



# Call Process Manual – Step 7 – Welcoming Your New Pastor

## **Scheduling the Installation**

The congregation council president and the pastor-elect need to confer to decide upon a date for installation, in consultation with the synod office. A synod staff member, conference dean, or other pastor may be designated to conduct the installation.

## **Moving**

The pastor-elect and the officers of the congregation council should agree on arrangements for moving. The congregation is responsible for moving expenses.

## **Welcoming Your New Pastor**

When you learn your pastoral candidate has accepted your call, it is a time of excitement as the challenges of the interim fade and the hopes for the next chapter of your congregation's life surface. In the midst of the excitement, you prepare to say goodbye to your interim pastor. Your new pastor is saying goodbye to his/her community. It is a complex time for your new pastor (and family).

Yes, you can celebrate the journey you have completed and the future God is opening before you. Welcome your new pastor with open arms! Throw a party! Call your friends! Praise the Lord!

## **Press Release**

A press release about the arrival of your new pastor is an opportunity for outreach. Include the pastor's educational background, other congregations served, major accomplishments, and information about the family. Look at it from the perspective of church members. Think about those who are inactive. Are there unchurched people waiting for a congregation to show interest in them rather than just itself?

People look for congregations offering a clear biblical message, an interest in their needs, and a place that makes them feel wanted. Using the press release for outreach means that the image of the pastor and congregation portrayed in print is what people experience in the church. Think of it as truth in advertising.

How does the congregation benefit from this approach? It shows that the newspaper sees the event as genuinely newsworthy. The press release helps to create a congregational image in the community. It also provides a way to evaluate ministry. What benefits might people receive by participation in your congregation's services, programs, and special events? A well-planned public relations effort not only makes outreach more effective, but it also serves to keep a congregation's mission focused and relevant.



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## Installation – Order of Service

The service order for Installation of a Pastor is printed in *Occasional Services* (A Companion to Lutheran Book of Worship). Pastors often have personal copies for their use. If you wish to reproduce this order for a specific service (see **Resources** below), please include the credit line: *Reprinted from Occasional Services, copyright 1982, by permission.*

## Evaluation of Call Process

The synod office wants to be in partnership with congregations during periods of pastoral transition. The evaluation form (see **Resources** below) attempts to monitor and elicit feedback on the call process from those on the call committee. Your time and attention in answering the questions is coveted. Please distribute copies of the form to each member of the call committee. Having completed your forms, you may wish to hold a “debriefing session” to consider each person’s comments. Please forward the completed forms to the synod office.

## Review of Interim Pastorate

The congregation council is asked to submit to the synod office a review of the interim pastorate (see form in **Resources** below). This information will be helpful for the bishop and synod staff as they share experiences and suggestions with other congregations.

### Resources

- +7A – Order for Installation of a Pastor
- +7B – Call Process Evaluation
- +7C – Review of Interim Pastorate

*Note: All resources will be provided by the synod office and are available under Call Process Manual at [www.swmnelca.org](http://www.swmnelca.org)*