

Calendar of Work

This calendar provides a suggested flow of work for the Staff Parish/Pastor Parish Relations Committee (the committee) throughout the year. Following this rhythm helps the committee stay aligned with the mission of the church, support pastoral and staff health, and fulfill its duties as outlined in ¶1258.2 of the 2020/2024 United Methodist Book of Discipline.

First Quarter

- Organize committee (select a vice-chair, secretary)
- Train new committee members
- Discuss and complete Appointment "Preference Form" (with pastor present)
- Review job descriptions for other lay and clergy staff
- Look at committee Goals and meeting dates for the year

Second Quarter

- Annual Pastoral Evaluation
- Parsonage Review – *not optional*
 - Trustees and/or Parsonage Committee
 - Church's property, pastor's home
 - Keep it up like your own home

Third Quarter

- Budget work:
 - Salary
 - Accountable reimbursement/travel
 - Continuing education
 - Any other budget items that relate to paid staff
- Review action items from the second quarter evaluation of pastor and staff

Fourth Quarter

- Look at Church Goals for coming year
 - Impact on staff priorities, training, division of tasks
- Appointment Review Process for clergy
- Look at long range plan for pastor and staff continuing education
- Committee evaluates its own work in the past year
 - How did we do?
 - What did we neglect?
 - Where did we shine?

Note: The timing of meetings and reviews may vary by charge or district. The Staff/Pastor Parish Relations Committee should remain in communication with the pastor, district superintendent, and church council to ensure all reviews, forms, and budget recommendations are completed in a timely manner.