

JOB DESCRIPTION FOR THE  
**STAFF PARISH RELATIONS COMMITTEE**  
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**The Primary Task of the Staff Parish Relations Committee**

To support your pastor and other staff of First United Methodist Church of Valley Center so that these people can work effectively in managing the ministry of the congregation for witness and service.

**Responsibilities of the Committee**

1. To attend meetings and participate in the discussion and the decision process.
2. To seek to understand feelings and desires within the congregation about the pastor's leadership and appointment.
3. To work with the district superintendent and/or the bishop in an advisory capacity in matters pertaining to clergy leadership.
4. To recommend staff positions needed and to develop and approve written job descriptions and titles for associate pastors (if applicable) and staff.
5. To discuss regularly with the pastor and staff the personnel conditions that affect the congregation's total ministry.
6. To counsel with the pastor and staff about priorities for the use of gifts, skills, and time.
7. To communicate openly with the pastor, staff, and congregation.
8. To make recommendations concerning compensation, travel, housing, and other financial matters to the finance committee and the church council.
9. To inspect the parsonage with the pastor and the trustees annually to ensure proper maintenance.
10. To identify continuing education needs and to support and encourage continuing education and spiritual renewal for the pastor and staff.
11. To educate the church community on the value of diversity of selection in clergy and lay staff.
12. To seek, interview and recommend to the charge conference lay preachers and qualified candidates for ordained ministry.

**Helpful Skills**

1. Must be able to hold information in confidence. This is essential.
2. Ability to listen to and communicate with people of all ages.
3. Ability to work with other volunteers and committees.
4. Good working relationship with the pastor.
5. Genuine interest in responding to the hopes and concerns of people in the congregation.