

# SPRC Role in the Appointment Process

## Information and Communication

- Paperwork completed for consultation and charge conference is used to create a profile of the church that will be used by the Cabinet and Bishop
- The yearly consultation with the DS is your opportunity to describe the unique mission and ministry of your church
- You also become the communicators to the congregation of the nature and purpose of pastoral changes
- In a time of transition there are additional opportunities for you to share information about the church with the DS and an incoming pastor

## Role in appointment change

- Consultations in the fall may indicate that a change in pastor is needed  
*Note: this is not a vote that decides, simply a piece of information to be used*
- A change in pastor or church status may create change: eg retirement, realignment  
In this case, the SPRC has a role of sharing this information with the congregation
- The DS can arrange for an additional time of consultation and information gathering  
This meeting may include conversations about salary, parsonage, or other changes
- The Bishop and Cabinet begin to make appointment decisions in January  
*There will not be an appointment change in a church until current pastor is appointed elsewhere or has another life or status change removing them from the church.*
- When the current pastor's new appointment is set (they have been introduced to a new SPRC); the DS will contact/meet with the SPRC. This meeting is often called with *only a day or two of notice*. It typically includes:
  - Outgoing pastor shares information and missional reasons for new charge and then is excused from the meeting
  - A review is made of the missional and ministry needs of the church
  - DS is updated around parsonage and financial realities
  - Arrangements are made for an announcement to be made to the congregation
  - The DS reviews the appointment process and what to expect
- The chair or a member of SPRC makes the announcement in worship and the committee is prepared to answer questions from the congregation on process

- The committee and outgoing pastor can begin to make transition plans, including celebrating the pastor's ministry
- The next contact will be the DS calling for a meeting of the SPRC to be *introduced* to the incoming pastor. At this point, the Bishop and Cabinet have made the decision to appoint this person, based on the best possible missional match. Again, the committee may only have a day or two of notice. An introduction typically includes:
  - A parsonage tour before the meeting, guided by current pastor
  - DS meets first just with the committee, with a time of information, including a printed brochure, to introduce the incoming pastor
  - Pastor, and possibly spouse, join the meeting.
  - Members of the committee are asked to introduce themselves.
  - Pastor introduces himself/herself, including faith or call story
  - All have time for questions, which lean into ways that the church and pastor will do ministry together (pastor will have seen church profile information)
  - Pastor is excused from meeting
  - DS will have opportunity to handle final questions, concerns, emotions from both the committee and the pastor
  - Pastor will be invited back in for welcome and some brief next steps discussion
- An announcement is made the next Sunday in worship, again by SPRC
- The chairperson receives a follow up letter with new appointment details
- SPRC then takes primary responsibility for healthy transition
  - Celebrating ministry and saying goodbye to current pastor
  - Attending transition training
  - Working with parsonage committee, trustees on parsonage or facility changes
  - Continued healthy communication about process, boundaries, new pastor
  - Possibly facilitating meetings with new pastor, for example with staff
  - Arranging for welcome of new pastor and family to parsonage, congregation, community
  - Receiving and sharing information in "Apostolic Letter" which describes the missional reasons and goals for the new appointment (late June/early July)
  - Setting monthly meetings for first six months of new pastor's appointment
- Fall consultation with DS serves as first review of new appointment