

Blessings in your ministry of leadership of a local church and its people! This Annual Timeline was created to help SPR Committees and pastors plan monthly meetings. It is offered to you by the Bishop and Appointive Cabinet to equip you in your ministry of leadership. Every month in the recommended SPRC Annual Timeline has up to three categories:

- First are **suggested monthly meeting emphases**, offered to provide a framework for discussion. Included in several of the meeting emphases is a Suggested Mission Field Accountability Conversation. This agenda item offers the SPRC an opportunity to discuss a particular aspect of your congregation's engagement with your community mission field.
- Second, some months in the timeline include a section for **new appointments**. Experience has shown that congregational and pastoral intentionality in the welcoming and first several months makes a huge difference in the fruitfulness of a new pastor.
- Third, **reminders** are included so that the SPRC can stay on track to submit required forms. Conference forms are a primary tool for the appointive process. Your clarity, self-awareness, and feedback are vital to ensuring appropriate pastoral leadership for your community's mission field and congregation.

NOTE:

If COVID continues to be an issue in July, congregations receiving new pastors may need to adapt the usual systems designed to assist a new pastor in meeting members and community leaders, such as cottage meetings or town halls.

Visit <https://arumc.org/pastors-in-transition/> for a document titled *Critical Questions During a Transition*. This document has standard transition questions plus a whole page set aside for leadership questions during COVID. Your answers will shape your work and planning, especially during a pastoral transition.

July

- **Monthly SPRC Meeting Emphasis:**
 - Getting to know each other (New Appointments).
 - Suggested Mission Field Accountability Conversation: Discuss the pastor's and church's plans for guest follow-up and evangelism opportunities for the Back-To-School season.
- **New Appointment Recommendations:**
 - Hold a welcome celebration for the new pastor; Churches are encouraged to share a pastoral transition with wider community and local media as an evangelism opportunity.
 - Begin a process of intentional relationship building and orientation through Cottage Meetings or Listening Sessions with congregation members, adapted, as needed, for COVID precautions.
- **Reminders:**
 - New appointments take effect July 1 and incoming pastor compensation forms are due in advance

August

- **Monthly SPRC Meeting Emphasis:**
 - Provide immediate feedback with the pastor and discuss mutual expectations.
- **New Appointment Recommendations:**
 - Cottage Meetings or Listening Sessions continue.
 - Assist the new pastor with relationship-building with local community leaders and groups.

- **Reminders:**

- Clergy will have check-in conversations with DS in August and September.
- Pastoral Compensation Forms for 2022 will need to be approved by your SPRC and your Board in preparation for the Charge Conference. Changes in compensation due to Fall Charge Conference action take effect on July 1 (unless the congregation approves an earlier date for a compensation increase)

September

- **Monthly SPRC Meeting Emphasis:**

- Pastor and SPRC discuss what was learned at listening sessions/cottage gatherings (New Appointments)
- Suggested Mission Field Accountability Conversation: Discuss the pastor's next steps for leading the congregation in mission field engagement.
- Begin or revisit several important questions about your congregation: Who are we now? Who are our neighbors now? What is God calling us to do now to make new disciples of Jesus Christ?
- SPRC should plan on acknowledging the pastor for Pastor Appreciation Sunday.

- **New Appointment Recommendations:**

- SPRC and Clergy conversations with DS in September for those in new appointments.
- Continue assisting the new pastor with relationship-building with local community leaders and groups.

- **Reminders:**

- Collaborate with other leaders to assure that your entire Charge Conference packet is complete, voted on by your Board, and submitted to your district office by your district's due date.

October

- **Monthly SPRC Meeting Emphasis:**

- Approve any changes to the church's personnel/employee policies.
- Begin setting compensation plans for lay staff for the 2022 budget year.
- In new appointments, discuss the most contextually appropriate way to begin a collaborative process between the pastor and church council to set 12-month and 18-month goals for increasing vitality and engaging the mission field. In ongoing appointments, discuss the pastor's role as the church council reviews and modifies the church's ministry plans for the future. This process will continue throughout the year, as seen in the mission accountability conversations listed throughout this timeline.
- Suggested Mission Field Accountability Conversation: Discuss the pastor's and church's plans for community evangelism, guest engagement, and guest follow-up during Advent and Christmas.

November

- **Monthly SPRC Meeting Emphasis:**

- Complete SPRC & Pastor Assessment and Consultation Forms concerning 2023-2024 conference year pastoral appointment year.
- Suggested Mission Field Accountability Conversation: Use the Consultation form as an assessment tool.
- SPRC should plan on acknowledging the pastor during Christmas

- **Reminder:**

- SPRC and Pastor Consultation Forms are due December 5. They will be mailed to pastors and Staff/Pastor Parish Relations Committee (SPRC) Chairs on or before November 1.

December

- **Monthly SPRC Meeting Emphasis:**
 - Complete and return SPRC & Pastor Assessment and Consultation Forms concerning the 2023-2024 pastoral appointment year.
 - Plan orientation and onboarding of new SPRC members and celebrate the ministry of those rotating off the SPRC.
- **Reminder:**
 - SPRC & Pastor Assessment and Consultation Forms are due mid-December.

January

- **Monthly SPRC Meeting Emphasis:**
 - Discuss congregational and pastoral leadership goals for the new year.
 - Welcome and onboarding for new SPRC members.
 - Suggested Mission Field Accountability Conversation: Discuss the pastor's and church's plans for community evangelism, guest engagement, and guest follow-up during Lent and Easter.

February

- **Monthly SPRC Meeting Emphasis:**
 - Discussion of the year-end statistics submitted to the Annual Conference.
 - Suggested Mission Field Accountability Conversation: Discuss the pastor's progress in leading the congregation in the creation of an intentional discipleship system (or review of your current system).
 - Prepare process for lay staff evaluations.

March

- **Monthly SPRC Meeting Emphasis:**
 - Suggested Mission Field Accountability Conversation: Conversation about what we have learned about our Mission Field and our ministry in and with it.
 - Report and discuss lay staff evaluations.

April

- **Monthly SPRC Meeting Emphasis:**
 - Discuss the pastor's and church's progress on goals and expectations, using the pastoral appointment letter, previous SPRC assessment and consultation forms, and quarterly Vital Signs statistics as conversation tools. Discuss next steps for achieving goals.
- **New Appointment Recommendations:**
 - If your church will be experiencing a pastoral change in July, SPRC should begin the process of saying "goodbye" and "hello" well.
 - Transition resources are available at arumc.org.

May

- **Monthly SPRC Meeting Emphasis:**
 - Suggested Mission Field Accountability Conversations: Discuss the pastor's and church's plans for engaging guests during summer.
 - Continue discussion from the April meeting concerning goals, strategies, and continued feedback.

- **New Appointment Recommendations:**

- If your church will be experiencing a pastoral change in July, the SPRC should prepare and plan for a goodbye celebration for the current pastor and make arrangements (in consultation with the incoming pastor) for an intentional welcome and orientation of the new pastor with the church and community.
- Full-time pastors receiving a new appointment will attend the Pastors in Transition Workshop. SPRC chairs of churches receiving new appointments will attend a zoom conversation with Bishop Mueller.

- **Reminder:**

- Clergy receiving new appointments will need to submit complete and signed compensation forms to the District Office.

June

- **Monthly SPRC Meeting Emphasis:**

- Celebrate the pastoral leadership appointment or re-appointment.
- Study quarterly Vital Signs statistics and discuss goals.

- **Reminder:**

- Annual Conference meets.

July

- **Monthly SPRC Meeting Emphasis:**

- Getting to know each other (New Appointments).
- Suggested Mission Field Accountability Conversation: Discuss the pastor's and church's plans for guest follow-up and evangelism opportunities for the Back-To-School season.

- **Reminders:**

- New appointments take effect July 1 and incoming pastor compensation forms are due in advance.
- Changes in compensation due to Fall Charge Conference action take effect on July 1.