

STAFF/PASTOR-PARISH RELATIONS COMMITTEE THE APPOINTMENT MAKING PROCESS

Baltimore-Washington Conference

ITINERANCY

- ◉ Missional system whereby the bishop appoints ordained elders, provisional elders, and associate members to fields of labor
- ◉ Goal is to grow disciples and congregations as well as to start new congregations
- ◉ System relies on strong lay leadership
- ◉ The bishop fixes appointments following a process of consultation

CONSULTATION AND APPOINTMENT MAKING

- Process whereby the bishop and/or district superintendent confer with the pastor and committee on pastor-parish relations
- The role of the committee is advisory

CONSULTATION PROCESS

- Church profile is completed/updated every year regardless of the expectation of new appointment
- Profile must include
 - General situation in which the congregation finds itself
 - Convictional stance of the congregation
 - Ministry of the congregation among its people for the sake of the community
 - Qualities and functions of pastoral ministry needed

CONSULTATION PROCESS

- Pastor profile is completed/updated annually
- Profile must include
 - Spiritual and personal sensibility
 - Academic and career background
 - Skills and abilities
 - Community context
 - Family situation

CONSULTATION PROCESS

- Community profile may be completed/updated annually by the district superintendent
- Profile may include
 - General demographic data and trends
 - Economic trends
 - Projected community changes
 - Other sociological, economic, political, historic, and ecumenical aspects of the community surrounding the church

PROCESS OF APPOINTMENT MAKING

- ◉ A change in appointment may be initiated by the pastor, committee on pastor-parish relations, district superintendent, or bishop
- ◉ Bishop and cabinet shall consider all requests for change of appointment in light of the profiles, evidence of gifts and grace, professional experience, and family needs of the pastor
- ◉ A request for a change does not necessitate a change

PROCESS OF APPOINTMENT MAKING

- The following shall be considered
 - Performance evaluations
 - Needs of the appointment under consideration
 - Mission of the Church
- The priority of needs
 - The mission of the BWCUMC
 - The specific missional needs of the specific church and its community
 - The needs of the clergy person (including family situation)

PROCESS OF APPOINTMENT MAKING

- ◉ The DS shall confer with the committee on pastor-parish relations about pastoral leadership
- ◉ The process begins with the consideration of natural openings - retirements, appointments to extension ministry, etc.
- ◉ The cabinet considers names for an open appointment
- ◉ The bishop discerns one name

PROCESS OF APPOINTMENT MAKING

- The ending DS confers with the pastor about a specific possible appointment
- The new DS sets up an introductory meeting with the new committee on pastor-parish relations
 - A memorandum of understanding is completed and signed
 - Transition packet is presented to chair

PROCESS OF APPOINTMENT MAKING

- The ending DS sets up a meeting is the ending committee on pastor-parish relations
 - The church profile is reviewed
- An announcement is made to the ending and new congregations the following Sunday



RESOURCES

- ◉ *The Book of Discipline of the United Methodist Church 2016*
- ◉ *Guidelines for Leading Your Congregation: 2012-2015*
- ◉ *Baltimore-Washington Conference Policies & Procedures Manual*
- ◉ www.bwcumc.org - Resources - Church Leadership - SPRC Resources
- ◉ www.gcfa.org General Council on Finance & Administration of the UMC
 - Housing Allowances Q&As
 - Accountable Reimbursement Policies Q&As
 - Local Transportation Expenses Q&As
 - Sample Expense Voucher
- ◉ www.bls.gov Bureau of Labor Statistics
 - Consumer Price Index