Calendar Flow

First Quarter:
• Organize Committee (select a vice-chair, secretary)
• Train new S/PPRC members
• Discuss and complete Appointment “Preference Form” (with pastor present)
• Review job descriptions for other lay and clergy staff
• Look at S/PPRC Goals and meeting dates for year

Second Quarter:
• Annual Pastoral Evaluation
• Parsonage Review – not optional
  ➢ Trustees and/or Parsonage Committee
  ➢ Church’s property, pastor’s home
  ➢ Keep it up like your own home.

Third Quarter:
• Budget work:
  ➢ Salary
  ➢ Accountable reimbursement/travel
  ➢ Continuing education,
  ➢ Any other budget items that relate to paid staff
• Review action items from spring time evaluation of pastor and staff

Fourth Quarter:
• Look at Church Goals for coming year
  ➢ Impact on staff priorities, training, division of tasks
• Appointment Review Process for clergy
• Look at long range plan for pastor and staff continuing education
• S/PPRC evaluates its own work in past year
  ➢ How did we do?
  ➢ What did we neglect?
  ➢ Where did we shine?