

A Year in the Life of the Staff/Pastor Parish Relations Committee

January

Bring new members on board
Training and review of responsibilities and duties, church goals

February

Review job descriptions and personnel policies
Start review meetings with staff
Start on ministry/clergy assessment

March

Review meetings with staff, pastor
Vacation scheduling, including coverage
Ministry / Clergy assessment
(Possible transition preparation if pastor is retiring or moving)

April/May

Assess ministry needs: communicate with nominations, council
Parsonage inspection (after Easter!!); identify work to be done
Transition work if pastor is retiring or moving

June/July

Affirm pastor's renewal of appointment or receive new pastor
Make sure pastor and staff take vacations
Charge conference paperwork is received
Parsonage improvements

August/September

Paperwork for profile purposes and DS consultation
Salary recommendations to Finance Committee

October/November

Pastor appreciation month is October
Consultations with DS, Charge Conferences continue

December Support pastor and staff in busy time of year!