



Central Conference Suggested Guidelines for a Mutual Ministries Committee (MMC)

(some churches may refer to this committee as the Pastoral Relations Committee or PRC)

Purpose of MMC:

The Mutual Ministries Committee has two basic responsibilities: **Communication** with and in support of the pastor (and/or other church staff members) and **Care** for the pastor (and/or other staff members) and family in all aspects of his or her working relationships, congregational and personal expectations and effectiveness.

A healthy MMC will benefit the congregation by providing a safe sounding board for staff members while also providing a space for loving and honest feedback and prayer by designated congregation members.

The committee does not establish salary packages or determine other processes or procedures but can make recommendations regarding such to the leadership and financial committees.

The committee may or may not be involved in staff evaluation.

Who is on the MMC and what are the expectations of committee members?

Whether elected or appointed, the MMC should be made up of 4 to 6 mature, healthy, participating members of the congregation agreed upon between the lay governing body (council, board, or leadership team) and pastoral staff with at least one member of the committee being a person from the lay governing body.

A committee chair should be appointed by the committee to serve as point person for the committee and to schedule and facilitate committee meetings.

There should be one MMC per congregation (not a different MMC for each staff member)

Committee members should commit to a two-year term with the possibility of two consecutive terms.

How often should the committee meet?

Two to four times a year

Expected conduct of MMC:

To ensure a safe space for honest communication, confidentiality is of utmost importance. What is talked about during a committee meeting is only shared outside of a committee meeting with the permission of all parties involved (excluding situations that involve mandated reporting. Know your state laws on mandated reporting).

Content of Meetings:

Use letter of call as a guiding resource and a point of reference when conducting your MMC meetings.

Care

Check in with pastor/staff to make sure that they are in a healthy place mentally, physically, and spiritually.

Sample Questions:

- Are you able to maintain healthy life rhythms (eating, sleeping, exercise)?
- How do you handle stress?
- Are you able to spend quality time with your spouse (if applicable)? children (if applicable)? friends?
- Are you using your vacation time?
- How are you living into a weekly sabbath?
- In what areas are you feeling encouraged?
- In what areas are you feeling challenged?

Communication

Talk about expectations and goal setting.

Sample Questions:

- What do you expect of yourself as our pastor/staff member?
- What do you think the congregation expects of you as our pastor/staff person in these areas: pastoral care, outreach, worship planning, preaching, teaching, administration (these categories can be tailored to each pastor/staff person according to their responsibilities)?
- Are those expectations being met, why or why not?
- What type of feedback from the MMC would be helpful for you?
- What are three ministry goals you have for the year (this question can be given ahead of time and then can be checked on at the next MMC meeting)?

Prayer

Take the time to ask for immediate and ongoing prayer requests. Close out the meeting with a time of laying on of hands and prayer.

Suggested Resources:

- www.enneagraminstitute.com The enneagram. A powerful and insightful tool for helping us understand ourselves and others.
- samples of relational covenants for congregations Behavioral-Covenant-Samples3.pdf
- when to see a therapist Why Should I Go to Therapy? 8 Signs It's Time to See a Therapist
- <https://wellbeing.nd.edu/flourishing-in-ministry/>
- Central Conference of the Evangelical Covenant Church <https://www.centralconf.org/>