

## **PHASE FOUR :**

### **THE NEW PASTOR JOINS THE CONGREGATION**

#### **PROCESS IV: For Session, Congregation and New Pastor**

- New pastor approved by Presbytery of Baltimore via COM.
- The congregation calls the pastor.
- PNC plans to gather throughout the first year as a source of support for the new pastor.
- Session sets up a transition team of members of the congregation  
Appendix 4-1
- Congregation has welcome for new pastor. COM representative might be invited.
- Presbytery through COM sends the pastor a Welcoming Package, which includes Directory, Presbytery Manual, COM Handbook, Presbytery Newsletters, Presbytery calendar, COGOS Report, Mission Close at Hand book, NC4ND newsletter, etc.
- Pastor sets a date for ordination and/or installation in consultation with the Committee on Ministry person in charge of installations and ordinations.  
Appendix 4-2
- Pastor organizes his commission for installation and ordinations.  
Appendix 4-3
- Pastor and congregation send invitations. Appendix 4-4 (following must be changed to send to churches in the presbytery, see the PRESBYTERY DIRECTORY. To obtain mailing labels for all of the churches, call the Presbytery of Baltimore office.
- Pastor organizes creates his installation service  
Appendix 4-5  
Note: The installation service is a service of the Presbytery. Invite ministers or friends from outside the presbytery are corresponding members. The charges should be given by a person in the presbytery.
- An offering is taken at the Installation Service  
Appendix 4-6
- Pastor is introduced at Presbytery

Pastor prepares a biography to be sent to Presbytery Office for Presbytery Docket.

- ❑ New pastor arrives at the presbytery early with the church's elder commissioner to introduce to presbyters prior to the meeting
- ❑ Elder commissioner and COM representative introduce on the floor of presbytery  
Appendix 4-7
- ❑ COM appoints a presbytery support person to meet with the new pastor for one year.  
Appendix 4-8
- ❑ The Session should have a personnel committee that meets regularly with the Pastor to pray and discuss his/her ministry in the congregation. Both parties should Review and discuss the ministry, performance, compensation.  
Appendix 4-9  
See Bibliography
- ❑ COM remains your partner in ministry. If you want to share your story, have questions, make suggestions, need advice or have concerns, we are the connectional church with you.

**May God richly bless you in your ministry with your new pastor.**

#### APPENDIX IV-A

#### THE CONGREGATION'S TRANSITION TEAM FOR THE NEW PASTOR

#### APPENDIX IV-B

#### SERVICE OF INSTALLATION AND ORDINATION

#### APPENDIX IV-C

#### SAMPLE OF INSTALLATION AND ORDINATION

#### APPENDIX IV-D

#### OFFERING AT THE INSTALLATION AND/OR ORDINATION

#### APPENDIX IV-E

#### INTRODUCTION OF NEW PASTOR by CONGREGATION'S ELDER AND COM REP

#### APPENDIX IV-F

#### PRESBYTERY SUPPORT PERSON

## APPENDIX IV-G

Appendix 4-1

## Appendix 4-2

### SERVICE OF INSTALLATION IN PRESBYTERY OF BALTIMORE

One of the first things on your agenda when you arrive in Baltimore is arranging for your installation service. It is your responsibility to make arrangements for this service in consultation with your Session, with the Committee on Ministry (through Elder Betty McGinnis, Chair of the Installations and Ordinations Subcommittee), and with the Presbytery Moderator, Patricia A. Collins.

It is the custom in this Presbytery that installations take place at special services that are usually scheduled on Sunday afternoon around 3 or 4 p.m. This makes it possible for ministers and other guests to be at their home churches on Sunday morning.

It is your responsibility to invite persons to serve on your ordination commission, but you must consult with Ms. McGinnis before you begin to invite persons to serve. The commission must be at least five persons although seven is quite common. There is no firm upper limit. Ms. McGinnis' number is 410-647-7494.

The following limitations and requirements also apply:

1. The Chair of the Installation Commission is the Moderator of the Presbytery. The Moderator is invited first. If she cannot serve, she will suggest an alternate to chair the commission. It is a courtesy to speak to the Moderator before setting the date of the installation. You should review with her the order of worship and other plans. Patricia Collins' phone number is 410-583-2110.
2. Only elders from churches in Baltimore Presbytery and only minister members of Baltimore Presbytery may serve on the commission. The number of elders and ministers must be as nearly equal as possible. In the case of an odd number of members on the commission, the extra may be either a minister or an elder.
3. You may invite ministers and elders from other presbyteries or denominations, but they must be named as corresponding members of the commission, and they do not count in the minimum number of five. Among corresponding members, there is no requirement for a balance between elders and ministers.
4. All installation commissions in Baltimore Presbytery must have at least one woman and one man.
5. If possible, you are encouraged to include racial-ethnic members in your commission membership.
6. There may be only one elder from each church. If you wish to have more than one elder from a particular church, the extras must be listed as corresponding members. During the installation service, there is no functional difference between members and corresponding members; the distinction is legal.

7. It is customary that each member of the commission has some role in the service. Others from your church may have roles as well.

If you need help planning your service or identifying possible commission members, or if you have other questions, please feel free to contact Ms. McGinnis (410-647-7494). You may leave a message on her answering machine if she is not at home.

# INSTALLATION REPORTING FORM

INSTALLATION COMMISSION FOR \_\_\_\_\_ (Name)

Church: \_\_\_\_\_

Date and Time of Service: \_\_\_\_\_

## MEMBERS OF COMMISSION:

### MINISTER MEMBERS

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### ELDER MEMBERS

Name

Church

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### CORRESPONDING MEMBERS

(Indicate church, presbytery, or denomination)

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Email , fax, or mail form to Presbytery's Moderator, Stated Clerk, and COM's Secretary:

Presbytery of Baltimore, 5400 Loch Raven Blvd., Baltimore, MD 21239

Fax: (410) 433-2066 Voice: (410) 433-2012

[Office@baltimorepresbytery.org](mailto:Office@baltimorepresbytery.org)

## **THE SERVICE OF ORDINATION AND/OR INSTALLATION...**

Help the candidate to prepare for the service. Presumably each candidate will only prepare for one such service and has no idea of the problems and/or policies related to it. Help the candidate understand the policies of the committee and presbytery about such services. Refer to *On Calling a Pastor*, pages 34-35. The PNC of the calling congregation should have a copy. It contains a sample Ordination/Installation service. The sample service is included here for your information.

### **INSTALLING THE PASTOR**

On the day designated for the installation, the presbytery or commission appointed for this purpose shall convene and shall call the congregation gathered to worship. The service shall focus on Christ and the joy and responsibility of the mission and ministry of the church, and shall include a sermon appropriate to the occasion. The stages of the installation service are as follows:

#### **Statement of Purpose** (by moderator or chair of the Commission following the sermon)

Moderator or chairs says something about the theology of call, the process of preparation for ministry, the process of call, and our Presbyterian understanding of the work of the Spirit in this; describes installation as an act of presbytery; and acknowledges the commission representing presbytery.

#### **Presentation of the Candidate** (by an elder, perhaps chair of the PNC)

“Speaking for the people of the church, I bring \_\_\_\_\_ to be installed as Pastor, Associate Pastor, etc.”

#### **Constitutional Questions to the Candidate** (by moderator or chair of the commission)

- (1) Do you trust in Jesus Christ your Savior acknowledge him Lord of all and Head of the church and through him believe in one God, Father, Son, and Holy Spirit?
- (2) Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the church universal, and God’s Word to you?
- (3) Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?

- (4) Will you be a Minister of the Word and Sacrament in obedience to Jesus Christ, under the authority of Scripture, and continually guided by our confessions?
- (5) Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
- (6) Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
- (7) Do you promise to further the peace, unity, and purity of the church?
- (8) Will you seek to serve the people with energy, intelligence, imagination, and love?
- (9) Will you be a faithful minister, proclaiming the good news in Word and Sacrament, teaching faith, and caring for people? Will you be active in government and discipline, serving in the governing bodies of the church; and in your ministry will you try to show the love and justice of Jesus Christ?

**Constitutional Questions to the Congregation** (Elder from the congregation)

- (1) Do we, the members of the church, accept \_\_\_\_\_ as our pastor (associate pastor), chosen by God through the voice of this congregation to guide us in the way of Jesus Christ?
- (2) Do we agree to encourage him/her to respect his/her decisions, and to follow as he/she guides us, serving Jesus Christ, who alone is Head of the church?
- (3) Do we promise to pay him/her fairly and provide for his/her welfare as he/she works among us; to stand by him/her in trouble and share his/her joys? Will we listen to the word he/she preaches, welcome his/her pastoral care, and honor his/her authority as he/she seeks to honor and obey Jesus Christ our Lord?

**Prayer of Installation** (Member of commission)

Candidate may kneel or stand (no laying on of hands)

**Declaration of Installation**

The member presiding shall then say: "\_\_\_\_\_, you are now a Minister of the Word and Sacrament in and for this congregation. Whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him. Amen." Symbols of office may be offered (Bible, chalice, baptismal bowl, stole, etc.)

**Welcome by the Commission** (members of the commission greet new pastor)

**Charge to the Pastor** (by member of the commission)

**Charge to the Congregation** (by a member of the commission)

**Brief Statement and Benediction** (by new pastor)

After the service, the officers and members of the church should be invited to come forward to greet their pastor and give him/her an appropriate expression of cordial reception and affectionate regard.

**NOTE: The installation of a minister as pastor or associate pastor of more than one church may take place in a joint service, provided each church is present and answers for itself the constitutional questions.**

## **Appendix 4-**

### **Offering**

The offering taken during the service should be sent to the Presbytery where it is designated for emergency relief for pastors and their families.

Appendix 4 –

**Mentors for In-Coming Pastors**

It is the policy of the committee on Ministry to assign a mentor to all in-coming pastors with less than three years experience as an ordained minister and to other incoming pastors where a mentor would be helpful.

The Committee on Ministry will select mentors from among experienced pastors in the Presbytery and invite them to take assignments on a person-to-person basis.

The mentoring relationship shall normally be for a period of one year, though it could be extended if the three parties involved (COM, pastor, mentor) agree that it would be useful to do so.

Ordinarily, no mentor will be assigned to more than one pastor at a time.

The mentor will be responsible for:

1. Contacting and meeting with the new pastor within a month of the assignment.
2. Being available for consultation as needed.
3. Meeting with the new pastor at least every month, for the purposes of support, encouragement, and reflection on the progress of the new pastor's ministry.
4. Introducing the new pastor to ministers and elders of the Presbytery at Presbytery meetings.

The mentor will be expected to treat his/her relationship with the new pastor with strict confidentiality.

Appendix 4 –

**ANNUAL REVIEWS OF MINISTRY**

*Review of Ministry,*

*Review of Performance,*

*Review of Compensation*

**Ministry Review** – An important component of a healthy pastor – congregation relationship is the willingness to periodically assess the effectiveness of ministry with the recognition that ministry is a shared function of minister and members. Each year the pastor and the session need to evaluate how they have worked together to achieve their mutual goals for ministry during the preceding year. This facilitates a positive climate where the pastor and all church officers can make adjustments in allocating their energy and time as effectively as possible. Every three to five years, a session retreat or congregational mission study should be considered as a way to discern God’s call to the congregation and the pastor for the next phase of their ministry together.

**Performance Review** – It is highly recommended that the Session/Personnel Committee conduct an annual performance review of a pastor’s service in light of the ministry goals of the congregation. This is an opportunity for the pastor to get significant constructive feedback about his/her practice of ministry, to discuss weaknesses or new competencies needed, and to develop a plan for the minister’s continuing education for the coming year which will address these.

**Compensation Review** – Each year the session (G-10.0102n) and the congregation (G-7.0302a) are required to review the adequacy of a pastor’s personal compensation and to establish full reimbursement of their professional business related expenses each year. Both the congregation and presbytery must approve any changes in the terms of call before it is official.

**Resources:**

From Alban Institute:

Jill M. Hudson; Evaluating Ministry, Principles and Processes for Clergy and Congregations  
C. Jeff Woofs; User Friendly Evaluation; improving the work of pastors, programs and laity