



Clarifying Expectations

Pastor & Staff-Parish Relations Committee

NMAC

Date

CHURCH

PASTOR

There are many perceptions and expectations that often remain unspoken between a clergy person and the congregation. This exercise is intended to provide a tool for discussion and commitment on the part of both clergy and laity for the mutual ministry of the clergy person and the congregation/institution. For pastors in a new appointment, this form should be completed no later than August 31. For pastors returning to an appointment, this form should be completed no later than May 31.

Please provide information for each item regarding the expectations and agreements of the pastor and the Staff-Parish Relations Committee. For each major heading, please rank the level of importance of that arena of ministry with a number. (1 = Not Important, 2 = Of Little Importance, 3 = Somewhat Important, 4 = Important, 5 = Very Important. Hint: they cannot all be 5's!)

Provide descriptions below of the discussions, expectations and agreements made by the SPRC and Pastor of the Pastor's role in ...

1. Discuss the Pastor's Role in Preaching/Worship

Level of Importance

a. Discuss the preaching plan: Lectionary? Topical? Series?

b. How do worship services get planned?

c. How are others involved in worship planning & leadership?

d. Expectations about the sermon: multi-media? Connection to other worship elements?

e. What are the plans for evaluating preaching & worship effectiveness?

2. Discuss the Pastor's Role in Ministries of Discipleship Development

Level of Importance

a. Teaching

b. Small Groups

c. Children

d. Youth

3. Discuss the Pastor's Role in Lay Leadership

Level of Importance

a. Selecting lay leadership

b. Training

c. Articulating expectations of lay leadership

d. Utilizing lay leadership

4. Discuss the Pastor's Role in Administration

Level of Importance

a. Office hours

b. Supervision of staff

c. Days Off

i. Weekly

ii. Vacation

iii. Continuing education

iv. Spiritual formation

d. Relationship with administrative committees and groups

e. Financial matters

f. Involvement in District/Annual Conference or other outside responsibilities

5. Discuss the Pastor's Role in Mission/Outreach

Level of Importance

a. Discuss the expectations of the pastor regarding current mission/outreach efforts

b. Discuss the expectations of the pastor regarding initiating new mission/outreach efforts.

6. Discuss the Pastor's Role in Congregational Care

Level of Importance

a. Discuss the expectations of the pastor for visiting hospitals, shut-ins, general visitation.

b. Discuss the traditions/norms regarding funerals and memorial services.

c. Discuss the traditions/norms regarding weddings.

d. Community Pastoral presence

7. Discuss the Pastor's Role in Any other items to be stated.

Signature of Pastor

Signature of SPRC Chair

This is a personnel document, having the confidential status of any other personnel matter, and should not be distributed. Information from it may be shared with the congregation by agreement from both Pastor and Staff-Parish Relations Committee.

SEND A COPY (Email or postal delivery) OF THE COMPLETED AND SIGNED FORM TO YOUR DISTRICT SUPERINTENDENT.