

THE WHEEL

January

SPPRC - (Staff/Pastor-Parish Relations Committee) Orientation and training for new SPPRC members.

Review the functions and job description of the committee. Finalize and make official the vote for recommendation of pastor retention and submit the form to the District Superintendent in early January.

The SPPRC form must be signed by all members present at the meeting.

Pastor, Church, and Community Profiles updates deadline date January 31st.

Pastor - Pastor Preference Forms are due into the District Office in early January.

Scouting Coordinator - Invite Cub Scouts and Boy Scouts to Scout Sunday which is usually held on the second Sunday in February.

Confer with Girl Scout leaders to chose a date to observe Girl Scout Sunday which is usually held on the second Sunday of March.

Admin Council - members are encouraged to review The Wheel **periodically** and send any adds, updates, and deletes to The Wheel updater.

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February

Scouting Coordinator - Scout Sunday on the second Sunday in February or as date selected.

Invite the Girl Scouts to their Scout Sunday which is usually held on the second Sunday in March.

Shepherd Coordinator/Church Secretary – Making sure that the Jamieson Post Office has been updated to receive mail for ALL members (including our newest friends/members)

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March

Scouting Coordinator - Girl Scout Sunday on the second Sunday in March or as date selected.

SPPRC - review job descriptions and quarterly review of performance for the paid Nursery Workers.

Admin Council - review goals established by January Planning session.

Faith Community Nursing program status ?

The **Chairperson of the Staff/Pastor-Parish Relations** committee, the **Chairperson of the Board of Trustees**, and the **Pastor** shall make an annual review of the church-owned parsonage to assure proper maintenance. This review/audit is due into the District Office by June 1st.

Finance – Financial Audit due June 1st.

Trustees – ongoing review of contractor performance.

THE WHEEL

April

Finance – start reading and preparing the Stewardship campaign for the fall program especially if new program.

Financial Audit – June 1st

Education – start gathering information for recognizing College Graduates in May, High School graduates in June, and any other graduates.

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Trustees - The Church Mutual Insurance Company policy premium is due in May ? Any change in the premium ?

SPPRC - Begin and complete assessments and evaluations of the pastor and staff and provide appropriate feedback to same.

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May

Finance – Stewardship campaign review and financial audit.

Education – Information should be available for recognizing College Graduates in May, and any other graduates for publication in the Church Sunday bulletin, the Church newsletter, and the Website.

A member of the **SPPRC committee**, a member of the **Board of Trustees**, and the **Pastor** shall make an annual review of the church-owned parsonage to assure proper maintenance. This review/audit is due into the District Office by June 1st.

Shepherd Coordinator/Church Secretary – Making sure that the Jamieson Post Office has been updated to receive mail for ALL members (including our newest friends/members)

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June

Finance – Stewardship campaign review and financial audit.

Education - information for recognizing High School graduates in June, and any other graduates.

Trustees and Pastor – Parsonage review/audit due June 1st.

SPPRC - quarterly review of paid staff performance. A single member of the SPPRC to participate jointly with trustees and pastor on parsonage tour in order to implement inventory of church furnishings and to analyze need for maintenance and repair.

Admin Council - Review goals established by January Planning session.

Trustees – ongoing review of contractor performance

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July

Finance – Stewardship campaign review.

Pastor - Charge Conference Date ? as determined by the District Superintendent

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August

Finance – Stewardship campaign review. Prepare new budget for Admin Council review and passage for Charge Conference.

Education – present Bibles to upcoming third graders and provide catch-up, if needed ? **NOTE:** Understand presenting the Bibles was to take place at graduation from confirmation class. What age (range) or grade(s) would usually attend confirmation class ?

Pastor - Charge Conference Date ? as determined by the District Superintendent

Nominations & Lay Leadership Committee – when recruiting people for new positions, let them know in detail what is expected of them. Encourage soon-to-be former position holders to communication with new person(s) to bring them “up-to-snuff”. Recruit leaders for the new year for Admin Council review and passage for Charge Conference.

Shepherd Coordinator/Church Secretary – Making sure that the Jamieson Post Office has been updated to receive mail for ALL members (including our newest friends/members)

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September

Finance – Stewardship campaign ready ? Prepare budget for the upcoming year for Admin Council approval for the Charge Conference.

Education – present Bibles to upcoming third graders ?

Pastor - Charge Conference Date to be set by District Supt.

SPPRC - quarterly review of paid staff performance.

Early September review and adjust (if appropriate) the salary and benefits package for the pastor and paid staff for the upcoming year and send recommendations to the Chairman of the Finance committee as inputs for his budgeting process. This will include the pastor's travel allowance and his estimates of costs for his continuing education.

Admin Council - Review goals established by January Planning session.

Nominations & Lay Leadership Committee – when recruiting people for new positions, let them know in detail what is expected of them. Encourage soon-to-be former position holders to communication with new person(s) to bring them “up-to-snuff”. Recruit leaders for the new year for Admin Council review and passage for Charge Conference.

Trustees – ongoing review of contractor performance.

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October

Finance – Stewardship campaign continues.

Advocate Representative – educate congregation about the Virginia Conference newsmagazine and promote subscriptions to the newsmagazine.

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November

Shepherd Coordinator/Church Secretary – Making sure that the Jamieson Post Office has been updated to receive mail for ALL members (including our newest friends/members)

Finance – Stewardship campaign continues.

SPPRC – Staff Christmas Bonuses collection plan ready to start the first Sunday of December (or earlier)

A year-end meeting will include all members from the current years' committee in addition to the incoming new members. Goals and performance of the pastor and staff will be reviewed. This meeting is set primarily to serve as a platform for discussing and completing the "form" that is sent annually by the Farmville District Superintendent as to the church's desire to retain or not to retain the current pastor.

Advocate Representative – educate congregation about the Virginia Conference newsmagazine and promote subscriptions to the newsmagazine.

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December

Pastor/Admin Council – establish a Saturday date in January for the new year’s Planning Session

Finance – Stewardship campaign finalize.

SPPRC – The committee will begin collecting funds no later than the first Sunday in December for the year-end bonus for the pastor and paid staff at this time. Final bonus amounts and delivery date will be coordinated with the Church Treasurer.

Review any newly approved staff salary increases with the Church Treasurer.

This early December meeting will include all members from the current years’ committee in addition to the incoming new members. Goals and performance of the pastor and staff will be reviewed. This meeting is set primarily to serve as a platform for discussing and completing the “form” that is sent annually by the Farmville District Superintendent as to the church’s desire to retain or not to retain the current pastor. All Preference Forms are due into the District Office in early January. The PPR form must be signed by all members present at the meeting.

Quarterly review of paid staff performance.

SPPRC and Pastor – Pastor, Church, and Community Profiles deadline date January 31st.

Admin Council - Final review of goals established by January Planning session

All charge conference missing forms are due NOW.

Next scheduled meeting of Admin Council is second Thursday of January unless change of date is made.

Vice Chair Admin Council – start preparing next year’s devotion and prayer schedule for the monthly Admin Council meetings and start recruiting Admin Council members to present this.

Chair Admin Council and Pastor - establish Admin Council meeting dates for the new year. Make adjustments **now** for any holiday conflicts, etc. Communicate to the incoming Admin Council members as soon as possible, especially any new members.

Trustees – ongoing review of contractor performance.