

# SPRC: 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?