



# Greater Southwest District

Michigan Conference

THE UNITED METHODIST CHURCH

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Dear Staff-Parish Relations Committee,

I greet you in the name of Jesus Christ, our Friend and Savior. I hope that your committee is enjoying the summer and growing in your faith. We will be meeting soon for our annual check-in. I value our time together and rely on our conversations. You do important work in the church and I thank you for all you have to offer.

We will be meeting by Zoom. You will receive the link a week in advance. We will have up to thirty minutes together. Please go to [greatersouthwest.michiganumc.org](http://greatersouthwest.michiganumc.org) and click on Forms, then Church Conference. Go to the SPRC Forms and download the Word document or PDF and read the instructions.

Please complete the **SPRC Assessment of Elder/Local Pastor/DSA**. If you have a newly-appointed pastor, please complete the **SPRC First Year Review of Pastor in New Appointment** instead. If a Deacon is appointed to your church, please complete the **SPRC Assessment of Deacon**.

Once your pastor has completed a self-evaluation, meet together to finalize the SPRC & Pastor Joint Dialogue. Please email the Assessment, Self-Evaluation, and Joint Dialogue to the District office ([mnordbrock@michiganumc.org](mailto:mnordbrock@michiganumc.org)) at least a week before we are scheduled to meet. This allows me time to be fully prepared for our conversation.

Here is our agenda for our annual SPRC/DS check-in:

1. Prayer
2. Share one celebration and one concern about your congregation
3. DS Leads Assessment Reflection
4. Questions and Comments
5. Closing Prayer

Please let me know if you have any questions. I look forward to our time together.

Peace,

*Rev. Dean N. Prentiss*

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