

District Superintendent to Staff Parish Relations Chairperson  
Suggested Talking Points for Initial Phone Call

The District Superintendent (DS) is encouraged to include the following talking points in the initial phone call with Staff Parish Relations Committee (SPRC) chairperson of the church receiving a Cross Racial/Cross Cultural appointment.

- 1) Review the ministries of the church/charge. Review gifts/skills needed for the church/charge. Review their expectation of the pastor for the church/charge.
- 2) Clearly communicate to the SPRC chairperson that an equitable salary and benefits are being offered to the incoming pastor. Be specific in sharing what benefits are part of the package: standard expense account, parsonage, utilities, cell phone, computer, moving expenses, etc. (depending on whether full or part time). Make sure the SPRC chairperson knows that he/she will need to work out these benefits with the church and the treasurer. The D.S. will include these specifics in the Statement of Understanding so that the SPRC has full knowledge of all expected benefits.
- 3) If the pastor will live in a parsonage, make arrangements for the parsonage walkthrough following the Take-In meeting (securing permission and key from the current pastor if he/she will not be home). Make sure that the SPRC chair or designee will be available to accompany the D.S. and incoming pastor on the parsonage walk-through.
- 4) Secure possible dates for the Take-In meeting. Review the format for the Take-In meeting and what the expectations are for the SPRC committee.
- 5) Answer any questions the SPRC chair has concerning the Take-In meeting. The D.S. should not reveal to the SPRC chair any details about who the incoming pastor is (i.e. gender, race, etc.)
- 6) The District Superintendent should communicate with the SPRC chair that the Bishop and Cabinet is striving to create and sustain a healthy productive appointment for both the appointed pastor and the congregation.