

**Grace Church  
Clergy/Staff Parish Relations Committee  
Structure and Responsibilities**

**Purpose**

The Clergy/Staff Parish Relations Committee (CSPRC) functions somewhat like a personnel office. Required by the United Methodist (UM) Church, the CSPRC confers with the District Superintendent (DS) on all matters related to the UM Pastor(s) appointed to the congregation. The CSPRC participates in the annual evaluation of the UM Pastor and staff. Though not mandated by the Episcopal Church, the CSPRC may also assist in the performance of Mutual Ministry Reviews in which the clergy are reviewed and the congregation is evaluated for ministry effectiveness.

The CSPRC is generally responsible for supporting and maintaining harmony with all clergy and staff, responding to the needs and issues identified by its clergy, and helping to develop job descriptions for any full- or part-time staff employed by the congregation. The relationship between staff and ministry is critical to the health and vitality of the congregation. The chairperson of this Committee, the UM Pastor and the Episcopal Priest work together to support healthy teams focused on disciple making. Specifically, the Grace Church Council receives recommendations from this Committee on pastoral and staff compensation, pastoral housing and other pastoral support needs and acts on them at the Annual Meeting. Regular meetings should be scheduled between the UM Pastor, the Episcopal Priest and the Chairperson to facilitate mutual responsibilities.

**Membership**

- Members shall be divided into three classes and appointed by the Grace Church Council each year for a three-year term,[except for the first year during which one class would be for one year, another class for two years and the third class for three years.
- Membership is composed of 5 members. The membership shall include the Episcopal Sr. Warden and the United Methodist Lay Leader, both of whom are exempt from the term limitation.
- Members can serve, at most, two non-consecutive terms.

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**Committee Meetings**

**For Meetings Specific to Matters Regarding the UM Pastor:**

- Meetings shall occur at least quarterly and additionally upon request
- Meetings shall be held only with the knowledge of the UM Pastor or DS.
- UM Pastor shall be present at each meeting except when he/she voluntarily excuses himself or herself.
- Committee may meet with the DS without the UM Pastor, but the DS is to notify the UM Pastor of the meeting and discuss its deliberations with the UM Pastor after the meeting.
- Meetings shall be held in closed session.
- Information shared at Committee meetings is strictly confidential.

**For Meetings Specific to Matters Regarding the Episcopal Priest/Rector:**

- No meeting of the Committee shall take place without the knowledge of the rector. The rector may attend if he/she so chooses.
- Consultation with the bishop shall happen with mutual consent and participation of the Committee and the rector.
- In cases of intractable conflict, the Committee - with the knowledge of the priest and the approval of the bishop - may consult with the bishop.
- Intervention of the bishop may be sought in cases of misconduct.
- As required in the canons, separation between the congregation and rector shall occur only with mutual consent.
- In cases where the priest is not the rector, the preceding is strongly suggested but not required.

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**Responsibilities**

- Encourage, strengthen, nurture, support and respect the UM Pastor, the Episcopal Priest, the staff and their families.
- Promote unity within the church.
- Confer with and counsel the UM Pastor and Episcopal Priest on ministry effectiveness, congregational relationships, and the UM Pastor, Episcopal Priest and the staff and their families' health and self-care.
- Evaluate the UM Pastor at least annually on ministry effectiveness and identify any continuing educational needs.
- Communicate to the congregation regarding UM Pastor and Episcopal Priest appointment.
- Develop written job descriptions and titles for staff members.
- Consult with UM Pastor, Episcopal Priest and staff on:
  - Continuing education
  - Work-life balance
  - Personal health and wellness
  - Spiritual renewal
  - Time off and financial assistance, if necessary
- Confer with the UM Pastor and Episcopal Priest if it becomes evident that a change in Pastor or Priest is necessary to serve the best interests of the Pastor, Priest and/or the Church. Cooperate with the UM Pastor, the Episcopal Priest, the DS and the Episcopal Diocese in appointing new clergy leadership.
- Recommend to the Grace Church Council, after UM Pastor and Episcopal Priest consultation, any additional staff positions needed to carry out the work of the Church.
- Develop and recommend to the Grace Church Council various written policies and procedures for staff, such as:
  - Hiring
  - Contracting
  - Evaluating
  - Promoting
  - Retiring
  - Dismissing/Terminating

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- Keep informed of personnel matters, professional standards, liability issues and civil law.
- Attend educational and training opportunities related to the responsibilities of the Committee, when available.
- Consult on matters pertaining to:
  - Supply clergy. Assist Grace Church Council in locating supply clergy, when needed.
  - Compensation proposals
  - Travel expense
  - Vacation
  - Health and Life Insurance
  - Pension
  - Housing
  - Any other practical matters affecting the work and families of the UM Pastor, the Episcopal Priest and staff
  - Make recommendations on such matters to the Grace Church Council and submit budget for such items to the Treasurer
- Assure timely resolution of any pastoral housing problems.
- Annually review the pastoral housing to ensure proper maintenance.

*Further details on responsibilities can be found in The Book of Discipline of the United Methodist Church and the Canons of the Episcopal Church.*