

*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 the 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.
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## 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.
- **Reminders:**
  - New appointments take effect July 1 and incoming pastor compensation forms are due mid-June to the district office.

## August

- **Monthly SPRC Meeting Emphasis:**
    - Provide immediate feedback with the pastor and discuss mutual expectations.
  - **New Appointment Recommendations:**
    - Cottage Meetings or Listening Sessions continue.
    - SPRC and Clergy conversations with DS in late-August for those in new appointments.
    - Assist the new pastor with relationship-building with local community leaders and groups.
    - Suggested Mission Field Accountability Conversation: Discuss the pastor's experience in relationship building, both within and outside the congregational membership.
  - **Reminders:**
    - Clergy will have check-in conversations with DS in August and September.
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- Pastoral Compensation Forms for the following July will need to be approved by your SPRC and your Board in preparation for the Charge Conference. The Arkansas Conference fiscal year is the appointment year (July 1-June 30). 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; please contact the district office for instructions on exceptions to the July 1 effective date.

**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.
- **New Appointment Recommendations:**
  - Continue assisting the new pastor with relationship-building with local community leaders and groups.
- **Reminders:**
  - Collaborate with other leaders to ensure 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 next budget year.
  - 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 the next pastoral appointment year (beginning July 1).
  - Suggested Mission Field Accountability Conversation: Use the Consultation form as an assessment tool.
- **Reminder:**
  - SPRC and Pastor Consultation Forms are due in early December. They will be mailed to pastors and Staff/Pastor Parish Relations Committee (SPR) Chairs on or before November 1.

**December**

- **Monthly SPRC Meeting Emphasis:**
  - Complete and return SPRC & Pastor Assessment and Consultation Forms concerning the next 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 early 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: Reflect on the Advent and Christmas season, and 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:**
  - Suggested Mission Field Accountability Conversation: Discussion of the year-end statistics submitted to the Annual Conference. What can be learned by looking at trends pre-Covid and in the last few years?
  - 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](https://arumc.org).

## May

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