

Overview - Shared Team Ministry

Pastoral Reviews & Personnel Policies

PART I: Values to Guide Personnel Policies and Procedures

- A. The church commits to the following values with respect to pastoral reviews, personnel policies, and employment decisions: nurturing trusting relationships, encouraging Pastors to be self-reflective, to engage one another in a spirit of care, humility, and curiosity, and to listen for God's leading.

PART II: Pastors and the Personnel Committee

- A. The Pastors are accountable to the Personnel Committee.
- B. Each Pastor is given a job description that identifies the overarching vision of the congregation, the congregational vision for the Ministry position, the tasks of the position, and the skills expected of the person filling this position.
- C. The Personnel Committee is responsible for negotiating employment contracts, holidays, leaves of absence, salaries, etc. with Pastors. The Personnel Committee will call together focus groups, organize reviews, and manage employment decision procedures. The Personnel Committee is accountable to the Church Council.

PART III: Accountability and Communication

- A. The Pastoral Team meets at least once a month and can be led by any member of the Pastoral Team.
- B. The Pastors are accountable to the Personnel Committee, who will meet with them regularly offering support if/when they encounter challenges.
- C. The Personnel Committee supports the Pastors if they are encountering challenges in their roles.
- D. Where a member of the Pastoral Team is new to ministry, a Pastor with more experience will enter into a more intentional mentoring role with the new Pastor.

PART IV: Feedback from the Congregation

- A. The congregation gives feedback to the Personnel Committee and Pastoral Team via (1) focus groups, (2) yearly church health surveys, (3) direct dialogue with individual pastors, and (4) substantial reviews.
- B. If members of the congregation are uncomfortable having direct dialogue with a Pastor, they may contact the Personnel Committee for help in approaching the Pastor.

- C. In consultation with the Church Council Executive, the Personnel Committee will appoint a Review Committee to conduct substantial reviews every three years for all Pastors. The Review Committee will provide the congregation with a statement about the purpose, values, and process of the review. The reviews will comprise feedback from discussion groups and surveys. All congregational attendees are invited to participate in this process.
- D. As part of the survey, a poll will be taken regarding the ongoing fit of the Pastor and the congregation with one another. This poll is not a vote or referendum on a Pastor's tenure. The Review Committee will collate and summarize the results. Neither the Pastor nor the congregation will receive any raw data.
- E. If more than 15% of the congregation expresses significant concern, the Personnel Committee, the Church Council Executive and the Pastor will strategize how to proceed. This might lead to developing a plan to address the concerns of the congregation or bringing the Pastor's ministry at the church to a close.

PART V: Employment Decisions

- A. The Personnel Committee is responsible for following up on the outcomes of pastoral reviews, including holding intentional conversations about the ongoing fit of a Pastor with the congregation.
- B. The Personnel Committee makes recommendations to the Church Council regarding ongoing employment decisions for Pastors; the Church Council has final authority regarding ongoing employment of Pastors.

Part VI: Conflict on the Pastoral Team

- A. Pastors are encouraged to be self-reflective and talk directly with one another whenever conflict situations arise. Another member of the Pastoral Team may facilitate dialogue and/or mediate disputes among other Pastoral Team members.
- B. If the conflict situation is not resolved, the parties in dispute will talk with the Personnel Committee, who will contact the area conference. The Personnel Committee together with area conference will discern how best to proceed, possibly calling in an external conflict specialist.

Part VII: Matters of Ministerial Misconduct

- A. If a Pastor is accused of ministerial misconduct (See *A Shared Understanding of Ministerial Leadership*, page 55 ff) the Personnel Committee will refer the complaint to area conference and follow the process as outlined there.