relationship. And in it all, trust Christ, work together as that bottom half of the group did, so to speak, and support your new pastor and I guarantee you that even though there have been tremendously fruitful days, that the best days for Central Church are still in the future. Let us pray.

Lord, we thank you for your love and grace, for the ministry that we have shared together and more importantly we thank you for the ministry of your church, which is everywhere around this world. And we pray that you would enable Central Church to move forward in a very strong way as we love one another and as we continue to support and pray for one another. Be with the PNC Lord and guide them to discover who that person is, who will come to be the pastor for the next chapter of the life of this church. We pray it in Jesus name. Amen. © 2002, Rev. George Antonakos Central Presbyterian Church, Baltimore, MD 21204 410/823-6145
www.centralpc.org

2010 Salary & Benefits Package
California-Pacific Annual Conference of The United Methodist Church

District: THE BEST	Pastor: REV. JOE JOES
Church: YOUR CHURCH	Effective Date: 7/1/2010

For an accurate calculation, you **MUST** complete each statement below by typing X in the appropriate box.

- a. The above-named pastor is: the pastor in charge an associate pastor
- b. The above-named pastor is: full-time 3/4 time 1/2 time 1/4 time
- c. The above-named pastor is: elder/deacon in full connection local pastor
- provisional elder/deacon Status AR or Waiver on file

For each item below, you **MUST** indicate a Method of Payment (except for the boxes marked "Leave this space blank"). The form will not calculate totals unless EVERY Method of Payment box contains a letter (A,B,D,R) or the word NONE.

A = Allowance Paid to Pastor without receipt

D = Direct Payment to Vendor (service provider, utility)

B = Benefit Payment (i.e. insurance, CRSP, CPP)

R = Reimbursement following presentation of receipt or voucher

ITEM	METHOD OF PAYMENT (A, B, D R or none)	AMOUNT
1. Salary (not tax-adjusted)	LEAVE THIS SPACE BLANK.	26,336.00
2. Continuing Education (minimum \$500 for full time service)	R	500.00
3. Automobile and Transportation (minimum \$3500 for full time service)	R	3,500.00
4. Travel	NONE	-
5. Utilities	R	3,000.00
6. Professional Expenses	NONE	-
7. Geographical variant (Hawaii & other approved remote areas - \$500)	NONE	-
8. Annual Conference expenses	NONE	-
9. Social Security tax allowance (see note in Guidelines)	A	-
10. Tax-deferred contribution to 403(b) plan	A	-
11. Other --- specify: Childcare assistance	A	1,200.00
12. ADJUSTED SALARY Total of Line 1 and all items marked as an allowance (A)	ADJUSTED SALARY 27,536.00	LEAVE THIS SPACE BLANK.
13a. Housing--NOT parsonage (minimum allowance of \$18,000 for full-time)	LEAVE THIS SPACE BLANK.	18,000.00
13b. Housing--PARSONAGE (25% of Adjusted Salary in Line 12)	0.00	LEAVE THIS SPACE BLANK.
14. PLAN COMPENSATION (Total of Adjusted Salary in Line 12 plus Line 13a or 13b)	PLAN COMPENSATION 45,536.00	LEAVE THIS SPACE BLANK.
15a. Health Insurance Premiums (coverage through conference carriers)	B	18,836.00
15b. Health Benefit Payments --- other carrier: specify:	B	-
16. Dental Insurance (optional)	B	420.00
17. CRSP-DC (3.1% of Line 14) (Clergy Retirement Security Program - Defined Contribution)	B	1,411.62
18. CRSP-DB Funding (12% of Line 14) (Clergy Retirement Security Program - Defined Benefit)	B	5,464.32
19. CPP (see Guidelines for instructions) (Comprehensive Protection Plan)	B	1,411.62
20. TOTAL SALARY & BENEFITS (Total of All Items in Amount Column)	LEAVE THIS SPACE BLANK.	80,079.55

A – Allowance paid to the Pastor without receipt (included in paycheck & W2)

R - Reimbursement following presentation of receipt or voucher, in accordance with established/approved Accountable Reimbursement Policy (not included on W2)

22

Sample Draft

SHORT FORM ACCOUNTABLE REIMBURSEMENT POLICY

The following resolution is hereby adopted by the Church Council of _____.
It will be effective for the calendar year 20____ and all future years unless specifically revoked
or superseded.

The pastor (or other employee(s)) will be reimbursed for ordinary and necessary business
expenses incurred in the performance of his/her responsibilities when he/she substantiates the
amount, business purpose, date and place of the expense.

This substantiation must be provided to the SPRC chairperson (or church treasurer) within sixty
(60) days of incurring the expense. The individual must return to the church any amounts
received in excess of the substantiated expenses within one hundred twenty (120) days of
receipt.

The church will not report any properly substantiated reimbursement payments as income on
any Form W-2.

Chair, Church Council

SPRC Chairperson

Treasurer

Pastor/Staff Person

Secretary

(The church may wish to designate certain items which it elects to have covered by this policy,
such as travel, continuing education, attendance at annual conference, books, subscriptions,
work supplies, vestments, etc. There may be a cap or dollar amount on the total reimbursable
business expenses that will be paid stating "The reimbursement amount shall be no more than
_____." The church may also want to require pre-approvals by the treasurer or
SPRC chairperson of business expenses in excess of \$500 (or any other amount deemed
appropriate). These additional requirements should be included in the policy.

*[This is a sample of an accountable reimbursement policy. The specifics of each policy should
be reviewed by each church and minister considering their specific concerns. If legal or tax
advice is required, the services of a competent professional advisor should be sought.]*

PARSONAGE REPORT

(To be completed only if parsonage is provided by church)

_____ DISTRICT CHURCH: _____

Address of parsonage: _____

Date of most recent inspection: _____ Date of Parsonage purchase: _____

Age of Parsonage: _____ Total rooms: _____

Check rooms included in parsonage: living room dining room family room

Study garage den bedrooms (#) _____ bathrooms (#) _____ laundry room

Other (describe) _____

CLERGY FAMILY: _____ Number of years in parsonage: _____

Number of persons living in parsonage: _____ Adults: _____ Children under 18: _____

Has a committee from S(P)PRC or the Trustees inspected the parsonage in the last year? Yes No

Does the parsonage committee hold regular meetings? Yes No

Chairperson of parsonage committee: _____

**REVIEW LAST YEAR'S CHARGE CONFERENCE REPORT.
INQUIRE OF TRUSTEES REGARDING MAINTENANCE/REPAIR ISSUES**

**NEEDS IMMEDIATE
ATTENTION**

SATISFACTORY

OUTSTANC

1. OUTSIDE

- | | | | | | |
|-------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| a. landscaping | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| b. yard upkeep | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| c. exterior paint | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| d. exterior doors | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| e. fencing | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| f. sidewalks | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| g. driveways | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| h. roof | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| i. planters | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| j. garage | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| k. other | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |

2. INSIDE

- | | | | | | |
|---|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| a. carpeting | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| b. drapes/curtains | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| c. paint | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| d. kitchen fixtures | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| e. kitchen appliances
(church owned) | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |

**NEEDS IMMEDIATE
ATTENTION**

SATISFACTORY

OUTSTANI

- | | | | | | |
|---|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| f. furniture (church
owned) | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| g. walls | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| h. ceiling | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| i. bathrooms | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| j. laundry room
appliances (church
owned) | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| k. other | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |

3. INSURANCE

Include name of insurance company _____

- | | | | | | |
|-----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| a. fire coverage | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| b. liability coverage | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| c. Homeowners | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |

REPAIRS NEEDED: PLEASE LIST IN ORDER OF PRIORITY

LOCATION

TYPE OF REPAIR

COST OF REPAIR

DATE TO BE COMPLETED

1. OUTSIDE

- a.
- b.
- c.
- d.

2. INSIDE

- a.
- b.
- c.
- d.

3. INSURANCE

- a.
- b.
- c.

4. OTHER (list)

- a.
- b.
- c.
- d.

FIVE YEAR PLAN(S) FOR PARSONAGE (Prioritize)

YEAR 1 _____.

YEAR 2 _____.

YEAR 3 _____.

YEAR 4 _____.

YEAR 5 _____.

NAME _____

POSITION _____

SIGNATURE _____

DATE _____

PASTOR & CONGREGATIONAL COVENANT

Within the first 45 days of your new appointment, the pastor and congregational leaders must come together to form a Covenantal agreement about your collective ministries.

The Covenant is a working document and will require revisit and revision throughout your tenure. The Covenant shall contain information about, but not limited to the following:

- Visitation schedules and expectations
- Office Hours
- Vacation notification (To whom, by when)
- Professional expense(s) reimbursements, use of church credit cards
- Staff meetings
- Pastor's presence and preference in meetings
- Preaching schedule
- Cell phone calls
- Appointment protocols
- Conflict acknowledgement (Conflict management style)
- Community engagement
- Connectional responsibilities
- Share copy of major "church days"
- Dialogue about major life transitions for clergy family and congregation
- OTHER issues, values and "non-negotiables"

This Covenant will be used, in addition to, Covenant for Vital Ministry reports of the congregation and pastor to determine health, viability and progress of your ministries.

A copy of your Covenant must be received in the District Office no later than 45 days after appointment effective date.

The Appointive Process in The United Methodist Church

(Paragraph numbers within parentheses are from the 2008 Book of Discipline)

RESPONSIBILITY (§430)

Clergy shall be appointed by the bishop, who is empowered to make and fix all appointments in the episcopal area of which the annual conference is a part. Appointments are to be 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 itineracy. Open itineracy means appointments are made without regard to race, ethnic origin, gender, color, disability, marital status, or age, except for the provisions of mandatory retirement. Through appointment-making, the connectional nature of the United Methodist system is made visible.

ITINERANT SYSTEM (§338)

The itinerant system is the accepted method of The United Methodist Church by which ordained elders are appointed by the bishop to fields of labor. All ordained elders shall accept and abide by these appointments. (In other words, ordained elders go where the bishop sends them to serve.)

WHO INITIATES CHANGE IN APPOINTMENT (§433)

1. A change in appointment may be initiated by a pastor, a committee on pastor-parish relations, a district superintendent, or a bishop.
2. The bishop and the cabinet shall consider all requests for change of appointment in light of the profile developed for each charge and the gifts and evidence of God's grace, professional experience, and family needs of the pastor.
3. When a change in appointment has been determined, the district superintendent should meet together or separately with the pastor and the committee on pastor-parish relations where the pastor is serving, for the purpose of sharing the basis for the change and the process used in making the new appointment.
4. All appointments shall receive consideration by the bishop, the district superintendent(s), and the cabinet as a whole until a tentative decision is made.

THE PROCESS (§433)

1. **The district superintendent shall confer with the pastor about a specific possible appointment (charge) and its congruence with gifts, evidence of God's grace, professional experience and expectations, and the family needs of the pastor, identified in consultation with the pastor (§ 432.2). The DS goes over the profiles of the pastor, church and community generated by the receiving church, as well as its salary/benefits and housing package.**
2. If the appointment is to a cooperative parish ministry or to a charge that is part of a cooperative parish ministry, the following shall be included in the consultation process:
(A) The prospective appointee shall be informed prior to the appointment that the charge under consideration is part of a cooperative parish ministry. (B) The coordinator or director of the cooperative ministry, or, if there is no coordinator or director, a

- representative of the staff of the cooperative ministry, shall be conferred with concerning the prospective appointment and shall have the opportunity to meet with the prospective appointee prior to the appointment being made. (C) The prospective appointee shall have demonstrated skills in cooperative Christian mission or show potential for the same to ensure that the cooperative venture is strengthened during the time of the appointee's leadership.
3. If the appointment is to a position other than pastor in charge, the following shall be included in the consultation process: (A) The prospective appointee shall be informed prior to the appointment that the position under consideration is part of a multiple-staff ministry and shall be furnished an initial written job description approved by the committee on pastor-parish relations. (B) The pastor in charge shall be conferred with concerning the prospective appointee. (C) The prospective appointee and pastor in charge shall meet for discussion of the job description and mutual expectations.
 4. **The district superintendent shall confer with the receiving committee on pastor-parish relations about pastoral leadership (§ 432.1) and the bishop's designee/s – his/her profile. Part of the discussion will include salary and benefits considerations.**
 5. When appointments are being made to less than full-time ministry, the district superintendent shall consult with the clergy person to be appointed and the committee on pastor-parish relations regarding proportional time, salary, and pension credit and benefit coverage.
 6. If during this consultative process it is determined by the bishop and cabinet that this decision should not be carried out, the process is to be repeated until the bishop, basing his or her decision on the information and advice derived from consultation, makes and fixes the appointment.
 7. A similar process of consultation shall be available to persons in appointments beyond the local church.
 8. **An 'introduction meeting' of the SPRC is convened. This is not an interview! This is a time for the DS to introduce to the SPRC the person designated by the bishop to be the church's new pastor.**
 9. **When the steps in the process have been followed and completed, the announcement of that decision shall be made to all parties directly involved in the consultative process, that is, the appointment cabinet, the pastor, and the committee on pastor-parish relations, before simultaneous public announcements are made to the receiving church as well as the church where the incoming pastor is currently serving.**

- *Congregation* – includes the needs, characteristics, and opportunities for mission consistent with the Church's statement of purpose. Specifically: a) The general situation in which a congregation finds itself in a particular setting: size, financial condition, quality of lay leadership, special needs for pastoral ministry, and history. b) The convictional stance of the congregation: theology; prejudices, if any; spiritual life. c) The ministry of the congregation among its people for the sake of the community: service programs, basis for adding new members, reasons for losing members, mission to community and world, forms of witness. d) The qualities and functions of pastoral ministry needed to fulfill the mission, goals, and special needs of the congregation.
- *Pastor* – reflecting gifts, evidence of God's grace, professional experience and expectations, and also the needs and concerns of the pastor's spouse and family. Specifically: a) Spiritual and personal sensibility: personal faith, call and commitment to ordained ministry, work through the institutional church, integration of vocation with personal and family well-being, lifestyle. b) Academic and career background: nature of theological stance, experience in continuing education, professional experience, record of performance. c) Skills and abilities: in church administration, leadership development, worship and liturgy, preaching and evangelism, teaching and nurturing, counseling and group work, ability to work in cooperation, ability in self-evaluation, and other relational skills. d) Community context: the ability of the pastor to relate effectively to his or her community setting, such as rural, town, urban, suburban, and so forth. e) Family situation.
- *Community* – includes: a) General demographic data and trends including age, sex, and racial-ethnic composition of the community. b) Economic trends, including the incidence of poverty. c) Projected community changes. d) Other sociological, economic, political, historical, and ecumenical aspects of the community surrounding the church.

Sample Pastoral Profile
Our United Methodist Church
January 2010

Our UMC desires a pastor who is:

An engaging preacher who can relate scripture to daily life; a great storyteller

Musically creative

Experienced in and excited by the challenge of growing a small church

Innovative and creative in leading worship

Grounded in a deep belief in the power of prayer and an historically rooted understanding of Scripture

Passionate about youth and children ministry

Inclusive, open and accepting

An effective leader of church staff

Able to encourage and nurture lay people to use their gifts in ministry

Willing to take on multiple roles in the administration of a small church

Willing to maintain established programs yet adventurous in creating new ministries

Excited to work closely with our vibrant nursery school

Outgoing, charismatic, able to network with the community, especially our great public schools

Able to enjoy the small town atmosphere, yet rural nature of a beach community

Respectful of all, caring of all, compassionate for all

Our UMC congregation is:

Deeply rooted in prayer

Inclusive and welcoming of all ages, races, nationalities

A reconciling congregation

Relaxed and tolerant of all

A harmonious mix of ages, attitudes and tastes united by love and faith

Eager to grow spiritually and numerically

Closely allied to a wonderful nursery school

Musically uplifted by our strong choral program

A family-focused ministry

Programs we are passionate to continue:

Prayer and Healing services

Children and youth ministries

Adult Bible studies

Local City Pie Festival

Thanksgiving dinner for the homeless

Community gatherings/use of new outdoor stage

The community is:

A small town with a relaxed beach lifestyle; rural yet within reach of amenities

Close-knit yet welcoming

Socially conscious and graced by several active service organizations

Blessed by a close ecumenical relationship among local churches and synagogues

Located near a large liberal arts college

PASTOR'S CERTIFICATION OF PAYMENT BY THE LOCAL CHURCH

The following certification is required from each pastor each year. This certification is to be signed by the pastor, chairperson of Trustees, chairperson of the Administrative Board/Council, and the Chairperson of the SPRC/PPRC after the final end-of-year check has been paid to the pastor reflecting that a full year's compensation has been paid. **NOTE: No pastor shall be entitled to any claim for unpaid base compensation against any church or charge served after pastoral connection with the church or charge has ceased. (2004 Book of Discipline ¶342.4).** If a pastor is serving more than one church (i.e. two/three point Charge) please complete a separate form for each church served during the calendar year.

Pastor's Name _____

Check one: Senior Pastor Associate Pastor

Church _____ City _____

This report covers the period of _____ to _____

Item	Amount Received	Amount Due (if any)	Remarks
Salary			
Pensions			
Health/Dental Insurance			
Housing Allowance			
Utilities			
Reimbursable Professional Expenses			
Prior Years' Arrearage (if any)			
Other (specify)			
TOTAL			

I HEREBY CERTIFY THAT I HAVE BEEN PAID AS NOTED ABOVE FOR ALL PASTORAL COMPENSATION OWED TO ME OR MY ACCOUNT AS OF THE DATE OF THIS REPORT:

Signature of Pastor

Date

THE ABOVE STATEMENT IS HEREBY VERIFIED AS BEING ACCURATE:

Signature of Trustee Chair

Signature of Staff/Pastor Chair

Signature of Administrative Board/Council Chair