

WELCOMING AND SUPPORTING YOUR NEW PASTOR

Booklet 4 in the Call Process

(Congregation Council and Ministry Support [mutual ministry] Team)

.STEPS	Pg	LINKS TO RESOURCES FOR PARTICULAR STEPS	Pg
Installation service is planned by Congregation Council, new pastor and conference dean. Once date/time of service is determined it is shared with synod office	2	Installation of the Pastor	4
		Installation text**	
Council appoints a ministry support (mutual ministry) team to work with new pastor	2-3	Resources for Mutual and Staff Ministry	7
		6-9 Month Ministry Review	5
		Self-care for rostered leaders	6
		First Call Theological Education Resources**	

***Not printed in booklet – only available through Web link.
F=Formatta Form*



North Carolina Synod
Evangelical Lutheran Church in America
 God's work. Our hands.

I. THE CALL BEGINS

This can be an exciting time of thanksgiving and looking ahead for a congregation and their pastor-elect. At the same time, it can be a difficult time for the pastor being called and his/her family. A congregation must be sensitive to the needs of its new pastor who is leaving one ministry and moving to a new ministry that may be very different. A pastor who accepts a call must be sensitive to the congregation he or she is entering, and also to the congregation he or she is leaving. Each congregation is experiencing a transition, which includes both joy and grief.

A. THE INSTALLATION

A date and time for the installation is established by the new pastor, the congregation and the dean of the conference, in consultation with the bishop's staff person. The conference dean normally installs the newly called pastor. The new pastor, the person presiding at the installation, and members of the congregation arrange the service and select other participants. The installation is held as soon as possible after the new pastor's arrival. The rite of installation is provided in a downloadable form on the synod Web site. The installation is normally scheduled for a Sunday afternoon or evening which enables the conference dean, area rostered persons, and others in the community to attend. If the congregation insists on the installation as part of Sunday morning services the congregation would be responsible for providing the cost of a supply pastor for the Dean so that he/she may do the installation. The pastor, in consultation with the Congregation Council, may designate an installation offering for a special cause. It is good to include a social event at the time of installation. ***"Installation of the Pastor"***

B. THE TRANSITION

During this new ministry transition it is important for a congregation and its new pastor to share the expectations openly and negotiate priorities. A transition team can be very helpful during this time. It may be appropriate for the Congregation Council to ask the call committee to serve in this capacity, at least for six months, since they are often the ones who know the new pastor the best. In the course of selection, they have already enjoyed a frank and open relationship, and have begun to develop a sense of mutual ministry. If some members of the call committee feel they cannot serve, they could be replaced as needed. A transition team can meet regularly with the pastor and other staff persons to discuss mutual concerns. Together they can seek to develop and strengthen their ministry. Some beginning activities in which the transition team might be involved include the initial move and settling in of the new pastor and his/her family. Arrangements for moving are made between the council and the new pastor.

C. CARING FOR THE NEW PASTOR

Caring for caregivers is a ministry that congregations can provide for their pastors. The transition team should keep the council and congregation aware of the need for adequate time for the pastor's spiritual, physical and emotional self-care. The needs of the pastor's family should be considered during the transition. The transition team should ensure that their new pastor has time for personal study, study in the company of others, participation in programs of continuing education and extended study. The congregation is expected to provide the new pastor the assistance, understanding, and financial resources needed for such study. Continuing education is an important time of renewal and learning for a pastor. Recent seminary graduates are expected to be involved in First Call Theological Education.

Congregations with a first call pastor would benefit from viewing the DVD “*Becoming a Vital First Call Congregation*” available from the Heilig Resources Center at the synod office.

D. MINISTRY EVALUATION

Evaluation is a normal process and is often scheduled for six months after the installation and annually thereafter. The leadership for this procedure may lie with the transition team, mutual ministry committee (staff support committee), or a committee established for this purpose. Such a process provides a way to periodically review how the ministry of the pastor and congregation meets shared expectations. Conflicts are reduced and effective ministry is enhanced when mutual expectations are clearly discussed. A list of resources for mutual ministry committees and a sample six-month ministry review are available.

E. PASTOR’S RELATIONSHIP WITH HIS/HER FORMER CONGREGATION

A pastor’s leaving can be a very emotional time. Once the pastoral relationship with the congregation has ended by resignation or retirement, the former pastor should not return to do official pastoral acts such as weddings, funerals, baptisms, etc. The former pastor may return after a period of time at the newly called pastor’s invitation to preach for a homecoming or other special occasion. A pastor should never maintain friendships with members of a former congregation in ways that might undermine the developing relationship between the new pastor and congregation. A former pastor should remove him/herself as completely as possible from the life and ministry of his/her former congregation.

INSTALLATION OF THE PASTOR

(A downloadable copy of the installation service is on the synod Web site.)

Installation Planning Notes

Installations should normally be arranged with the dean of the conference. An installation should take place as soon as is reasonably possible after the arrival of a pastor – preferably within the first six weeks. An afternoon installation allows for attendance by other congregations in the conference and in the community. The date and time of the installation should be shared with the bishop's office.

The installation service should be planned with the dean, whose name and contact information can be found on the synod Web site – www.nclutheran.org. Normally the dean will preach, though occasionally the pastor to be installed may want to invite someone to preach. Lessons may be the lessons for the day, or, for an afternoon service, different lessons may be chosen. Suggestions for lessons are in the Occasional Services Book. Generally an installation service includes communion.

It is appropriate for the pastor to be installed to robe and to be seated near the front with family at the beginning of the service. The installation itself usually follows the sermon, or the hymn following the sermon. It is permissible to leave out the creed. The dean presides through the installation, and then the newly installed pastor presides for the rest of the service, including communion. The prayers are at the end of the installation service, and it is appropriate for the dean or a member of the congregation to serve as assisting minister for the prayers so that prayers can be offered for the new pastor and for the congregation.

The service of installation is found in the Occasional Services Book. It can be copied “as is” for the bulletin if that is the most convenient way to print it. A “bulletin ready” version can also be downloaded from the synod's Web site. The service requires four participants from the congregation. One should be the council or call committee chair who should be prepared with a sentence or two saying that the new pastor was properly called. The others will stand at the altar, pulpit, and font and deliver the one-line charges from the installation service.

Following the installation, it is good to provide a meal or refreshments that allow those attending to greet the new pastor and to visit with one another.

6-9 MONTH MINISTRY REVIEW

Date _____ Congregation _____

City _____ Pastor _____

Reflections on our ministry

A time of joy was:

1. The most difficult aspect of the start-up time has been:
2. A specific instance in which the council supported the pastor was:
3. A time when the council could have been more supportive was:
4. A time when the pastor could have provided stronger support for the council or a committee was:
5. How well have we met our goals for 6 months of ministry?

Checking the vital signs

1. How are we doing in:
 - a. Worship
 - b. Programs
 - c. Care of members
2. What is the congregational climate?
3. How is our financial response?

Looking ahead to next year

1. Are there changes or adjustments that need to be made? What are they? Who is responsible for making them?
2. Two specific steps we can take to strengthen our mutual ministry as pastor and Congregation Council:
 - 1.
 - 2.

This review is to be completed by the council and/or staff support committee and should be forwarded to the bishop's office. (1988 Lutheran Synod Drive, Salisbury, NC 28144)

SELF CARE FOR ROSTERED PERSONS (NC SYNOD RESOLUTION, 1998)

WHEREAS, our Lord God, in his love for what he has created, has drawn humankind into participating in his care for all creation; and

WHEREAS, humankind is God's creation, and therefore, is called to make provisions to care for itself; and

WHEREAS, God in his love has instituted "Sabbath time" as a special provision for humankind to be revitalized in body, soul, and spirit; and

WHEREAS, the temptations to forget the benefits of "Sabbath time" may befall many of those who are called as rostered persons, as well as those whom they serve; therefore be it

RESOLVED, that the congregations and rostered persons of the North Carolina Synod be encouraged to provide "Sabbath time" for each rostered person in the synod and form a Mutual Ministry Committee (suggested guidelines are provided in the Mutual Ministry Handbook, ELCA Division for Ministry, order code 69-6735); and be it further

RESOLVED, that a full day every three months be set aside for prayer as a necessary ministry of absence; a day each month, or its equivalent, for participation in a peer growth group to engage in worship, mutual study, reflection on ministry, and to develop collegiality with other persons; and at least one day off, or its equivalent, each week.

And be it further

RESOLVED, that rostered persons with calls to part-time ministry or special service, and rostered persons who serve in remunerated positions in congregations, institutions, and agencies within the synod be afforded similar provisions according to their respective roles and responsibilities; and be it further

RESOLVED, that the Synod Assembly direct the Synod Council to forward this resolution to the Church Council's Executive Committee for referral and disposition under the bylaws and continuing resolutions of this church.

RESOURCES FOR MUTUAL AND STAFF MINISTRY



The **Heilig Resource Center** is the library of the synod. Please contact us to borrow the resources below or some of the many other resources we have to offer. When you need information for ministry, we can help!

Catherine Fink, director ♦ cfink@nclutheran.org
http://www.nclutheran.org/ministries/heilig_center.php
♦ 800-560-7292 ♦ 704-633-4861, x121

Mutual Ministry Resources

Book

Pastor and People: Making Mutual Ministry Work
Laurie J Hanson and Ivy M Palmer, editors
Augsburg Fortress (2003)

Video

Why You Should Develop a Pastor-Parish Relations Committee
Roy M Oswald
Alban Institute (2001)

Other Resources for Congregational Planning

Books

Alban Personnel Handbook for Congregations, Erwin Berry (Alban Institute, 1999)
Called by God to Serve: Reflections for Church, Holley & Walters (Augsburg Fortress [AF], 2004)
Church as Employer: Employee Handbook, Jerry Johnson (St John/Winter Park FL, 1999)
Great Permission: An Asset-Based Field Guide, Bob Sitze (ELCA, 2002)
Growing Together: Spiritual Exercises for Church Committees, Melander & Eppley (AF, 1998)
Holy Conversations: Strategic Planning as a Spiritual Practice for Congregations, Rendle & Mann (Alban Institute, 2003)
How to Thrive in Associate Staff Ministry, Kevin E. Lawson (Alban Institute, 2000)
Leading on Purpose: Intentionality and Teaming in Congregational Life, Eric Burtness (AF, 2004)
On a Wing and a Prayer: Faithful Leadership in the 21st Century, Michael Cooper-White (AF, 2003)
Our Staff: Building Our Human Resources, Trish Holford (Augsburg Fortress, 2002)
Practicing Congregation: Imagining a New Old Church, Diana Butler Bass (Alban Institute, 2004)
Reclaiming the L Word: Renewing the Church from Its Lutheran Core, Kelly A Fryer (AF, 2003)

Videos

Changing the Rhythm of Parish Ministry: Sabbatical Policy Highlights, ELCA (2000)
Call to Visionary Leadership, Lutheran Brotherhood (1999)
Community Making: How to Nurture True Community, ELCA (2001)
Mission Statements, Trinity Seminary (1996)
Reinventing Leadership, Guilford Press (1996)
Small Churches Can Make a Big Difference!, Discipleship Resources (1999)
What Size Should We Be?: Visioning the In-Between Church, Alban Institute (2000)
Power of Vision, Charthouse (1990)
Why You Should Give Your Pastor a Sabbatical, Alban Institute (2001)