

PERRY HIGHWAY LUTHERAN CHURCH MUTUAL MINISTRY COMMITTEE

PURPOSE OF THE MUTUAL MINISTRY COMMITTEE

1. Maintain open communication concerning the attitudes and conditions within Perry Highway Lutheran Church.
2. Be alert to early warnings of misunderstandings within the congregation of Perry Highway Lutheran Church.
3. Be a “listening post” for the pastor, the staff, and for the congregation.
4. If necessary, assume the role of “conflict resolution.”
5. Appraise the ministry of the Pastor, staff and the congregation and report all.
6. Be a sounding board for the pastor in time of personal and professional stress.
7. Identify continuing education opportunities that would assist the ministry of the pastor in the goals of the congregation.
8. Keep concern for the spiritual, physical and emotional needs of the pastor.

Through listening, interpreting, advising, conferring, evaluating, recommending, affirming and forgiving, the ministry of the pastor is strengthened as well as that of the congregation.

FUNCTION OF THE MUTUAL MINISTRY TEAM

The primary function of the Mutual ministry Committee is to keep the Pastor and staff advised about the conditions within the congregation of Perry Highway Lutheran Church, and to interpret to the congregation the ministry of the Pastor and other professional leaders. The committee’s responsibilities are outlined in four general areas: Selection, Education, Evaluation, and Support.

SELECTION OF PERSONNEL

1. Identifying the professional leadership needs of the congregation and seeking persons to meet those needs through congregational study at the time of a pastoral vacancy or shortly after the call of a new pastor.
2. Prepare job descriptions for all paid staff of the congregation (excluding the pre-kindergarten) and update them annually.
3. Perform as the exit interview group when a pastor or staff member leaves Perry Highway Lutheran Church.
4. Serve as the Personnel Committee for the professional and support staff of Perry Highway Lutheran Church.
5. A minimum of two persons from this committee will serve on the Call Committee during a pastoral vacancy.

EDUCATION

1. Identify Continuing Education opportunities for the pastor in light of:
 - a. Concerns and ministry goals of the pastor.
 - b. Concerns and mission goals of the congregation.
 - c. Concerns and mission goals of the Synod and ELCA.
2. Enable the pastor to participate in continuing education by:
 - a. Mutual commitment of love.
 - b. Mutual commitment of money.
 - c. Mutual commitment of planning.

EVALUATION

1. Share with the pastor the expectations of the congregation of Perry Highway Lutheran Church.
2. Provide for an annual evaluation and theological reflection upon
 - a. The ministry of the pastor, lay professionals and support staff.
 - b. The mission of the congregation.
3. Provide for the periodic review of the call extended to the pastor and the contract extended to the lay professional and support staff.

SUPPORT

1. Serve as a personal and **CONFIDENTIAL** support group for the pastor, lay professionals and support staff of the congregation.
2. Serve as an open communication channel regarding conditions and attitudes within the congregation.
3. Serve as agents of reconciliation in times of conflict in the congregation.
4. Conduct interviews, when possible, of persons leaving the congregation for reasons other than change of address.
5. Review annually and recommend to the church council the details of compensation, housing, pension and other benefits provided for the pastor.
6. Review annually and recommend to the church council the details of compensation for all lay professional and support staff of the congregation (excluding the Pre-Kindergarten).

MEMBERSHIP ON THE MUTUAL MINISTRY COMMITTEE

1. Because of its duties and commitments no more than one member of the congregation council (council liaison) shall serve on this committee.
2. It is recommended that the committee have representation from various leadership areas within the congregation and be appointed by the congregational council. Nominations of the persons shall be made by the lay president or vice-president of the congregation and the pastor. Members should also be selected in light of their skills and ability to function on such a conferring and consulting committee.
3. The committee shall consist of six members. Term of service on the committee will be three years. Two members of the committee will go off every year. The Committee Chair will be elected by the committee, at their January meeting.
4. Committee members may serve two consecutive terms. A member must be off the committee for a period of one year before re-appointment.
5. A member's seat on the committee will be declared vacant after two consecutive missed meetings.
6. Nominations of the person to fill a vacancy shall be made by the lay president or vice-president of the congregation and the pastor and appointed by the congregational council. The member appointed shall serve the remainder of the vacant term.
7. A member filling an un-expired term is eligible to serve for an additional two consecutive terms.

STAFF RESPONSIBILITIES OF THE MUTUAL MINISTRY COMMITTEE

1. The Mutual Ministry Committee along with representatives of appropriate Standing Committees shall interview and make recommendations to the Congregation Council for the hiring of lay professional and support staff to Perry Highway Lutheran Church.
2. The Mutual Ministry Committee is responsible for insuring that all staff members have a written job description spelling out duties, responsibilities, lines of accountability, and reporting.
3. The committee shall serve as a forum for the staff members to discuss personal needs and work relationships.
4. The committee shall provide for an annual review of performance evaluations.
5. The committee shall provide annual review and opportunity to discuss compensation and benefits, working relationships, and goals for ministry.