

# Overview - Team Ministry with Lead Pastor

## *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 Lead Pastor leads/supervises the Associate Pastors; they are accountable to him/her for establishing work-related goals related to the overall health and vision of the congregation.
- 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 Lead Pastor holds Pastoral Team meetings at least once a month.
- B. Associate Pastors are accountable to the Lead Pastor, who will meet with them regularly to set goals and offer guidance and support if/when they encounter challenges.
- C. The Lead Pastor is accountable to the Personnel Committee, who will meet with him/her regularly to set direction and objectives and offer guidance and support if/when he/she encounters challenges.
- D. Where a member of the Pastoral Team is new to ministry, the Lead Pastor will enter into a more intentional mentoring role with this Associate Pastor.
- E. Members of the Personnel Committee will meet three times a year with each Pastor for relationship building, communication, and support.

## **PART IV: Feedback from the Congregation**

- A. The congregation gives feedback to the Personnel Committee and the Lead Pastor via (1) focus groups, (2) yearly church health surveys, (3) direct dialogue with individual Pastors, and (4) substantial reviews.
- B. The Personnel Committee will conduct substantial reviews every three years for all Pastors; the Personnel 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.
- C. 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 a referendum on a Pastor's tenure. The Personnel Committee will collate and summarize the results to be shared with the Pastor and congregation. Neither the Pastor nor the congregation will receive any raw data.
- D. If more than 15% of the congregation expresses significant concern, the Personnel Committee, the Church Council 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: Ongoing Employment Decisions**

- A. The Church Council will have the final authority regarding the ongoing employment of Pastors.
- B. Following the substantial reviews, the Personnel Committee is responsible for following up on the outcomes of the reviews with the Pastor and the congregation.

## **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. The Lead Pastor (or 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 the area conference will discern how best to proceed, possibly calling in an external conflict specialist.

## **Part VII: Matters of Ministerial Misconduct**

- A. Extreme cases of concern regarding ministerial misconduct do arise in congregations from time to time. Examples of ministerial misconduct may include one or more of the following: harassment, actively nurturing divisions in the congregation, sexual misconduct, fraud, misuse of alcohol or drugs, etc. (See *A Shared Understanding of Ministerial Leadership*, page 55 ff)
- B. In situations where a Pastor is accused of misconduct by a colleague, an individual in the congregation, or someone external to the congregation, the Personnel Committee will refer the matter to the area conference and follow the process as outlined there.