



PHASE 5 - THE NEW PASTOR JOINS THE CONGREGATION

After the new pastor has been called by the congregation and approved by Presbytery of Baltimore

- PNC plans to gather throughout the first year as a source of support for the new pastor.
- Congregation has welcome for new pastor. COM liaison might be invited.
- Pastor sets a date for ordination and/or installation in consultation with the COM liaison and the Moderator of the Presbytery. – **Appendix 5-1**
- Pastor organizes his or her commission for installation and ordinations. – **Appendix 5-1**
- Pastor and congregation send invitations – **Appendix 5-1**
- Pastor creates his or her installation service – **Appendix 5-1**
- An offering is taken at the Installation Service – **Appendix 5-1**
- The chair of the installation commission sends the Installation Report to the Stated Clerk and COM chair.
- COM chair introduces the new pastor at Presbytery
- Clergy Care Team, part of the Commission on Spiritual Leader Development, appoints a mentor or transitional partner to work with the new pastor on a regular basis. – **Appendix 5-3**
- The session should have a personnel committee that meets regularly with the Pastor to pray and discuss his or her ministry in the congregation. Both parties should Review and discuss the ministry, performance, compensation. – **Appendix 5-4**
- 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 as you enter this new phase in your congregational life and ministry!

Services of Installation in Baltimore Presbytery

To the new pastor:

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 service in consultation with your session, with the Commission on Ministry, and with the Presbytery Moderator. These guidelines will assist you in this important task. This service should be held within two months of your arrival in your new position.

To the COM liaison:

Assist the minister as requested. In particular, if the minister is new to this Presbytery, he or she may appreciate your recommendations of clergy and elders to serve on the installation commission. Since the installation commission is required to have half of its five or more members to be elders from different churches in the Presbytery, the new minister will most likely need help in identifying elders from churches other than his or her new church. These guidelines will also assist you in giving this assistance.

Guidelines

Installation Process — For Minister to be installed

1. The Minister sets a date and time for the installation. This is done in consultation with
 - a. Session
 - b. Moderator of Presbytery
 - c. COM Transitions Team
2. This service normally is held at 4 PM on Sundays so that other minister members of Presbytery are able to attend.
3. The Minister asks at least five to serve on his or her commission for installation. The COM liaisons may be helpful in suggesting members if the Minister is new to the Presbytery.
4. The date of Installation and the membership of the Commission must be approved by the COM Transition Team one month BEFORE the date of installation. The Minister emails or sends the Installation Commission Form to:
 - a. Chair of the COM
 - b. Stated Clerk of Presbytery
 - c. Moderator of Presbytery
5. The Minister and congregation send invitations to other churches in the presbytery. Mailing labels are available from the Presbytery office. To obtain mailing labels for all of the churches, call or email the Presbytery office. The installation invitation should include instructions as to whether ministers attending the installation should plan to wear robes or vestments.
6. The Minister creates the liturgy for his or her installation service and makes copies for the service. This Service of Worship will follow the normal liturgical pattern for worship, with “The Service of Installation” following the Sermon. We

Who needs this? PNC, Pastor, and Congregation

recommend the Service for Installation of a Pastor outlined in the *Book of Occasional Services*.

7. In planning your worship service you should designate individuals to:
 - a. Preach a sermon
 - b. Deliver a Charge to the Congregation
 - c. Deliver a Charge to the Minister
 - d. Use other members of the Commission for other parts of the service.
8. An offering is taken at the Installation Service and sent to the Presbytery of Baltimore to be used for emergency relief for Ministers and their families.

Installation Process — For COM Liaisons

1. Assist the minister to be installed with setting a date and time for the installation and securing members of the commission. Once all these are determined the COM area representatives may approve the Commission. This should occur one month prior to the Installation.
2. Make sure that the minister has cleared the date with the Moderator and sent the Form to the Chair of COM, Moderator, and the Stated Clerk.
3. Make sure that the minister has asked the members of the commission to participate and given them their assignments.
4. Help the minister, if requested, to create the Service of Worship.

Installation Commission

In forming the Installation Commission the following rules apply:

1. Must have 5 or more members.
2. One must be the Moderator or the Moderator's designee who shall Chair the Commission.
3. Must have an equal number of Clergy and Elders. If there is an odd number of commissioners, the extra can be either.
4. Must have at least one woman and at least one man.
5. You are encouraged to have a racial ethnic member.
6. All must be clergy members of this presbytery or elder members of presbytery churches.
7. May have no more than one elder from one church. No such rule for clergy.
8. Additional people, from other presbyteries, denominations, or from a Baltimore Presbytery church can be corresponding members.
9. Any members of the commission, corresponding members, or guests may be invited to participate in the service.
10. The Moderator asks the questions of the person being installed.
11. Usually a local elder asks the questions of the congregation.

Who needs this? PNC, Pastor, and Congregation

12. Anyone can preach or give the charges to the congregation and the minister.
13. The Moderator will sign the Commission Report Form and send it to the Stated Clerk.

Resources

- *The Book of Order*
 - G – 3.0109b(2) The Commissions for the Installation of Ministers
 - W - 4.4006 The Installation Service
- Theology and Worship Ministry Unit of the Presbyterian Church, *Book of Common Worship*, (Louisville: Westminster John Knox, 1993).
- Presbyterian Church (USA), *Book Of Occasional Services: A Liturgical Resource Supplementing The Book Of Common Worship* (Louisville: Westminster John Knox Press, 1999).

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.

We recommend that the installation service follow the service for Installation of Pastor outlined in the *Book of Occasional Services*.

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.

Resources

- Theology and Worship Ministry Unit of the Presbyterian Church, **Book Of Common Worship**, Westminster John Knox Press (May 1, 1993)
- Presbyterian Church (USA), **Book Of Occasional Services: A Liturgical Resource Supplementing The Book Of Common Worship**, Westminster John Knox Press (July 1999)

Appendix 5-2
Installation/Ordination Reporting Form

INSTALLATION/ORDINATION COMMISSION FOR _____ (Name)

Church: _____

Date and Time of Service: _____

MEMBERS OF COMMISSION

MINISTER MEMBERS

ELDER MEMBERS

Name

Church

_____	_____
_____	_____
_____	_____

CORRESPONDING MEMBERS

(Indicate church, presbytery, or denomination)

I hereby attest that the Service of Installation/Ordination was held, the minister answered the constitutional questions in the affirmative, and the Commission asked to be dissolved.

Signature of Moderator: _____

Once the date and commission members are determined the Minister should:
Email, fax, or mail form to Presbytery’s Moderator, Stated Clerk, and COM’s Chair:
Presbytery of Baltimore, 5400 Loch Raven Blvd., Baltimore, MD 21239
Fax: (410) 433-2066 Voice: (410) 433-2012; Office@baltimorepresbytery.org

After the Installation, the Moderator will send the signed form to the Stated Clerk

Appendix 5-3
Mentors for In-Coming Pastors

Clergy Care Team of the Commission on Spiritual Leader Development

The Clergy Care Team, the COM, the CSLD and the GP are all committed to ensuring that Ministers, CREs, and Christian Educators coming into our presbytery know that procedures – and *people* – are in place to assist, support and encourage them during their time of new beginnings and transitions, and throughout the term of their ministry among us. To that end, in addition to the welcome and assistance already provided by the Presbytery staff and COM, the Clergy Care Team proposes that each of the following three initiatives be put in place no later than Fall 2014:

- 1) Mentors. Each Teaching Elder who has been ordained fewer than three years when called to serve in the Presbytery of Baltimore, and all recently commissioned CREs, will be paired with a mentor, selected (whenever possible) from within the new TE's or CRE's Ministry Group. For this purpose, we understand a mentor to be a trusted guide or counselor, someone who will help to welcome, assist and advise the less experienced minister. Mentors will be identified by the Clergy Care Team and the COM and invited to serve in this capacity by the Clergy Care Team. Mentors will be Pastors, currently active or retired, with at least 10 years of experience in the ministry, ideally 5 of which will have been within the Presbytery of Baltimore. They will be well known and respected within the Presbytery, and willing and able to walk with the new Pastor, Associate Pastor or CRE throughout the first 12-18 months of that person's call. In addition, mentors will be individuals who
 - Value and model healthy professional, personal and spiritual practices;
 - Are empathetic and insightful;
 - Are approachable and good listeners;
 - Care about and encourage connections to the broader church community including Ministry Groups, the Presbytery, and the PC (USA);
 - Are reliable and accountable;
 - Demonstrate humility, openness, and a sense of humor;
 - And are enthusiastic about being in the ministry!

Mentors will be expected to meet in person with mentees at least monthly and to touch base by phone regularly between face-to-face meetings. Those who agree to serve as mentors will attend an orientation/training session organized by the Clergy Care Team in conjunction with the CSLD and covering such topics as

- Goals, guidelines and expectations for the mentoring relationship;
- Setting boundaries;
- Encouraging personal and professional accountability;
- Encouraging intentional self-care;
- Skills for listening and eliciting responses;
- Brainstorming among the participants (gathering their ideas)
- Resources in the Presbytery and the larger community (Pastoral Counseling, Spiritual Direction, Peer Support Groups, etc.)

Who needs this? PNC, Pastor, and Congregation

We would like to have an initial group of 6-8 mentors (at least one from each Ministry Group) trained and ready to begin work by the end of May 2014. We are assuming that no more than 3 or 4 newly ordained TEs are likely to enter the Presbytery in any given year and that no mentor would work with more than one person at a time.

- 2) Transitional Partners/Friends. Pastors, Associate Pastors, CREs, and CEs who are new to the Presbytery of Baltimore, but who have been ordained, commissioned or certified for more than three years, will be paired with an experienced pastor in active ministry and located within the same Ministry Group. This Transitional Partner or Friend will reach out to welcome and help orient the incoming church professional to the Presbytery and the larger community for the first 6-12 months of his or her ministry within our bounds. Though this is a more informal relationship than that between a Mentor and a newly ordained TE, the Transitional Partner would, at least, seek to develop a trusting and collegial relationship with his or her partner, and possibly accompany him or her to Presbytery Gatherings and Ministry Group meetings and help make introductions to other colleagues. If the relationship develops, they might become confidants, prayer partners or even close friends. Transitional Partners would also be instrumental in connecting new church professionals to resources within the Presbytery and community. The Clergy Care Team, in conjunction with the Commission on Ministry, will recommend pastors to serve as Transitional Partners and will make the pairings, seeking a match with some demographic commonality. We would like to identify a core group of pastors who are willing and able to begin serving as Transitional Partners/Friends by no later than the end of May 2014. There is probably no need for a formal orientation unless those agreeing to serve feel that it would be useful to get together. As with the Mentors, no Transitional Partner would be paired with more than one person at a time.
- 3) Annual Fall Retreat. Finally, the Clergy Care Team strongly recommends the institution (or reinstatement) of an Annual Retreat for all Pastors, Associate Pastors, CREs and CEs who have come into the Presbytery in the previous 12 months. Because the Pastors' Gathering is held in the spring, this retreat should be held in the fall and, like the Spring Gathering, should include an overnight stay to allow time for relaxed socializing and relationship building. The retreat would be planned and facilitated by the GP/TGP and representatives of the Clergy Care Team, the CSLD and the COM.

Appendix 5-4
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 to address these.

Compensation Review – Each year the session (G-3.0113) and the congregation (G-1.0503) 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 the Alban Institute:

- Jill M. Hudson; **When Better Isn’t Enough: Evaluation Tools for the 21st Century Church**
- Jill M. Hudson; **Evaluating Ministry, Principles and Processes for Clergy and Congregations**
- C. Jeff Woods; **User Friendly Evaluation; Improving the Work of Pastors, Programs and Laity**