

NEXT STEPS ONCE CALL ACCEPTED

WELCOME

MOVING

Moving expenses are the obligation of the calling congregation. There should be clear understanding of arrangements and reimbursements. It is common to ask the pastor to submit estimates of moving expenses (provided by a mover) to the congregation for approval prior to the move.

An editorial observation for any congregational members who may want to choose a pastor on basis of proximity: When you consider that you will be investing many hundreds of thousands of dollars in this pastor over the full length of ministry, not to mention the health of the congregation depending on the best possible selection, the difference in moving costs between someone nearby and someone far away is insignificant!

SCHEDULE THE INSTALLATION

The Congregation President and the newly called pastor need to confer to decide upon a date for installation, in consultation with the Synod Office. The Presiding Minister for the Rite of Installation is usually the bishop or Synod staff person. It is a fitting symbol, especially if the installation happens shortly after arrival, for the bishop or staff to preach and preside over the service up until the point of installation, which happens after the hymn of the day. This represents the pastoral care of the whole church over the congregation. Then, upon the completion of the Rite of Installation, the newly-installed pastor becomes the presiding minister for the remainder of the service.

In most cases the installation takes place during worship on Sunday morning, facilitating the best possible participation of the congregational members. If there are multiple services, the Rite of Installation can be done at a special combined worship service, at only one service and acknowledged at the other services or conducted at each service.

It is encouraged that invitations to the Service of Installation be extended to neighboring ministers and congregations. In areas where these relationships are already significant, the Service of Installation is sometimes held at a time other than Sunday morning, allowing for greater participation by ministry partners from outside the congregation.

PORTICO

The newly elected pastor and congregation will need to fill out several forms with Portico. It is right and fair that as a congregation you begin paying for pension and benefits based on the start date of ministry together. Portico will calculate this for health benefits but may not be as attentive to pension benefits. Please be an advocate for your new leader and complete the *Change in Salary* form promptly. The pastor will also need to fill out the *Change of Call* report. The form can be found at <https://employerlink.porticobenefits.org/Home/Resources.aspx> or by calling Portico at 800.352.2876.

PRESS RELEASE

The press release about the arrival of your new pastor is an opportunity for outreach. Consider what usually appears in the religion section of the newspaper: a pastor's educational background, congregations served, major accomplishments, and sometimes 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? These folks are asking themselves, "What difference does the new pastor make to me?" "How might I benefit?" "Why should I care?"

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 must be what people experience in the church. Think of it as truth in advertising.

How does the congregation benefit from this approach? First, it's free. Second, as a public article, it shows that the newspaper sees the event as genuinely newsworthy.

The press release as an outreach tool helps to create a congregational image in the community as well. A well-planned public relations effort not only makes outreach more effective, it also serves to keep a congregation's mission focused and relevant.

WELCOME CELEBRATION

It generally falls naturally to the leadership of the Call Committee and/or Congregation Council to stay in close contact with the newly-arrived pastor in the first weeks. Close communication for both professional and personal matters is appreciated by the pastor and family, and establishes a good posture of mutual support. Some kind of welcoming event helps celebrate the new beginnings; often the day of Installation involves a special reception or luncheon to which congregation and neighbors are invited.