



Policy / Document	Job Description — Staff Parish Relations Committee — Representatives and Lead	
Approved	TCC Church Council Leadership Team	03/21/2024
File Location	location	



This Job Description is approved by the action of the Church Council

Approved by the Church Council Leadership Team

_____ for Church Council

Date _____



All Church Council Leaders

Read and become familiar with: Structure and Current Names – Church Council Leadership Team.

Read and become familiar with the following sections of the Book of Doctrines and Discipline of the Global Methodist Church: at end of document.

Become extra familiar with the sections that relate specifically to your Church Council position.

Below are the **ordinary responsibilities** of this Church Council Leaders position. There may be times that other responsibilities fall to the Church Council and to this specific Leadership position.

All SPRC—Representatives

The Staff Pastor Relations Committee (SPRC) is composed only of Members of TCC.

SPRC shall meet in closed meetings and information shared in the committee shall be strictly confidential.

SPRC shall not meet without the Appointed Senior Minister or without the written permission of the Presiding Elder granting permission for a specific SPRC meeting to be held without the Pastor being present.

The SPRC is responsible for maintaining an adequate Personnel Policy.

This Personnel Policy and any revisions must be approved by the Church Council Leadership Team (Church Council).

This Personnel Policy is to be annually reviewed by the SPRC.

Should the Church Council determine and approve the need for a new staff position the SPRC will:

Advertise, interview, evaluate, and hire the appropriate candidate for the staff position.

Communicate and interpret to the congregation the nature and function of this new staff position.

The SPRC and the Pastor shall have the authority to hire, contract, evaluate, promote, retire, and dismiss staff members.

To develop and approve written staff titles and job descriptions for all staff members, in consultation with the Pastor and other appropriate staff and church leaders.

Final staff titles and job descriptions to be approved by the Church Council.

These job descriptions should be reviewed each year by the SPRC and revised as necessary.

As needed, communicate and interpret to the congregation the nature and function of all staff positions.



Each staff member will be assigned an SPRC—Representative to act as a liaison between the staff member and the SPRC. The assigned SPRC—Representative will check in with the staff member in person once a month. This will be to encourage them and ascertain their needs and concerns.

These needs and concerns will be reported to the SPRC and adequately taken care of in a timely manner.

The assigned SPRC—Representative will ensure a yearly evaluation is conducted using the form approved as part of the TCC Personnel Policy. This will involve the staff member's immediate supervision or person appointed by the Pastor.

To confer with the Pastor should it become evident that the best interests of TCC would be served by the releasing a staff member from employment.

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.

Staff Parish Relations Committee—Lead

SPRC—Lead shall call SPRC meetings as necessary and no less than once a quarter.

Assign SPRC—Representatives to each staff member. Insure these SPRC—Representatives act as adequate liaisons.

SPRC—Lead shall keep the SPRC informed of personnel matters related to the denomination's policies, professional standards, liability issues, and civil law. They are responsible for communicating and interpreting such matters to the staff. SPRC members should make themselves available for educational and training opportunities that will enable them to be effective in their work.

Based on the current Book of Doctrines and Discipline of the Global Methodist Church: Ensure a Church Council Leader, an SPRC—Representative, the Facilities Manager and the Pastor make an annual review of the church-owned parsonage to assure proper maintenance. Guide the Church Council to make immediate resolution to parsonage issues affecting the family's health and well-being. The Church Council is responsible to ensure timely resolution of parsonage problems affecting the health and well-being of the pastor or pastor's family, and shall provide that the parsonage be maintained in good condition.



10.16.2023 version of the Transitional

Book of Doctrines and Discipline of the Global Methodist Church

Church Council Leaders, read and become familiar with the following sections of the Book of Doctrines and Discipline of the Global Methodist Church:

¶ 103. PRINCIPLES OF OUR LIFE TOGETHER.

¶ 301. THE MISSION OF THE CHURCH.

¶ 305. TRANSFORMATIONAL DISCIPLESHIP.

Section VII. Organization and Administration

¶ 336. PRIMARY TASKS.

¶ 337. ORGANIZATION.

¶ 338. THE CHARGE CONFERENCE.

¶ 339. POWERS AND DUTIES.

¶ 340. ELECTION OF LEADERS.

¶ 341. REMOVAL OF OFFICERS AND FILLING OF VACANCIES.

¶ 342. DUTIES OF LEADERS.

1. Out of the professing membership of each local church, there shall be elected by the charge conference a **lay leader** who shall function as the primary lay representative of the laity in that local church and shall have the following responsibilities....
2. The **lay member(s) of the annual conference**....
3. The **church council or governing board chairperson**....

¶ 343. THE CHURCH COUNCIL. 1. The church council, or its equivalent governing body, shall provide for planning and implementing a ministry of evangelizing and spreading scriptural holiness through **nurture, outreach, witness**, and resources in the local church. It shall also provide for the administration of its organization and temporal life. It shall envision, plan, implement, and annually evaluate the mission and ministry of the church. The church council shall be amenable to and function as the administrative agency of the charge conference.



Section VIII. Local Church Administrative Committees

¶ 344. NOMINATIONS AND LEADERSHIP DEVELOPMENT COMMITTEE.

¶ 345. PASTOR-PARISH RELATIONS COMMITTEE. [SPRC here at TCC] ¶ 346. BOARD OF TRUSTEES.

¶ 347. FINANCE COMMITTEE.

¶ 348. OTHER ADMINISTRATIVE AND PROGRAM COMMITTEES.

Revision A: All Chairmen of Committees must be a member of Tavares Community Church.