

SPRT Responsibilities

Purpose: *To work with the pastor and other employed staff to effectively and efficiently manage the ministries of the congregation and make disciples of Jesus Christ. To fulfill legal and ethical responsibilities related to pastor / staff and church relationships.*

Term: *3 years for team members; team leader is selected from the ministry team for a 1 year term*

Meetings: *Monthly; Quarterly combined with Finance, SPRT, Trustees, and Lay Leadership*

SPRT Team Leader attends Administrative Council

Duties (as governed by the Book of Discipline):

1. **Team Leader:** *Primary connection with the district superintendent and bishop related to the appointed leadership of the congregation.*
2. *Meet with the district superintendent and/or the bishop in an advisory capacity related to clergy leadership. Considerations include the age and stage of the congregation, an understanding of feelings and desires within the congregation about the pastor's leadership and appointment, and the culture and needs of the community around the church.*

Duties (as established through the UMCL Lay Leadership and Administrative Council):

1. **Team Leader:** *Schedule and lead the monthly meetings. Create agenda and lead the meeting.*
2. **Team Leader:** *Responsible for the meeting minutes (take or ensure are taken).*
3. **Team Leader:** *Maintain the ministry binder with meeting minutes and other activity information as necessary.*
4. **Team Leader:** *Communicate with the congregation as necessary*
5. **Team Leader:** *Follow up on assigned actions for implementation.*
6. *Assist staff in setting priorities that strengthen the congregation's total ministry.*
7. *Lead the congregation to encourage, strengthen, nurture, support, and respect the pastor(s) and staff and their families.*
8. *Collaborate with the pastor to recommend staff positions to support the strategy of the church.*
9. *Recommend staff compensation, travel, housing, and other financial matters to the church with collaboration of the finance team.*
10. *Provide annual evaluation of the pastor(s) and other staff for ongoing effective ministry.*
11. *Create and update written policy for hiring, evaluating, promoting, retiring, and dismissing staff members who are not subject to episcopal appointment. (Procedures must comply with local and state laws). Policy creation / revision must be approved by Ad Council before implementation.*
12. *Conduct proper screening (including background checks) for employees and volunteer staff.*
13. *Enlists, evaluates, and annually recommends to the charge conference candidates for professional ministry.*

Limitations & Collaboration:

1. *The finance committee includes the staff salary in the budget.*

Skills, Character, Spiritual Gifts:

Skills: Experience with human relations, personnel management, effective communication, maintain confidential information, view situations from multiple points of view before making a decision, listen to options and strive to consensus, support the pastor and other paid employees, understand and act in the best interest of the church,

Character: Confident, leadership

Spiritual Gifts: Leadership, administration, discernment, wisdom, encouragement