

CLARIFYING EXPECTATIONS

Pastor and Staff-Parish Relations Committee

Church ___*First Church of the Lost Lamb, Loco Hills, NM*

Pastor ___*Rev. Pat Chris*

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 expectations and agreements made by the SPRC and Pastor of the Pastor's role/involvement/leadership in ...

1. Discuss the Pastor's Role in **Preaching/Worship** – Level of Importance ___5___
 - a. Discuss the preaching plan: Lectionary? Topical? Series? - *We prefer sermon series that apply Biblical teaching to daily life*
 - b. How do worship services get planned? - *The pastor gives scripture passage and general theme of the sermon to the music leader, who picks out the songs.*
 - c. How are others involved in worship planning and leadership? - *There is a schedule of readers/liturgists to assist in worship.*
 - d. Expectations about the sermon: multi-media? Connection to other elements of worship? - *Traditional worship is the norm, but congregation is open to trying some new things. There is no capability for much multi-media right now.*
 - e. What are the plans for evaluating preaching and worship effectiveness? - *We have never done this except the annual assessment. SPRC will develop a plan in cooperation with the pastor.*

2. Discuss the Pastor's Role in **Ministries of Discipleship Development** – Level of Importance ___4___
 - a. Teaching – *The pastor will teach Bible classes on Wednesday nights during the "Faith Family Night" program*
 - b. Small groups – *The pastor recommends studies and curriculum for small groups. Also, the pastor meets with the small group leaders at least 3 times a year.*

CLARIFYING EXPECTATIONS

Pastor and Staff-Parish Relations Committee

- c. Children – *we have strong children's Sunday School teachers, but the pastor participates in VBS in the summer.*
 - d. Youth – *there are volunteer youth workers who are very dedicated. The pastor gets invited to teach a few times and invited to participate in special events.*
3. Discuss the Pastor's Role in **Lay Leadership** – Level of Importance 2
- a. Selecting lay leadership – *Most of the members have been here for many years and we have very few new members. Leadership rotates among the same people.*
 - b. Training – *Very little new training needed.*
 - c. Articulating expectations of lay leadership – *Not really needed.*
 - d. Utilizing lay leadership – *Laity can run the church pretty well, but the pastor's input is important.*
4. Discuss the Pastor's Role in **Administration** – Level of Importance 3
- a. Office hours – *Pastor is expected to be in the office or available Monday through Thursday, 9:00 a.m. to 3:00 p.m.*
 - b. Supervision of staff – *There are only three half-time employees, and the pastor needs to see that their jobs are getting done and report to the SPRC.*
 - c. Days off
 - i. Weekly – *Friday and Saturday, with exceptions for weddings, funerals, etc.*
 - ii. Vacation – *2 weeks annually, may be taken all together or broken up in consultation with the SPRC*
 - iii. Continuing education – *The pastor can use up to one week for continuing education and is expected to make full use of this.*
 - iv. Spiritual formation – *The pastor is a role model for the congregation and is encouraged to take time away for spiritual formation retreats or other opportunities.*
 - d. Relationship with administrative committees and groups – *The pastor is expected to attend most administrative meetings and his/her role in those meetings is to be coordinated with the Chair of the group.*
 - e. Financial Matters
 - i. How much voice will the pastor have in determining the budget? – *The church expects the input of the pastor in the process of determining the budget.*
 - ii. Is the pastor expected to know how much members contributed? – *The pastor may know individual contributions and is expected to keep this information confidential.*
 - f. Involvement in District/Annual Conference or other outside responsibilities – *Our church is proud of our United Methodist connection, but believe it is*

CLARIFYING EXPECTATIONS

Pastor and Staff-Parish Relations Committee

important that the pastor limit his/her time and energy to matters outside the local church. The pastor will consult with SPRC when he/she is considering involvement beyond our church.

5. Discuss the Pastor's Role in **Mission/Outreach** – Level of Importance ____5____
 - a. Discuss the expectations of the pastor regarding current mission/outreach efforts? – *Our church is the founder and leader of a community-wide outreach to the homeless and the pastor is expected to take on a significant role. Additionally, this church expects mission/outreach to be taught and preached.*
 - b. Discuss the expectations of the pastor regarding initiating new mission/outreach efforts? – *Our church has a very active missions work team and they take most of the initiative in finding new projects. The pastor is expected to be supportive and help where needed*

6. Discuss the Pastor's Role in **Congregational Care** – Level of Importance ____4____
 - a. Discuss the expectations of the pastor for visiting hospitals, shut-ins, general visitation? – *This is important because of the large number of elderly people in our congregation. The presence of the pastor makes a big difference. The pastor does not need to visit every day, but should have a plan for visiting and taking communion to people on a regular basis.*
 - b. Discuss the traditions/norms regarding funerals and memorial services – *The pastor makes all the arrangements for the actual service: meeting with the family, contacting musicians, etc. There is a Food Committee that will provide meals for the family. The pastor will coordinate with the chair regarding number of people, times, etc.*
 - c. Discuss the traditions/norms regarding weddings – *There is a wedding coordinator who will assist the pastor and the couple.*
 - d. Community Pastoral presence – *There is an active Ministerial Alliance and the pastor should be a part of that. Also, it is important for the pastor to be visible in the community. Attendance at events such as football games, school choir concerts, the 4th of July Celebration, etc. are important.*

7. Discuss the Pastor's Role in **Any other items** to be stated? – *None at this time*

Signature of Pastor

Date

Signature of SPRC Chair

Date

CLARIFYING EXPECTATIONS
Pastor and Staff-Parish Relations Committee

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.

SAMPLE