

PPRC Chair and Committee Members

Job Description

Purpose

The Pastor-Parish Relations Committee (PPRC) cultivates healthy, trusting relationships among the congregation, clergy, and staff. The committee supports and encourages clergy and staff, provides honest and constructive accountability, and helps ensure that UPUMC's personnel practices serve the church's mission.

The PPRC Leadership Track—Learning, Leading, and Legacy—provides continuity and prepares members to lead the committee's work. Other PPRC members participate fully in the committee's discernment, relationships, and responsibilities without serving in the chair-development sequence.

Primary Responsibilities of All PPRC Members

PPRC members:

- Build trusting, supportive relationships with UPUMC's clergy and staff while maintaining appropriate confidentiality.
- Participate in conversations concerning staff well-being, performance, priorities, and personnel needs.
- Participate in clergy and staff evaluation processes, including annual reviews and required reports to the district superintendent.
- Review staff compensation recommendations and significant personnel decisions as appropriate.
- Help maintain fair, consistent, and legally responsible personnel policies and practices.
- Support healthy communication and relationships among clergy, staff, and the congregation.
- Consult with the district superintendent and bishop regarding clergy leadership when requested.
- Interview and recommend candidates for professional ministry to the Charge Conference.

Additional Responsibilities of the PPRC Chair

The PPRC Chair:

- Maintains regular communication with the senior pastor, including approximately one meeting each month.
- Plans and leads approximately six PPRC meetings each year.
- Coordinates annual clergy reviews and required conference submissions.
- Provides PPRC leadership during staff searches, significant performance concerns, and personnel transitions.

- Ensures that personnel policies are reviewed on an appropriate and regular schedule.
- Represents PPRC in Church Council meetings and decisions.

Time Commitment

The PPRC normally meets approximately six times each year. All members also participate in annual review work and occasional meetings related to clergy or staff matters. Additional time may be required during a staff search or significant personnel matter.

The PPRC Chair generally devotes six to seven hours per month to the role, including PPRC and Church Council meetings and regular conversations with clergy. The busiest period is typically during year-end clergy reviews and preparation of reports for the district superintendent.