

## SPRC Annual Timeline 2018-2019

*Blessings in your ministry of leadership, administrative oversight, and governance! The Staff (or Pastor) Parish Relations Committee (SPRC) has both leadership and management functions in the congregation. Leadership is the role of “keeping an eye on the big picture.” Even in the midst of meetings or crises, the SPRC members must never forget they are part of the body of Christ, and they must always be aware of the mission of God’s Church. Management is the role of tending to daily activities so that details are taken care of and strategies are implemented. (UMC Guidelines, Abingdon Press)*

*This Annual Timeline is based on the conference year and was created by the Arkansas Conference Center for Vitality, in consultation with the Bishop and Cabinet, to help SPR Committees and pastors plan monthly meetings. The word ‘relations’ in the title of the Staff/Pastor Parish Relations Committee is meaningful because the primary work of the SPRC is relational. The committee’s communications should be as much about listening as talking, as in any healthy relationship.*

*Every month in the SPRC Annual Timeline has up to three categories:*

- *First are **suggested monthly meeting emphases**, offered to provide a framework for discussion. Included in several of the meeting emphases is a Suggested Mission Field Accountability Conversation. This agenda item offers the SPRC an opportunity to discuss a particular aspect of your congregation’s engagement with your community mission field.*
- *Second, some months in the timeline include a section for **new appointments**. Experience has shown that congregational and pastoral intentionality in the welcoming and first several months makes a huge difference in the fruitfulness of a new pastor.*
- *Third, **reminders** are included so that the SPRC can stay on track to submit required forms. Conference forms are a primary tool for the appointive process. Your clarity, self-awareness, and feedback are vital to ensuring appropriate pastoral leadership for your community’s mission field and congregation.*

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### July

- **Monthly SPRC Meeting Emphasis:**
  - Getting to know each other (New Appointments)
  - Complete Clergy Assessments and SPRC Questionnaire (Sent out July 1 for Continuing Appointments)
  - Suggested Mission Field Accountability Conversation: Discuss the pastor’s and church’s plans for guest follow-up and evangelism opportunities for the Back-To-School season
- **New Appointment Recommendations:**
  - Hold a welcome celebration for new pastor; Churches are encouraged to share a pastoral transition with wider community and local media as an evangelism opportunity
  - Begin a process of intentional relationship building and orientation through Cottage Meetings or Listening Sessions with congregation members
  - This year’s appointment letter asks that new pastors and a team of laity attend the Growing Disciples Summit on August 25 at St James UMC in Little Rock so that they are equipped to create an intentional discipleship system or pathway. SPRCs are encouraged to assist the pastor in building a team to attend the Summit
- **Reminders:**
  - New appointments take effect July 1 and incoming pastor compensation forms are due in advance
  - Clergy Assessments, SPRC Questionnaire, and Clergy Profiles are due August 11

## August

- **Monthly SPRC Meeting Emphasis:**
  - Provide immediate feedback with pastor and discuss mutual expectations
  - Complete and turn in Clergy Assessments and SPRC Questionnaire (Continuing Appointments)
- **New Appointment Recommendations:**
  - Cottage Meetings or Listening Sessions continue
  - Conversation with DS in mid-August for those in new appointments
  - Assist the new pastor with relationship-building with local community leaders and groups
- **Reminders:**
  - Clergy Assessments, SPRC Questionnaire, and Clergy Profiles due August 11
  - The Growing Disciples Summit is Saturday, August 25, at St James UMC in Little Rock
  - Pastoral Compensation Forms for 2019 will need to be approved by your SPRC and your Board in advance of the District-wide Charge Conferences.
  - Charge Conferences will be held as District-wide gatherings:

## September

- **Monthly SPRC Meeting Emphasis:**
  - Pastor and SPRC discuss experience of listening sessions/cottage gatherings (New Appointments)
  - Suggested Mission Field Accountability Conversation: Discuss the pastor's next steps for leading the congregation in the creation of an intentional discipleship system, based on the equipping that occurred at Annual Conference and the Growing Disciples Summit.
- **New Appointment Recommendations:**
  - Continue assisting the new pastor with relationship-building with local community leaders and groups
- **Reminders:**
  - Charge Conferences will be held as District-wide gatherings
  - Be sure your entire Charge Conference packet is complete, voted on by your Board, and submitted to your district office by your district's due date (one month before your District Charge Conference)

## October

- **Monthly SPRC Meeting Emphasis:**
  - Approve any changes to the church's personnel/employee policies. SPRC resources and resource recommendations are available at <http://vitality.arumc.org/sprc-tool-kit/>.
  - Begin setting compensation plans for lay staff for the 2019 budget year
  - Suggested Mission Field Accountability Conversation: Discuss quarterly Vital Signs statistics.

## November

- **Monthly SPRC Meeting Emphasis:**
  - Use the Assessment Form submitted in August to follow-up on any goals or issues (Returning pastor)
  - Complete SPRC & Pastor Consultation Forms concerning 2019-2020 pastoral appointment.
  - Suggested Mission Field Accountability Conversation: Discuss the pastor's and church's plans for community evangelism, guest engagement, and guest follow-up during Advent and Christmas.
- **Reminder:**
  - Clergy Consultation Forms are due December 15. They will be mailed to pastors and Staff/Pastor Parish Relations Committee (SPR) Chairs on November 1.

## December

- **Monthly SPRC Meeting Emphasis:**
  - Complete and return by December 15 SPRC & Pastor Consultation Forms concerning the 2019-2020 pastoral appointment.
  - Plan orientation and onboarding of new SPRC members and celebrate the ministry of those rotating off the SPRC. SPRC resources are available at <http://vitality.arumc.org/sprc-tool-kit/>.
- **Reminder:**
  - Clergy Consultation Forms are due December 15.

## January

- **Monthly SPRC Meeting Emphasis:**
  - Discuss congregational and pastoral leadership goals for the new year
  - Welcome and onboarding for new SPRC members.
  - Suggested Mission Field Accountability Conversation: Discuss the pastor's and church's plans for community evangelism, guest engagement, and guest follow-up during Lent and Easter.

## February

- **Monthly SPRC Meeting Emphasis:**
  - Discussion of the year-end statistics submitted to the Annual Conference
  - Suggested Mission Field Accountability Conversation: Discuss the pastor's progress in leading the congregation in the creation of an intentional discipleship system, based on the equipping that occurred at Annual Conference and the Growing Disciples Summit.
  - Prepare process for lay staff evaluations. SPRC recommended resources are available at [vitality.arumc.org/sprc-tool-kit/](http://vitality.arumc.org/sprc-tool-kit/).

## March

- **Monthly SPRC Meeting Emphasis:**
  - Suggested Mission Field Accountability Conversation: Conversation about what we've learned about our Mission Field and our ministry in and with it
  - Report and discuss lay staff evaluations

## April

- **Monthly SPRC Meeting Emphasis:**
  - Discuss the pastor's and church's progress on goals and expectations, using the pastoral appointment letter, previous SPRC assessment and consultation forms, and quarterly Vital Signs statistics as conversation tools. Discuss next steps for achieving goals.
- **New Appointment Recommendations:**
  - If your church will be experiencing a pastoral change in July, SPRC should begin process of saying "goodbye" and "hello" well.
  - Transition resources are available at [vitality.arumc.org/pastoral-transition-resources](http://vitality.arumc.org/pastoral-transition-resources)

## May

- **Monthly SPRC Meeting Emphasis:**
  - Suggested Mission Field Accountability Conversations: Discuss the pastor's and church's plans for engaging guests during summer.
  - Continue discussion from April meeting concerning goals, strategies, and continued feedback.
- **New Appointment Recommendations:**
  - If your church will be experiencing a pastoral change in July, the SPRC should prepare and plan for a goodbye celebration for current pastor and make arrangements (in consultation with the incoming pastor) for an intentional welcome and orientation of the new pastor with the church and community.
  - Full-time pastors receiving a new appointment will attend the Pastors in Transition Workshop
- **Reminder:**
  - Clergy receiving new appointments will need to submit complete and signed compensation forms to the District Office

## June

- **Monthly SPRC Meeting Emphasis:**
  - Celebrate the pastoral leadership appointment or re-appointment
  - Study quarterly Vital Signs statistics and discuss goals
- **Reminder:**
  - Annual Conference meets

## July

- **Monthly SPRC Meeting Emphasis:**
  - Getting to know each other (New Appointments)
  - Complete Clergy Assessments and Congregation Profile (Continuing Appointments)
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- **Reminders:**
  - New appointments take effect July 1 and incoming pastor compensation forms are due in advance
  - Clergy Assessments, Congregation Profile, and Clergy Profiles are due August 11