

**PASTOR/STAFF PARISH RELATIONS COMMITTEE**  
*Charge Conference Report*

Charge \_\_\_\_\_ Church \_\_\_\_\_ Date \_\_\_\_\_

Chairperson \_\_\_\_\_ Address \_\_\_\_\_

1. How often does the Committee meet? \_\_\_\_\_ (*The 2008 Book of Discipline ¶258.2e* requires that the Committee meet at least quarterly). How many meetings have you had this last year? \_\_\_\_\_

2. When did you last meet?

3. Do you keep careful minutes? \_\_\_\_\_ Plan a meeting agenda? \_\_\_\_\_  
Outline the year's agenda? \_\_\_\_\_ Follow up on previous meetings? \_\_\_\_\_

4. Do you discuss the following?

- a. Church program \_\_\_\_\_
- b. Pastor's working conditions? \_\_\_\_\_
- c. Ways to assist the pastor in her/his ministry \_\_\_\_\_
- d. Staff relations? \_\_\_\_\_
- e. Review/revise job descriptions for lay staff? \_\_\_\_\_
- f. Personnel policies for lay staff? \_\_\_\_\_
- g. Pastor's and lay employee's salaries and expenses? \_\_\_\_\_
- h. Pastor's day off and vacation times \_\_\_\_\_

5. In what ways have you helped your Pastor identify continuing education needs and plan accordingly in the coming year?

6. In discussing salary and expenses for the pastor(s) and lay employees, do you use (*check all that apply*):

- Cost of living
- Performance
- Other \_\_\_\_\_
- Conference guidelines (minimum compensation and increments of service, see *Journal*)

7. Recommendation for the pastor's salary should be made to the Church Council for its recommendation to the Charge/Church Conference. [¶ 258.2g(16) 2008 BOD] Has your committee consulted with the Finance Committee prior to that recommendation? \_\_\_\_\_

8. How has the Committee conducted its annual evaluation of the pastor(s) in accordance with ¶¶ 258.25(5) of the 2008 Book of Discipline.

9. Has the annual review of the parsonage been made? (¶2532.4 of the 2008 BOD) \_\_\_\_\_. When was your last review conducted? \_\_\_\_\_. What recent improvements or repairs have been

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made? What improvements are projected for the future? What is the timeline for them?

10. List below the name(s) and job title(s) of all lay church employees

Indicate what coverages you provide your lay employees:

- Social Security
- Unemployment and Workers Compensation
- On the job disability
- Health insurance
- Pension

12. Who are:

a. Recommended as Candidates for Ordained Ministry (§311.2)? Please include address and telephone number.

b. Recommended for continuation as Candidates for Ordained Ministry (§312)? Please include address and telephone number.

c. Recommended as local church Lay Speakers? (§267.1a) Please include address and telephone number.

d. Recommended as certified (District) Lay Speakers? (§258.3c) Please include address and telephone number.

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