



*Responding to God's Grace in Christ,  
we welcome all people, prepare  
disciples, and live faithfully through  
worship, spiritual growth, and action.*

**ST. PAUL LUTHERAN CHURCH, WINTERSET, IOWA**  
**STAFF PARISH RELATIONS COMMITTEE (SPRC) CHARTER**

**AUTHORITY**

The Staff Parish Relations Committee (SPRC) is authorized by the Constitution of St. Paul Lutheran Church as a Congregation Committee (C13.04).

**PURPOSE**

The mission of the SPRC is to provide a layer of discernment regarding the health and well-being of the pastor-laity relationship through listening to the congregation, providing confidential informal counsel to the pastor and staff, and discerning the relationship between the pastor and staff and the congregation council.

**COMPOSITION**

A Staff Parish Relations Committee of four members shall be appointed jointly by the president and the pastor in January. Term of office shall be two years, with two members to be appointed each successive year. (C13.04)

The SPRC will identify a leader who shall be responsible for calling the meetings, developing an agenda in collaboration with the Pastor and/or staff, and communicating with the Congregation.

**MEETINGS**

The SPRC shall meet on a regular basis every four to eight weeks as determined by the Committee. Two-week notice of the meetings will be provided to the Congregation.

## **RESPONSIBILITIES**

The SPRC is responsible for

- providing a confidential “sounding board” for pastoral staff
- contributing to a culture of trust, cooperation and understanding
- observing and giving feedback to church staff regarding the perception of ministry to identify potential risks or conflicts and to prevent crises and misunderstandings
- offering the pastor and staff an opportunity to reflect on his/her ministry, the priorities, and to examine the effectiveness and value of each individual ministry focus
- ensuring that the pastor and staff are employing self-care behaviors such as days off, continuing education, spiritual direction and nurturing, clear boundaries and straight-forward communication with the congregation
- fostering open and timely communication between the congregation council and pastor/staff regarding vocational needs, e.g., job description, salary, benefits, vacation, and sabbatical
- encouraging direct feedback loops between parish and pastor/staff.
- ensuring that action steps are taken and follow-up is provided in a timely manner when a parishioner has offered feedback or raised questions about the pastor’s or staff’s ministry
- encouraging open and honest communication among staff without taking sides

## **CHARTER REVIEW**

This Charter shall be reviewed annually by the Congregation Council Governance subcommittee by October 1, and the Committee leader will provide feedback and suggested revisions to the Congregation Council for Council consideration. Authority for all charters resides with the Congregation Council.