

## **PASTORAL RELATIONS COMMITTEE – TERMS OF REFERENCE**

### **Introduction**

The Pastoral Relations Committee (PRC) is established by, and derives its authority from, the IPC Constitution. The PRC membership is designated by the Church Council following a Congregational Election of officers or representatives. The Constitution states that the Pastor will be supported by the PRC, whose role is, *“to assure an alignment of the respective interests of the Church and the Pastor with respect to the pastorate. The Pastor and the congregation, acting through the Pastoral Relations Committee, will work together for their mutual benefit, for the development of Church leaders and in the service of God.”*

### **Mission**

The mission of the PRC is to serve as IPC’s recognized link between the Pastor, the Congregation and the Church Council to facilitate open and constructive dialogue that results in clear direction and harmonious Pastoral relations. The PRC is also responsible for providing oversight, counsel and recommendations for all IPC matters relating to the welfare, Call and conditions of service of the Pastor.

### **Authority**

The PRC has no standing authority. All proposals and recommendations are passed to the Church Council for approval or endorsement.

### **Primary Duties**

The PRC is to:

1. Act as the eyes and ears of the Church Council to monitor spiritual, organisational and administrative issues of Pastoral relevance within the body of IPC. Where appropriate, the PRC should explore those issues and present them (if appropriate, with recommendations) for discussion by the Church Council.
2. Provide oversight of the Pastor and their family’s welfare. At least once a year (normally soon after arrival and annually thereafter) the PRC is to review the needs and expectations of the Pastor and their family, and make a report (if appropriate, with recommendations) to the Church Council.
3. Prepare and conduct an IPC Annual Review including both a congregational survey and an appraisal of the Pastor. The procedure for this review is detailed in the Annex to these Terms of Reference. On completion of the review, the PRC is to report the findings and make recommendations to the Church Council.
4. Review and make appropriate recommendations on:
  - a. The content of the Pastor’s Call Agreement;
  - b. The period (extension, renewal or termination) of the Call Agreement;
  - c. The Pastor’s Gift;
  - d. The annual budget pertaining to Pastoral ministry expenses (but not related to property).

5. Review and evaluate the Pastor's priorities and workload, and make appropriate recommendations to the Church Council regarding priorities for the Pastor's work.

6. The PRC will act in an advisory capacity to an IPC Pastoral Search Committee (PSC) and is responsible for setting the terms of the designate Pastor's Call Agreement. Members of the PRC will be offered to join (or advise) the PSC. Ideally, those members would provide continuity on the PRC after appointment of a new Pastor; in addition, members of the PSC may join the PRC to provide continuity.

### **Notes**

The PRC will consist of at least five members of which at least two but no more than half will be Church Council members and the others will be members of the congregation. The Chair of the PRC will be a member of the congregation and may serve for no more than four consecutive terms of one year duration.

The Chair of PRC will identify members of the congregation willing to serve on the PRC and recommend their 'designation' to Church Council for approval. This would usually follow a Congregational Election of officers or representatives but supplementary recommendations may be made at any time.

Other than for the Chair of the PRC the Constitution specifies no time limit for membership of the PRC. Normally a member would serve for no more than 4 years.

The PRC will meet as required to conduct its programme of work and, in normal circumstances outside the summer leave period, a meeting will be held every month.

### **Annexe:**

A. Review Process.