

Supporting Effective Ministry

Section III. Servant Ministry and Servant Leadership

¶133. *Mission as Active Expectancy*—The ministry of all Christians consists of service for the mission of God in the world. The mission of God is best expressed in the prayer that Jesus taught his first disciples: Thy kingdom come; thy will be done, on earth as in heaven. All Christians, therefore, are to live in active expectancy: faithful in service of God and their neighbor; faithful in waiting for the fulfillment of God’s universal love, justice, and peace on earth as in heaven.

Pending this time of fulfillment, the ministry of all Christians is shaped by the teachings of Jesus. The handing on of these teachings is entrusted to leaders who are gifted and called by God to appointed offices in the church: some apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ (Ephesians 4:11-12). For these persons to lead the church effectively, they must embody the teachings of Jesus in servant ministries and servant leadership. Through these ministries and leadership, congregations of the church are faithfully engaged in the forming of Christian disciples and vitally involved in the mission of God in the world.

¶134. *Calling and Gifts of Leadership*—The United Methodist Church has traditionally recognized these gifts and callings in the ordained offices of elder and deacon. The United Methodist tradition has recognized that laypersons as well as ordained persons are gifted and called by God to lead the Church. The servant leadership of these persons is essential to the mission and ministry of congregations. They help to form Christian disciples in covenant community within the local congregation through spiritual formation and guidance for Christian living in the world.¹

The Staff/Pastor-Parish Relations Committee in every local church has an important part to play in the effective ministry of the congregation. In a real sense you are partners with the ordained clergy and lay staff, if any, in seeking to provide an effective witness to the saving power of Jesus Christ to your congregation, your local community and beyond.

Professional ministry, whether undertaken by ordained clergy or by lay staff, can be a lonely existence at the same time that it can be a profoundly fulfilling profession. Staff members often carry with them the cares and concerns of those to and with whom they minister. Confidentiality requires them to keep these issues between themselves and God. It is important that the Staff/Pastor-Parish Relations Committee provide support to the staff who minister on the behalf of the congregation.

Support is demonstrated through concern about the working environment including proper equipment and tools for the job, adequate compensation, appropriate training and the

¹ 2012 Book of Discipline of The United Methodist Church, (Nashville: The United Methodist Publishing House), 2012, p. 136.

provision for time away for vacation, continuing education and spiritual renewal. In providing this supportive environment, there is also an expectation that effective ministry is happening. It is appropriate to expect staff members to perform their duties in an effective manner.

To support and encourage health in congregational life, we must place healthy clergy in their midst. Our task as congregations is to grow into healthy systems in which broken and dysfunctional people can find healing. Our effectiveness as congregations in dealing with the pain and brokenness in society is directly proportional to the congregation's health as a whole and the individual health of its clergy and laity.²

Clergy are in the health and wholeness business. The healthier they become on their journey toward wholeness, the more effective they become in their ministry to others. Although clergy focus primarily on spiritual health—reconciling persons to God and to each other—they are also concerned with physical, emotional and intellectual health as well because each affects the other. While optimal health is different for each individual, the healthier the clergy, the more effective he or she will be in their ministry to others. Ways that this happens include time away for rest and relaxation as well as for education and spiritual growth. It is important for pastors to take time for continuing education each year. The demands of spiritual leadership also require specific time for spiritual growth and enrichment in addition to continuing education. Encourage your pastor to take his/her vacation and to take days off each week. Both of these are needed if clergy are to remain fresh and ready for the work of ordained ministry. If your pastor has been with you for more than six years, encourage them to take a renewal leave. This is a longer time than vacation. It is meant to be a time for deeper recharging of one's physical, emotional and spiritual batteries. The Board of Ordained Ministry provides funds for pulpit supply when someone takes a renewal leave. This is usually from six to twelve weeks in length.

Parish ministry requires responsible service and responsible leadership, and service and leadership require both romantic and realistic qualities. To serve a congregation, a pastor needs to see the possibilities in people, a romantic quality, but also see the people as they are, a realistic one. To lead requires courage, a romantic quality, and practical knowledge, a realistic one.³

Your participation in the appointment process (see section 3), your ability to provide effective feedback (see section 4) and your skill in conflict resolution (see section 5) will be very helpful in providing effective leadership for your congregation.

It is also important to let your pastor know that he/she is appreciated. Hopefully, you will find a variety of ways of doing this throughout the year. One way that is encouraged by the Board of Ordained Ministry is to recognize the anniversary of one's ordination as well as

²Roy M. Oswald, Clergy Self-Care, (Bethesda: Alban Institute, 1991), p. xi.

³Kenneth Alan Moe, The Pastor's Survival Manual, (Bethesda: Alban Institute, 1995), pp. 92-93.

the observance of Pastoral Appreciation during the month of October.

United Methodist Clergy Support Systems

<p>Denominational Systems</p> <p>Bishop and Superintendents</p> <p>Board of Ordained Ministry</p> <p>District Committee on Ordained Ministry</p> <p>Ministerial Education Fund</p> <p>Pension and Benefits</p> <p>Constitution and <i>Book of Discipline</i></p> <p>Pastor/Staff-Parish Relations Committee</p> <p>Lay Leaders</p> <p>Candidacy Mentor</p> <p>Clergy Mentor</p> <p>Conference-initiated Programs</p>	<p>Characteristics of Healthy Denominational Systems</p> <ol style="list-style-type: none"> 1. Communication is two-way 2. Operating principles are publicly defined. 3. Accountability systems and feedback procedures are established and routinely used. 4. The systems and procedures are regularly reviewed and revised.
<p>Personal Systems</p> <p>Spiritual Disciplines</p> <p>Family and Friends</p> <p>Continuing Education Programs</p> <p>Peer Groups</p> <p>Counselors and Consultants</p> <p>Self-chosen Supervision for Personal/Professional Growth</p>	<p>Characteristics of Healthy Personal Systems</p> <ol style="list-style-type: none"> 1. Roles and responsibility are affirmed. 2. Personal and vocational identity is clear. 3. Feedback systems are maintained and enhanced. 4. Personal/professional growth is celebrated.

Church Conference Forms Information

from the MN Annual Conference Website

<https://minnesotaumc.org/resources/church-conference-forms/>

District superintendents will provide churches specific instructions for charge/church conference schedules and preparations. Required forms and reports are grouped as separate packets. All forms should be completed and returned to the district office by Feb. 1, 2012, unless otherwise noted. Please note that some reports require church/charge conference action.

Staff-Parish Relations Committee Forms

Staff-Parish Relations Committees will need to download and complete these forms. The Packet contains all the forms in one Word document. An Excel document of Forms 5, 6, and 7 is also available. *These all require church/charge conference action.*

- Form 3, Report of Recommendation for Candidacy for Ordained Ministry
- Forms 5, 6, and 7, Pastoral Compensation (DUE DEC. 1, 2011): A NEW Excel version of these forms is also available. The Excel Form automatically provides sum totals and includes automated calculations for many line items (parsonage penalty adjustment, pension amounts, health premium, multi-church breakdown).
- Form 8a or b—Housing Allowance Resolutions (Retain in local church records)
- Pastor's Compensation Resource from Equitable Compensation Action Team (reference only)

[Download the Staff-Parish Relations Committee Forms Packet](#)

Administration and Finance Forms

All these must be completed and retained in church records.

- Form 9, Annual Parsonage Evaluation
- Form 10, Report of Trustees
- Form 11, Report of the Finance Committee
- Form 12, Fund Balance and Certification of Annual Audit
- Form 13, Checklist for Protection of Church Finances

[Download Administration and Finance Forms](#)

Membership and Clergy Reports

- Form 1, Local Church Leadership List
- Form 2, Report of Lay Speaker. *Requires church/charge conference action.*
- Form 4, Inactive/Unresponsive Membership Report. *Requires church/charge conference action.*
- Annual Report of a Deacon. *Please provide to your deacons in primary and secondary appointment.*
- Cultivating Clergy Excellence Plan: Elders and local pastors appointed to a local church are expected to complete or update this plan.
- Elders not appointed to a local church (extension, retired) may write a statement of their ministry activity in a format of their choosing.

[Download Membership and Clergy Reports](#)

Other forms to be completed

These forms should be completed but are not provided in the church conference forms packets.

- Vital Congregations Statistics. [Vital Congregations](#)
- Year-End Tables 1, 2 and 3. (These are completed on line. Churches will receive a notice when these are available. Due February 1.)

Taxation

Note: *This Tax Packet contains general information on tax issues of interest to United Methodist clergy, local churches, annual conferences, and others. While we have made every effort to ensure the information in this Tax Packet is current and accurate, it is not intended to serve as legal advice. Readers should seek assistance from a tax professional for questions regarding their specific circumstances. For any changes, please refer to the online version available at www.gcfa.org/tax-packet.*

Resources in Tax Packet:

Overview

LS_CTP_Overview.pdf

What's New

Recent Changes to the Tax Limits for 2013.pdf

New Tax Limits for 2013.pdf

HIRE_Act_summary.pdf

Tax Information for Clergy Housing

HousingAllowanceQ&As.pdf

ClergyHousingAllowanceClarificationActof2002.pdf

IRS Audit Guidelines

Minister Audit Technique Guide.pdf

Tax Status of Deacons

Memorandum_Tax_StatusofDeacons.pdf

TaxStatusofDeaconsQ&As.pdf

IRSPrivateLetterRulingDeacons_.pdf

MemorandumTaxStatusofProbationaryDeacons.pdf

Business Expenses and Reimbursement Accountable Reimbursement Policies

AccountableReimbursementPoliciesQ_and_A.pdf

AccountableReimbursementPolicy-ShortForm.pdf

AccountableReimbursementPolicy-LongForm.pdf

Sample_Expense_Voucher.pdf

Local Transportation Expenses

LocalGransportationExpensesQ_and_As.pdf

Moving Expenses

Memorandum-MovingExpenses.pdf

Spousal Travel Expenses

Memorandum-SpousalTravelExpenses.pdf

Pastor's Discretionary Fund

Pastors_Discretionary_Funds.pdf

Tax Information for Local Churches—Tax Reporting and Filing Requirements

Local_Church_Tax_Reporting_Requirements.pdf

Form 941

- Form 941 Filing Requirements.pdf

- Letter to GCFA from IRS Rd Form 941 6-1-11.pdf

Form W-2

- Example_of_Form_W-2_for_Clergy.pdf

Form W-3

- FormW-3ReportingRequirements.pdf

Unrelated Business Income (UBIT)

- UnrelatedBusinessincome.pdf

Tax Exempt Status of Churches

- GroupRulingsandCharitableContributions.pdf

- Group Ruling Request Form (Group I) 12-9-10.pdf

Charitable Contributions

- Benevolence_Fund_Policy.pdf

Employee or Independent Contractor

- Employee_or_Independent_Contractor.pdf

Additional Resources

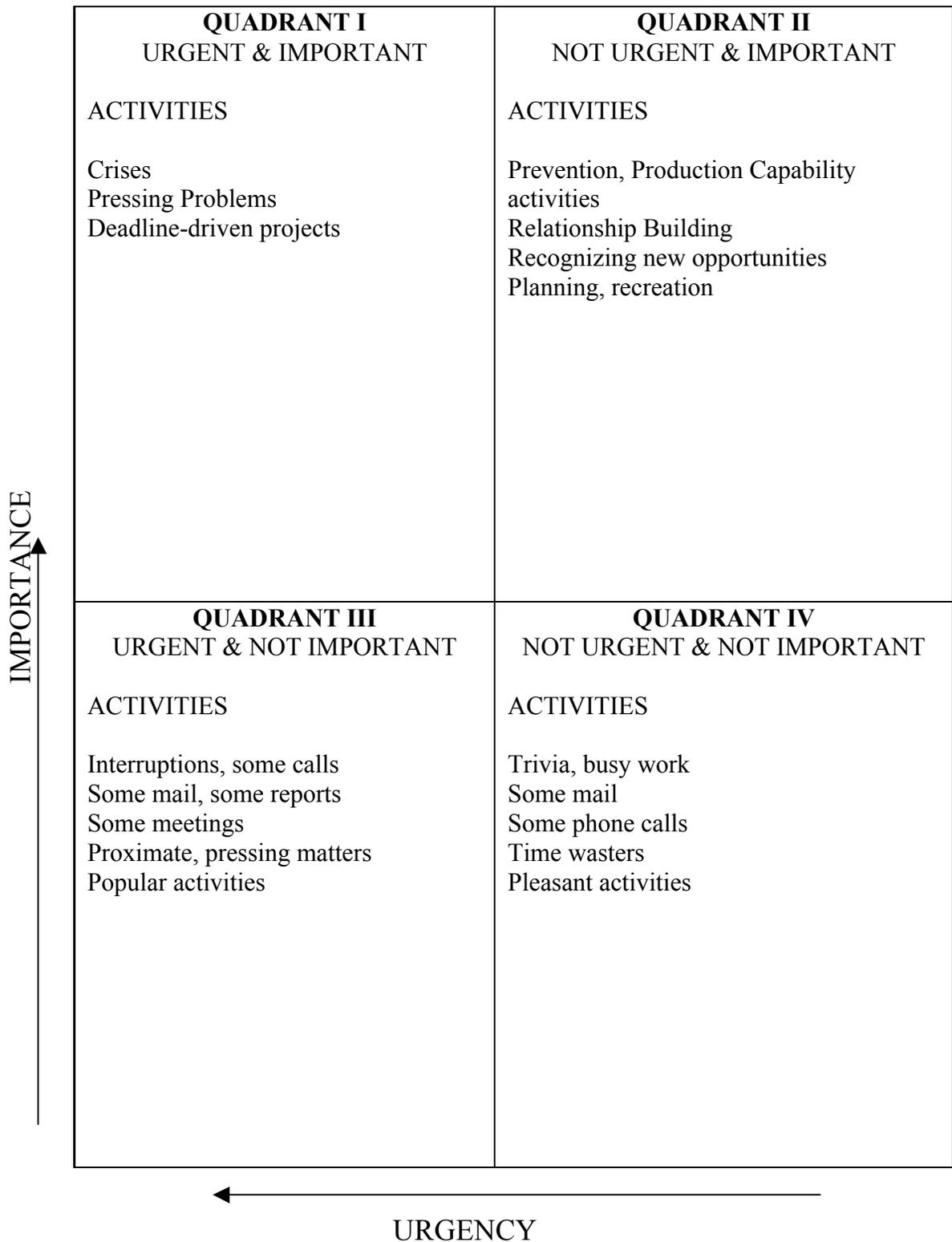
- IRSPublicatinsandMaterials.pdf

- ObtainingIRSForms&Publications.pdf

- OtherResources.pdf

The Time Management Matrix

by Stephen R. Covey



Board of Ordained Ministry

MINNESOTA ANNUAL CONFERENCE

TO: Staff Parish Relations Committee

The Minnesota Annual Conference Board of Ordained Ministry gives thanks for the valuable work you do in your Staff Parish Relations Committee. The positive support and guidance given to your pastor(s) and congregation on clergy matters helps your parish to have a fulfilling and effective ministry.

Among the roles of the Staff Parish Relations Committee is to encourage and recommend persons from your congregation to be potential candidates for ordained ministry. The Board of Ordained Ministry has several resources that would be helpful to persons of all ages who are considering ordained ministry. Resources are available regarding the Order of Deacon, the Order of Elder, and Local Pastor.

For free copies of the following resources, please contact:

Rev. Cindy Gregorson
122 W. Franklin Ave., #400
Minneapolis, MN 55404

Phone: (612) 230-6143
Email: Cindy.Gregorson@minnesotaumc.org

Indicate number of resources you would like to receive.

_____ *ORDAINED MINISTRY IN THE UNITED METHODIST CHURCH* – A booklet and DVD resource that presents real life vignettes of elders, deacons, chaplains, and pastoral counselors called into ordained ministry in The United Methodist Church.

_____ *THE CHRISTIAN AS MINISTER: An Exploration into the Meaning of God's Call*. The first step into ordained ministry is The Inquiring Candidate. As part of this step candidates read the book *THE CHRISTIAN AS MINISTER*.

In addition to the above two resources, the Division of Ordained ministry, General Board of Higher Education and Ministry of The United Methodist Church have recently produced the following 8 ½ x 11 color flyers:

_____ *STEPS INTO LICENSED AND ORDAINED MINISTRY: Deacon, Elder, and Licensed Local Pastor* – Step by step procedure in the candidacy process for ordained ministry beginning with The Inquiring Candidate to Full Membership and Ordination as a Deacon or an Elder or License as a Local Pastor.

_____ *THE MINISTRY OF DEACONS* – Those who respond to God’s call to lead in service and to equip others for this ministry through teaching, proclamation, and worship and who assist elders in the administration of the sacraments are ordained deacon. –¶303.2, Book of Discipline.

_____ *THE MINISTRY OF ELDERS* –Those whose leadership in service includes preaching and teaching the Word of God, administration of the sacraments, ordering the Church for its mission and service, and administration of the Discipline of the Church are ordained as elders. ¶303.2 Book of Discipline.

_____ *THE MINISTRY OF LOCAL PASTORS*–Full-time and part-time licensed local pastors under appointment are clergy members of the annual conference in which they are appointed. Those who are licensed for pastoral ministry and appointed to the local church shall preach, conduct divine worship and perform the duties of a pastor. ¶¶602, 325, Book of Discipline.

_____ *THE MINISTRY OF CHAPLAINS & PASTORAL COUNSELORS* – One of the ways ordained clergy serve God through the church is through ministries of “witness and service which extend Christ’s love and justice.” (¶343.1) Clergy in ministries of pastoral care in specialized settings as chaplains and pastoral counselors may be endorsed by the United Methodist Endorsing Agency. - ¶1421.5 Book of Discipline

Shipping information:

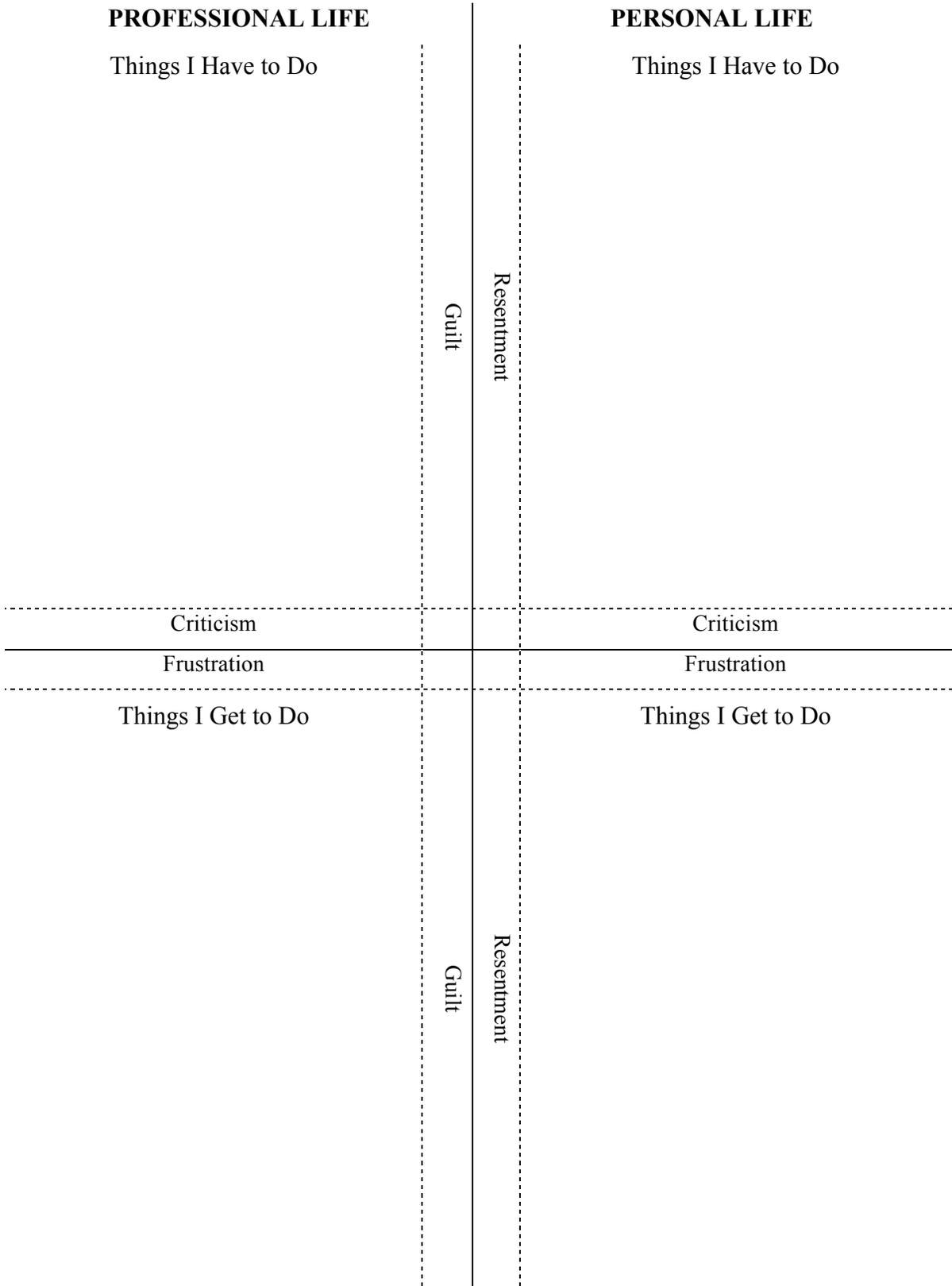
Name: _____

Address: _____

Phone: _____

Church: _____

Name and address of potential candidates:



Resources

Minnesota Annual Conference of the United Methodist Church Website:

<https://minnesotaumc.org/>

The United Methodist Information Service: www.infoserv.umc.org

Email your questions to infoserv@umcom.org. You can also “chat” live online.

InfoServ

United Methodist Information Service

PO Box 320

Nashville, TN 37202-0320

Fax: (615) 742-5423

Email: infoserv@umcom.org

Legal Manual, General Council on Finance and Administration, the United Methodist Church. In June 2010, the entire legal manual was updated and includes the 2008 Discipline references. As future changes are made to the manual, they will be available on the website at www.gcfa.org. For current guidance on taxation issues consult the tax packet portion of the website.

General Council on Finance and Administration (GCFA) Website: www.gcfa.org

Site contains numerous resources for local church financial and risk management, i.e., the Tax Update with instructions for clergy W-2 and accountable reimbursement plans, Local Church Audit Guide, and many more.

Church and Clergy Tax Guide, Richard R. Hammar, 2011 edition is available for purchase at www.churchlawandtax.com.

Internal Revenue Service Website: www.irs.gov

Download tax forms, publications, and instructions at this website.

IRS Individual helpline: 1.800.829.1040

Exempt organizations: 1. 800.829.5500

Request EIN: 1.800.829.4933

Search for refund: 1.800.829.4477 (Wait for at least 4 weeks before calling.)

Social Security Administration Website: www.ssa.gov

Toll free: 1-800-772-1213.