

## ***Welcoming the New Pastor***

There are many sensitive issues to be addressed when calling and welcoming a new pastor to the Church, the community, and the Presbytery.

### **Costs:**

- Are the terms of call satisfactory to the candidate, the Session, the Commission on Ministry, and Presbytery?
- Have provisions been made for travel costs for the interviews?
- Has provision been made, to everyone's satisfaction, for moving expenses?

### **Expectations:**

- Is the effective date of beginning work acceptable to all parties?
- Is everyone satisfied about the pastor's expected office hours, work schedule, days off, life style, community involvement?
- Is everyone satisfied with the role of the pastor's spouse and family?

### **The Manse:**

- Who has the key?
- Is there a policy regarding pets?
- Who is responsible for cutting the lawn, removing snow, caring for flowers?
- How will the utility bill be paid and what bills will be paid?
- Who handles the repairs?
- How often will the Church and pastor inspect the manse for upkeep and repairs?

### **Policies and Traditions:**

- Are there local customs, traditions, ceremonies unique to the Church that the pastor ought to know about?
- Is the pastor expected to be provide leadership or at least participate in any special services or ceremonies?
- Have the pastor and elders clarified how the Sacraments are to be administered?
- Who will be responsible for locking and unlocking the building? setting the thermostats, and other such practical matters?
- Is the conduct of weddings and funerals clearly understood by all parties?

### **Hospitality and Welcoming:**

- How will the arrival of the new pastor be celebrated?
- How will the arrival of the new pastor be announced to the community?
- What activities will help introduce the pastor to the Church and community?
- How will the new pastor become familiar with the names of the Church members?

**Attestation Form  
On Duly Calling A Pastor**

**Session Representative:**

I, \_\_\_\_\_, attest that the Session of the \_\_\_\_\_ Church, of \_\_\_\_\_ Pennsylvania, Presbytery of Northumberland, Synod of the Trinity, Presbyterian Church (U.S.A.), met on \_\_\_\_\_, 20\_\_\_\_\_, to call a meeting of the congregation on \_\_\_\_\_, 20\_\_\_\_\_, for the purpose of acting upon the recommendation of the Pastor Nominating Commission for extending a call to The Reverend \_\_\_\_\_ . The call for the meeting was duly announced and the congregation met on the indicated date. I further attest that the Session concurs with the proposed terms of call.

Signed \_\_\_\_\_  
[Session Representative]

**Congregational Representative:**

Having been properly called for a special meeting, the Congregation of the \_\_\_\_\_ Church, of \_\_\_\_\_ Pennsylvania, Presbytery of Northumberland, Synod of the Trinity, Presbyterian Church (U.S.A.), met on \_\_\_\_\_, 20\_\_\_\_\_, to act upon the recommendation of the Pastor Nominating Commission for extending a call to The Reverend \_\_\_\_\_ of the Presbytery of \_\_\_\_\_, and to approve the recommended terms of call (as attached).

The Congregation concurred to extend to call by a vote of \_\_\_\_\_ for, and \_\_\_\_\_ against. The date this relationship becomes effective is \_\_\_\_\_, 20\_\_\_\_\_

Signed \_\_\_\_\_  
[Congregational Representative]

**Moderatorial Attestation:**

I do attest that the Congregation of the \_\_\_\_\_ Church, Presbyterian Church (U.S.A.), met decently and in order on \_\_\_\_\_, 20\_\_\_\_\_, to act upon the recommendation of the Pastor Nominating Commission for extending a call to The Reverend \_\_\_\_\_ .

Signed \_\_\_\_\_  
[Moderator of Meeting]

Signed \_\_\_\_\_  
[Pastor-elect]

## ***Pastoral Call and Certification Form***

The \_\_\_\_\_ Presbyterian Church (U.S.A.)

Of \_\_\_\_\_ belonging to Northumberland Presbytery, being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the kingdom of our Lord, earnestly and solemnly call you,

Rev. \_\_\_\_\_ to undertake the office of \_\_\_\_\_ of this congregation, beginning \_\_\_\_\_, promising you in discharge of your duty all proper support, encouragement and allegiance in the Lord.

That you may be free to devote full-time (part-time) to the ministry of the Word among us, we promise and obligate ourselves to pay you the sum of \$ \_\_\_\_\_ a year in regular monthly payments. Further, we promise to provide you the following:

Use of the manse	_____	Vacation time of _____
Housing Allowance	\$ _____	Study leave of _____
Utilities Allowance	\$ _____	
Automobile Allowance	\$ _____	Other provisions include:
Expense Allowance	\$ _____	_____
Book Allowance	\$ _____	_____
Medical Insurance	\$ _____	_____
Study Leave Allowance	\$ _____	
Moving Costs	\$ _____	
Other (specify)	\$ _____	

We also promise to pay regularly in advance to the Board of Pensions a sum equal to that requisite percent of your salary which may be fixed by the General Assembly of the PCUSA for participation in its pension plan, during the time of your being and continuing in the pastoral relationship set forth in this call to this church. We further promise and obligate ourselves to review with you annually the adequacy of this compensation.

In testimony whereof we have subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_

*Having moderated the congregational meeting which extended the call to The Rev. \_\_\_\_\_, I do certify tht the call has been made in all respects according to the rules laid down in the Form of Government, and that the persons who signed the above call were authorized to do so by vote of the \_\_\_\_\_ Presbyterian Church U.S.A.*

\_\_\_\_\_ Moderator of the meeting

***Service of Installation Planning Form***  
***The Presbytery of Northumberland***  
***Synod of the Trinity / Presbyterian Church (U.S.A.)***

The Commission on Ministry of Northumberland Presbytery invites you, the future Pastor, to plan your installation service. Pastors-elect are installed by an Administrative Commission on behalf of the Presbytery. The Commission must be approved by the Presbytery. The Commission on Ministry will select, in consultation with you, the five members of the Administrative Commission. The Commission shall comprise two Ruling Elders and two Teaching Elders, with the fifth member either an Ruling Elder or Teaching Elder. The Elders must represent different congregations. It is wise to include one Ruling Elder alternate and one Teaching Elder alternate. Guests of your choosing may be invited by the Presbytery to participate in certain parts of the service. Their expenses are not the responsibility of the Presbytery. The Moderator of Presbytery shall be invited to preside. Please fill out the form below and return to:

**The Commission on Ministry**  
**The Presbytery of Northumberland**  
**P. O. Box 334**  
**Montoursville, Pennsylvania 17754**

**Name:** \_\_\_\_\_

**Calling Congregation:** \_\_\_\_\_

**Proposed Date of Service of Ordination and or Installation:**

Day \_\_\_\_\_ Date \_\_\_\_\_ Month \_\_\_\_\_

## **Planning the Service**

- ❑ Before setting the date, check with the Executive Presbyter and the Moderator of Presbytery for their availability. The Moderator will ask you the constitutional questions from the Book of Order, the Executive Presbyter will give the charge to the Pastor and present you with a symbol of your pastoral office: a shepherds staff.
- ❑ Plan the elements of the service with the Session and appropriate Commissions of the calling congregation. Discuss whether or not the Church will host a reception following the service of installation. See the sample order below on the planning worksheet.
- ❑ A copy of the service and directions to the Church should be mailed to all participants at least one week prior to the service.
- ❑ Inform the commission members and other participants to convene forty-five minutes prior to the worship service. The service must be constituted as a formal meeting of Presbytery.
- ❑ Inform the participants of the expected liturgical dress. Red is the appropriate color for ordination and installation.
- ❑ Plan seating arrangements and order of procession and recession.
- ❑ Decide where you will greet the congregation following the service.
- ❑ Decide whether or not you wish to include the constitutional questions in the bulletin. Make sure the questions are taken from the current Book of Order found in [W-4.4003]
- ❑ List in the bulletin the names of the Administrative Commission members separate from other worship participants
- ❑ The charge to the Pastor will be given by the Executive Presbyter of the Presbytery of Northumberland
- ❑ The charge to the Congregation will be given by a member of the Presbytery of Northumberland
- ❑ The offering will be designated for the Presbytery's Emergency Relief Fund. See that the Presbytery treasurer receives these funds
- ❑ A member of the calling congregation should present the Pastor-elect to the commission
- ❑ Send thank you notes to the commission members and other participants

# The Members of the Installation Commission

For the following candidate: \_\_\_\_\_

Name of Church: \_\_\_\_\_

Date of Installation / Ordination: \_\_\_\_\_

Approved by the Presbytery on \_\_\_\_\_

Chairperson of the Installation Commission: \_\_\_\_\_

Ruling Elders	Church Represented	Responsibility
1.		
2.		
3.		
4. (alternate)		

Teaching Elders	Church Represented	Responsibility
1.		
2.		
3.		
4. (alternate)		

Guests of Presbytery	From:	Responsibility

Other Participants	From:	Responsibility

### Sample Order of Worship Worksheet

Element of Service	Who will do?
Prelude	
Call to Worship	
Hymn	
Prayer of Confession	
Declaration of Pardon	
Gloria Patri	
Creed	
Prayer for Illumination	
Old Testament Lesson	
Hymn	
New Testament Lesson	
Sermon	
Anthem	
Concerns of the Church	
Prayer of Dedication	
Offertory	
Doxology	
Prayers of the People	
Lord's Prayer	
Service for Installation	
<i>Introductory Remark by Moderator</i>	Moderator of Presbytery:
<i>Litany for Installation</i>	Moderator of Presbytery:
<i>Presentation of Pastor-elect</i>	Moderator of Presbytery:
<i>Constitutional Questions</i>	Moderator of Presbytery:
<i>Questions to the Congregation</i>	Moderator of Presbytery:
<i>Prayers of ordination / Installation</i>	Moderator of Presbytery:
<i>Declaration of Installation</i>	Moderator of Presbytery:
Charge to the Pastor	Executive Presbyter
Charge to the Congregation	
Hymn	
Benediction	By Pastor-elect (following a brief statement?)
Postlude	

Signature of Pastor-elect \_\_\_\_\_

Date \_\_\_\_\_

Signature of Clerk of Session \_\_\_\_\_

Date \_\_\_\_\_

**For Commission on Ministry Use Only:**

Date Received \_\_\_\_\_ Date Considered \_\_\_\_\_

Action Taken: \_\_\_\_\_ plans approved \_\_\_\_\_ plans denied

\_\_\_\_\_ other: \_\_\_\_\_