

## Pastor Congregation Relations Committee Job Description

**Overview:** The purpose of the Pastor Congregation Relations Committee (PCRC) is to care for the relationship between the pastor(s) and the congregation and when necessary, to mediate conversations between pastors and members of the congregation, pastors and the church council/board and between pastors and other members of the pastoral team. "The pastor(s)" include all congregational leaders who hold ministerial credentials, i.e., who are licensed, ordained or commissioned by the conference. In some congregations this means one or more senior/leading pastor(s), associate or assistant or co-pastors, youth ministers, ministers of music, retired pastors (if still active in ministry), lay ministers and others.

The PCRC has a relational and mediating role. Although the agenda may include contractual issues such as salary negotiation and tenure reviews, the PCRC will serve in a consulting role and make recommendations to the church council or church board.

**Responsibilities:** The PCRC attends to both sides of the pastor-congregation relationship. In order to be effective it must maintain a balanced, third-party stance and listen to all voices. PCRC members must be alert to the potential for inappropriate triangling between other congregational committees, the pastors and the PCRC.

**Confidentiality:** It is of utmost importance that members of the PCRC hold all matters of concern or discussion with unwavering confidentiality.

The PCRC will do the following:

- A. Support and empower both congregation and pastor to voice concerns, test perceptions and resolve conflicts through active listening and mutual feedback. Be available to the pastor(s) to hear concerns, test perceptions and deal with conflicts in regularly scheduled meetings and upon request. Be available to the congregation to hear concerns, test perceptions and deal with conflicts upon request. Remind the congregation occasionally of availability and listen for undercurrents not clearly named.
- B. Support and empower pastoral team members to meet regularly to develop mutual support, unity of purpose and mutual accountability. At times, they may encourage the use of an outside resource person to assist the pastoral team when encountering challenges or difficulties.
- C. Assist the pastor(s) in assessing their goals in order to meet their job descriptions . (Pastors are responsible to the church council or board to develop job descriptions.) Assist the pastor(s) in identifying appropriate goals to accomplish the job description in light of the congregation's mission and vision.
- D. Assist the pastor(s) to assess ministry load, responsibilities, priorities, limits and boundaries.

- E. Assist the pastor(s) to identify personal growth needs and determine a strategy for meeting those goals. Review progress toward these goals.
- F. Meet annually and be available on request more often to meet the pastor's spouse and family to listen to concerns (e.g., inappropriate expectations, parsonage issues, work-load). Initiate appropriate congregational responses to any identified.
- G. Communicate regularly and sensitively the responsibilities and needs of the pastor(s) to the congregation. Provide feedback regularly and sensitively to the pastor(s) of the needs, concerns and expectations of the congregation. Give input to annual reviews and tenure reviews.\*
- H. Review the memorandum of understanding, including the salary for each ministerial staff person annually and recommend changes to the next year's salary to the church council.\*
- I. Initiate and oversee mediation between the congregation and pastor(s) in times of conflict.
- J. Participate in the pastoral search processes with representation on the search committee. \*
- K. Consult with the oversight person (bishop, overseer or conference minister) as needed or when a pastor-congregation conflict has gone beyond the resources of PCRC and the church council or board.

**Membership:** The committee shall be composed of three to five members (depending on the size of the congregation and/or the pastoral staff). Normally these will be persons who do not hold other major leadership positions in the congregation and who have skills in listening, counseling or mediation. They must be able to maintain strict confidence and exercise spiritually mature discretion with sensitive information. Members of the pastoral staff or members of their immediate or extended family should not be members of the PCRC.

**Meetings:** The committee will meet separately with each pastoral staff member at least two-three times per year and with the entire staff at least two times a year. In a congregation with several pastors the lead/senior pastor should meet more often with the PCRC. Each meeting will include time with the pastor(s) and time spent as a committee alone. Annually a pastor's spouse and /or family shall be invited to meet with the PCRC to review their experience in the congregation.

**Accountability:** PCRC is accountable to the church council or board of the congregation. Regular reports will be made to both the pastor(s) and the congregation.

From a document by Anne Stuckey  
(with sections adapted from "Saved By the PCRC" by Del Glick)  
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\*Some congregations will not assign these items to the PCRC, but it is recommended that the PCRC should at least have a representative on the task forces/committees that do these.

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