Opening Prayer
Prayer of John Chrysostom UMH 412

Aimighty God, you have given us grace at this time with one accord to make our common supplication to you; and you have promised through your well-beloved Son that when two or three are gathered together in his name, You will be in the midst of them.

Fulfill now, O Lord, our desire and petitions as may be best for us; granting us in this world knowledge of your truth, and in the age to come life everlasting. Amen.
The L3 Model

Loving

Learning

Leading

• Loving
  • How is it with your soul?
  • God sightings
  • Asking how your pastor and their family are
  • Encouraging your pastor
  • Are there any concerns

• Loving

• Learning
  • What questions do you have ....
  • Is there something specific you want to learn (please put these in the chat box)
Ephesians 4 (NIV)

Unity & Maturity in the Body of Christ

4 As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. 2 Be completely humble and gentle; be patient, bearing with one another in love. 3 Make every effort to keep the unity of the Spirit through the bond of peace. 4 There is one body and one Spirit, just as you were called to one hope when you were called; 5 one Lord, one faith, one baptism; 6 one God and Father of all, who is over all and through all and in all.

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Ephesians 4: The Message (MSG)

To Be Mature

4-1 In light of all this, here's what I want you to do. While I'm locked up here, a prisoner for the Master, I want you to get out there and walk—better yet, run!—on the road God called you to travel. I don't want any of you sitting around on your hands. I don't want anyone strolling off, down some path that goes nowhere. And mark that you do this with humility and discipline—not in fits and starts, but steadily, pouring yourselves out for each other in acts of love, alert at noticing differences and quick at mending fences.

4-6 You were all called to travel the same road and in the same direction, so stay together, both outwardly and inwardly. You have one Master, one faith, one baptism, one God and Father of all, who rules over all, works through all, and is present in all. Everything you are and think and do is permeated with Oneness.
As United Methodist we are called to make disciples of Jesus Christ for the transformation of the world.

We seek to fulfill this mission by living the Gospel of Jesus Christ and being God’s love with our neighbors in all places.

A key for a vital, effective congregation is embracing the core process for carrying out our mission of making disciples of Jesus Christ for the transformation of the world. The core process is stated in ¶132 of The Book of Discipline:

- proclaim the gospel, seek, welcome and gather persons into the body of Christ;
- lead persons to commit their lives to God through baptism by water and the spirit and profession of faith in Jesus Christ;
- nurture persons in Christian living through worship, the sacraments, spiritual disciplines, and other means of grace, such as Wesley’s Christian conferencing;
- send persons into the world to live lovingly and justly as servants of Christ by healing the sick, feeding the hungry, caring for the stranger, freeing the oppressed, being and becoming a compassionate, caring presence, and working to develop social structures that are consistent with the gospel; and
- continue the mission of seeking, welcoming and gathering persons into the community of the body of Christ.

¶ 258.2. There shall be elected annually by the charge conference in each local church a committee on pastor-parish relations or staff-parish relations who are professing members of the local church or charge or associate members (¶ 227)... People serving on this committee must be engaged in and attentive to their Christian spiritual development so as to give proper leadership in the responsibilities with which the committee is entrusted.
Must be engaged in & attentive to their Christian spiritual development.

What does this mean?

Wesley's Means of Grace

"John Wesley instituted five means of grace. Meaning these are spiritual practices that were instituted in the New Testament and are binding for all time and in all places." Five Means of Grace - Experience God's Love the Wesleyan Way, by Elaine A. Heath
Wesley's Means of Grace

1. Prayer
"God will do nothing but in answer to prayer." John Wesley

1 Thessalonians 5:16-18 Rejoice always, pray continually, give thanks in all circumstances; for this is God's will for you in Christ Jesus.

Do you pray daily?
Do you pray together as a church (in addition to worship)

Wesley's Means of Grace

2. Searching the Scriptures

"The goal in searching the Scriptures is to increasingly bear the love and grace of God to our neighbors because God's word has become alive in us." Elaine A. Heath

Do you read your Bible daily?
Are you in a group for studying the Bible?

Wesley's Means of Grace

3. The Lord's Supper
The Eucharist

The Great Thanksgiving
Holy Communion

Wesley himself communed several times a week. He believed that it was commanded by Christ, and that the benefits (forgiveness, grace, assurance) of receiving communion should motivate one to commune constantly. (Allan Bevere)

Read Wesley's sermon titled, "The Duty of Constant Communion,"
Wesley's Means of Grace

4. Fasting
In a general sense, fasting can mean a number of things: abstaining from food and drink, abstaining from food only, or abstaining from certain foods for a limited period of time. In the Christian sense, fasting is abstaining from food as a spiritual discipline. (Methodist prayer.org)

Wesley usually began a Friday fast at sundown on Thursday. This was in continuity with Jewish and early Christian tradition, which both marked the beginning of the day at sundown, not midnight. Wesley typically ended his fast at 3:00 p.m. on Friday. (Methodist prayer.org)

Wesley's Means of Grace

5. Christian Conferencing

John Wesley's Holy Club Questions (Handout)

Matthew 18:20 (NIV)
For where two or three gather in my name, there am I with them.

Small Groups
a) 5/PPRC The committee shall be composed of not fewer than five nor more than nine persons representative of the total charge. One of the members shall be a young adult and one member may be a youth. In addition, the lay leader and a lay member of the annual conference shall be members. No staff member or immediate family member of a pastor or staff member may serve on the committee. Only one person from an immediate family residing in the same household shall serve on the committee.

The committee shall meet at least quarterly. (We recommend 6 times per year to fulfill the L3 Model). It shall meet additionally at the request of the bishop, the district superintendent, the pastor, any other person accountable to the committee, or the chairperson of the committee. The committee shall meet only with the knowledge of the pastor and/or the district superintendent. The pastor shall be present at each meeting of the committee on pastor-parish relations or staff-parish relations except where he or she voluntarily excuses himself or herself.

The committee may meet with the district superintendent without the pastor or appointed staff under consideration being present. However, the pastor or appointed staff under consideration shall be notified prior to such meeting with the district superintendent and be brought into consultation immediately thereafter. The committee shall meet in closed session, and information shared in the committee shall be confidential.
Duties of the SPPRC Members

United Methodist congregations give the staff/pastor-parish relations committee the responsibility for administering the relationship between staff, congregation, and the district superintendent so that the mission of the church moves forward. This summary of specific tasks for the S/PPRC is listed in §258.2g in The Book of Discipline (with added suggestions from the Task Force on Clergy Health and the General Commission on the Status and Role of Women):

- encourage, strengthen, nurture, support, and respect the pastor and staff and their families, including advocating for a healthy work/life balance; (This is your primary purpose)
- promote unity in the churches;
- confer with the staff on the effectiveness of ministry and impediments to effectiveness, including conflict of interest and sexual misconduct;
- confer with the staff about the effective use of their gifts, skills, time, and priorities;

- conduct annual staff evaluations;
- teach the congregation about itineracy, steps into ordained ministry, the value of diversity in staffing, and the ministerial education fund;
- write job descriptions for staff;
- confer with staff about continuing education and spiritual formation;
- confer with the district superintendent about the clergy leadership for the congregation.
- recommend staff positions to the church council;
- create written personnel policies and sexual misconduct policies for the congregation;
- consult on matters of staff support, including housing, vacation, insurance, pension, and other matters outlined in the Discipline.

Sample Calendar

<table>
<thead>
<tr>
<th>Jan – Mar</th>
<th>Apr – Jun</th>
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<tbody>
<tr>
<td>Set expectations</td>
<td>Discipleship strategies</td>
</tr>
<tr>
<td>Set calendar</td>
<td>Clergy / staff health</td>
</tr>
<tr>
<td>Lead training on volunteer / staff</td>
<td>Legal review, housing, policy</td>
</tr>
<tr>
<td>communication practices</td>
<td>Manage leadership transitions</td>
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<tr>
<td>Review confidentiality and who can serve</td>
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<table>
<thead>
<tr>
<th>July-Sept.</th>
<th>Oct – Dec</th>
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</thead>
<tbody>
<tr>
<td>Job descriptions</td>
<td>Clergy / Staff Assessment and annual evaluations</td>
</tr>
<tr>
<td>Salary and benefit issues</td>
<td>Charge conference – including review of ministry candidates as per Para. 247.8 and 310.1e Review 2017-2020 Guidelines</td>
</tr>
<tr>
<td>Continue policy reviews</td>
<td>for all staff</td>
</tr>
<tr>
<td>Establish Clergy/SPPRC Covenant</td>
<td></td>
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</tbody>
</table>
Effective SPRCs (Lewis Center for Church Leadership)

- Meet regularly and often
- Prepare for meetings:
  - Have and agenda
  - Stay focused on agenda and identify topics for future meeting
  - Allow adequate time
- Establish Partnership with pastor
  - Keep pastor informed
  - Take pastor into confidence
  - Maintain "we are in this together" attitude
  - Provide support and understanding

Ineffective SPRCs (Lewis Center for Church Leadership)

- Conduct annual evaluations only
- Withhold regular feedback
- Allow issues to build too long
- Related to salary and appointment decisions more than to growth
- Allow too little time and care
  - Insufficient time to do task well
  - Insufficient care in getting input and preparing for evaluation
- Behave unfairly
  - Bringing unexamined complaints
  - Bringing anonymous complaints
  - Giving all sources equal credibility
  - Not putting issues in perspective

What specific ways has your S/PPRC nurtured, encouraged, supported and respected your pastor this past year?

What surprises you about the duties of the S/PPRC?

What things have you done well?

What can you improve upon?
Appointment Process

- Church Profile is shared with the Cabinet and the best possible pastoral "match" is prayerfully discerned. The Bishop has final say in appointment making.
- The UMC does not participate in "isms" (Age-ism, Race-ism, Sex-ism, etc.)
- When the new pastor is introduced, it is not an interview, but an introduction.

- D.S. will not deal with unsigned letters or e-mails
- D.S. will refer parishioner calls to the SPRC Chairperson
- D.S. ignores petitions
- D.S. works through the SPRC Chairperson and the entire committee—not other church members
- D.S. will inform pastor of conversations
• Loving

• Learning

• Leading: How will you use what you have learned today in your leadership role within the S/PPRC?
Checklist for the Year 2021
for
Board of Ordained Ministry Candidates

for Commissioning (1A), Ordination (1B), Associate Membership,
Transfer between Orders, or from another Denomination (1C)

(You are responsible for making sure that all these items are requested and submitted, even when other persons are involved. Details of requirements are found on the website www.unyumc.org.

(1) For All Candidates:

  — Background check, dated no earlier than October 15, 2015 (5 years old)
  — Psychological Assessment report dated no earlier than October 15, 2015 (5 years old).
  — Medical Report (Form 103) submitted, dated no earlier than October 15, 2018
    (2 years old).
  — District Superintendent’s letter requested.
  — District Superintendent’s letter uploaded to UMCares Plus
  — Up-to-date Autobiographical Narrative Statement (in addition to Form 102)
    uploaded to UMCares Plus
  — Official Transcripts requested from all educational institutions and programs
  — Official Transcripts submitted to Registrar
  — Application Form 105 completed and uploaded to UMCares Plus
  — Disclosure Form 114 completed and uploaded to UMCares Plus
  — Biographical Info Form 102 completed and uploaded to UMCares Plus
  — Theological Reference Form 109 completed and uploaded to UMCares Plus

(In addition) (1A) For Candidates for Commissioning as Deacon or Elder

  — DCOM recommendation By October 15.
  — Completion of Educational Requirements (2016 Discipline para. 324) verified by UNY Board of Ordained Ministry through the Registrar and notification given to candidate
  — 6-session Bible Study prepared and uploaded to UMCares Plus
  — Written questions uploaded to UMCares Plus
  — Sermon (Oral Proclamation) presented and video-recorded
  — Sermon (Oral Proclamation) manuscript or transcript uploaded to UMCares Plus
  — Sermon (Oral Proclamation) video uploaded to UMCares Plus
  — Worship bulletin from proclamation service uploaded to UMCares Plus
  — District Committee on Ordained Ministry (DCOM) report submitted

[Type text]                                     [Type text]                        Revised October 2020
A Guide for Congregations Considering Part Time Ministry

Practically, it is difficult to measure the amount of time a pastor "works." Like many professionals, pastors "are" pastors, rather than "do" pastoring, and so they are functioning in a pastoral role rather than going to a place of work and then leaving work (i.e., a pastor may have office hours, which is work time, and then be home and receive a call concerning Church business, or meet and spend time with a church member while shopping, etc. When a pastor is with Church folk in a social setting, he or she cannot stop being the pastor and just be another "chicken pie eater"). So, it is difficult to define precisely a pastor's work time.

Given this challenge each Church and pastor need to be guided by the tasks related to the ministries and needs of each particular parish, and the spiritual gifts and graces of the pastor. The following is an attempt to give some definition to the scope of the pastor's work, in particular to define the work of a part time pastor.

The average full time pastor works 5 or 6 days per week, with one or two days off per week. Each church is urged to respect the pastors time off. Based on a 6 day work week, the following is one way to think about how, on the average, a pastor would spend his or her time:

<table>
<thead>
<tr>
<th>Full-Time</th>
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<tbody>
<tr>
<td>Worship/sermon preparation</td>
</tr>
<tr>
<td>Sunday worship time (1 service)</td>
</tr>
<tr>
<td>Study, devotional time</td>
</tr>
<tr>
<td>Pastoral Care (including phone, shut-in, prospective members, etc.)</td>
</tr>
<tr>
<td>Administration (including meetings)</td>
</tr>
<tr>
<td>Leading/preparation for small group ministry (Bible study, etc.)</td>
</tr>
<tr>
<td>Program development</td>
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<tr>
<td>Other (wedding, funeral, special services, community ministry, etc.)</td>
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<tr>
<td>Total: 40-46 hours</td>
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<tr>
<th>¾ Time</th>
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<tbody>
<tr>
<td>Worship/sermon preparation</td>
</tr>
<tr>
<td>Sunday worship time (1 service)</td>
</tr>
<tr>
<td>Study, devotional time</td>
</tr>
<tr>
<td>Pastoral Care (including phone, shut-in, prospective members, etc.)</td>
</tr>
<tr>
<td>Administration (including meetings)</td>
</tr>
<tr>
<td>Leading/preparation for small groups and other ministry</td>
</tr>
<tr>
<td>Total: 30-35 hours</td>
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<table>
<thead>
<tr>
<th>½ Time</th>
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<tbody>
<tr>
<td>Model A:</td>
</tr>
<tr>
<td>Worship/sermon preparation</td>
</tr>
<tr>
<td>Sunday worship time (1 service)</td>
</tr>
<tr>
<td>Study, devotional time</td>
</tr>
<tr>
<td>Some Pastoral Care (including phone, shut-in, hospital, etc.)</td>
</tr>
<tr>
<td>Limited Leading/preparation for small groups and other ministry</td>
</tr>
<tr>
<td>Some Administration (including some meetings)</td>
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<tr>
<td>Total: 20-24 hours</td>
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<tr>
<th>½ Time</th>
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<tbody>
<tr>
<td>Model B:</td>
</tr>
<tr>
<td>Worship/sermon preparation for 2-3 Sundays monthly</td>
</tr>
<tr>
<td>Sunday worship time (1 service) 2-3 Sundays monthly</td>
</tr>
<tr>
<td>Study, devotional time</td>
</tr>
<tr>
<td>Some Pastoral Care (including phone, shut-in, hospital, etc.)</td>
</tr>
<tr>
<td>Greater Leading/preparation for small groups and other ministry</td>
</tr>
<tr>
<td>Some Administration (including some meetings)</td>
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<tr>
<td>Total: 20-24 hours</td>
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<table>
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<tr>
<th>¼ Time</th>
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<tbody>
<tr>
<td>Worship/sermon prep/ Sunday worship time</td>
</tr>
<tr>
<td>Emergency Pastoral Care</td>
</tr>
<tr>
<td>Connectional Administrative Requirements</td>
</tr>
<tr>
<td>Total: 10-12 hours</td>
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Clearly, preaching and leading Sunday worship take the same amount of time for a part time as for a full time pastor. In a part time appointment, church members assume leadership responsibility for many of the needs of the parish, including visitation, secretarial tasks, leading study groups, and at times worship leadership. There should be conversation with the pastor and Staff Parish Relations Committee regarding the priorities of the congregation and the pastor's gifts and responsibilities.

A part time pastor also needs vacation time. Full time pastors have a minimum of four weeks vacation. Part time pastors also need to have 4 weeks available for rest and renewal, apart from pastoral responsibilities. (One week off at part time means less time off as less time is worked each week.)

Part time pastoral responsibilities, as well as full time, should include some ministries beyond the local Church. These may include camp counseling, district and conference leadership, mission trips, continuing education, as well as required attendance at annual conference sessions. All of these are part of the pastors "work" for the Church, and are not considered time off. A more detailed listing of pastoral responsibilities for full-time clergy can be found in ¶340 of The Book of Discipline.
Upper New York Annual Conference
Our Clergy Covenant

We have a sacred calling as United Methodist clergy. Together we share in a covenant relationship in a community of clergy (active and retired Elders, Deacons, Associate Members, Provisional Members, Local Pastors). This covenant is to be marked by respect, honesty and integrity in all interactions with our colleagues.

As a covenant community we are to be held accountable to one another for our conduct. We constantly seek to move onward toward perfection in our conduct as clergy. In order to help us to that end, we seek the guidance and wisdom of the covenant community of clergy to hold us accountable to the highest ethical standards in all of our ministry settings.

When we fail to uphold one another to the highest ethical standards we damage the relationships among clergy. We lose trust in one another and we damage, sometimes irreparably, the trusting relationship with those we serve. As clergy, the greatest gift we are granted is the trust of those whom we serve. What follows below is a Covenant for all professionals in ministry. This covenant provides a common understanding and agreement of clergy conduct to which clergy hold one another accountable.

United Methodist clergy under appointment:

- Develop through continued education, maintenance of personal growth and competence for ministry.
- Maintain proper physical care and discipline.
- Keep time commitments faithfully and use time responsibly, acknowledging that ministry cannot fit into conventional time slots.
- Follow high moral standards in all forms of communication including social media and conduct, including:
  - keeping confidences
  - communicating honestly and appropriately.
- Are above reproach in all financial transactions. Remain sufficiently free from unnecessary financial debt, accepting financial responsibility as not to burden one’s congregation or the Annual Conference. Will not leave a community to accept a new appointment without arranging for payment of local financial obligations.
- Maintain a healthy emotional and social balance and boundaries between pastoral identity and self-identity; private and community life; self and other.
- Provide for the care of family and spouse and, as a parsonage family, addresses their needs and concerns through appropriate lines of communication.
- Will leave church and parsonage in good condition, accepting financial responsibilities for damage done to parsonage beyond normal wear and tear or age.
Each United Methodist clergy person, in performing professional responsibilities:

- Is spiritual leader to all members and constituents of the ministry setting.
- Is open to serve in the community of the charge recognizing that appointment is to the church and the community. Offers pastoral care to those in need in the community who are not under the care of another clergyperson.
- Represents the itinerant and connectional process honestly and justly, taking responsibility for personal decisions in appointment changes.
- Maintains confidentiality in all situations that require confidences be upheld including:
  - counseling and pastoral care situations,
  - personnel matters within the ministry setting
  - personnel and appointment matters in the Annual Conference
  - a clergyperson's responsibilities in the Annual Conference, such as Board of Ministry, budgeting processes, etc.
- As appropriate to one's Order, accepts appointment and is willing to be itinerant, faithfully performing duties.
- Does not accept employment beyond the full-time appointed charge, except with the consent of the cabinet and the local church staff-parish relations committee.
- In writing and preaching, gives appropriate credit for words or ideas drawn from another source.
- Maintains connectional responsibilities which include providing updated records for the next clergyperson and seeing that ministry shares are current.
- Prepares the ministry setting for change of clergy.
- Refrains from pastoral contact in previous appointments.
- Respects the ministry setting of another clergy. Provides service only at that clergy's invitation. All inquiries are referred to the resident clergy.
- Seeks to uphold, enhance and support the work of another professional in ministry and in no way undermines his or her efforts to serve.
- Acts with integrity in all matters in reference to one's predecessor and one's successor.
- Does not violate the sacred trust between clergy/parishioner or those in pastoral care by seeking sexual, social or business favors at any time.
- Refrains from all sexual involvement with those who have sought and/or received pastoral or spiritual counseling at any time and their family members.