

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?