



**EASTERN SYNOD** of the  
**Evangelical Lutheran Church in Canada**

**CALL PROCESS MANUAL**

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**SECTION 6: NEW BEGINNINGS**

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## 6A. NEW BEGINNINGS

**T**he candidate's decision to accept or decline the call will be sent to the congregation via the Congregational Council chair. In accepting, the pastor will be asked to indicate the starting date, usually within one or two months. Any variance will need to be approved by the calling congregation. Acceptance of The Call is conveyed promptly to the Bishop. With acceptance, the work of the Call Committee is finished.

The pastor-elect and the officers of the Congregational Council will agree on arrangements for moving. The congregation is responsible for moving expenses.

If this presents an unworkable financial burden on your congregation there is the possibility of assistance from the Synod. Please refer to the **Synodical Moving Policy** found in the Appendix of this manual. **(Appendix 13)**

The Congregational Council chair and the pastor-elect will consult with the Bishop to decide upon a date for installation. If the Bishop is unable to preside at the installation, a Conference Dean, Synod staff member or other pastor may be designated to conduct the installation.

The Service of Installation is printed in the *Occasional Services Book* (printed by Augsburg-Fortress). Pastors have personal copies for their use.

The Congregational Council arranges for welcoming the arriving pastor. You may wish to appoint a welcoming committee. Such a group may assist the pastor with relocation needs and possibly plan a celebration and welcoming event. All efforts to greet, welcome and assist the pastor in the start of a new ministry will be appreciated by the new pastor and will help to assure the healthy beginning of a strong, mutual ministry of pastor and people.

## 6B. ANOTHER ENDING

**T**he arrival of your new pastor will bring to a close the ministry of your interim pastor. Council should consider ways of thanking your interim pastor for their ministry among you. The kind of thank you will need to reflect the length and amount of service provided, but might include a farewell service, a gift, a letter from Council, a special coffee time at a Council meeting. You may wish to use the service "**Rite of Farewell and Godspeed for an Interim Pastor and His/Her Family**" which you will find in the Appendix. **(Appendix 1c)**

## 6C. PRESS RELEASE

**A** press release about the arrival of your new pastor is an opportunity for outreach. Make sure to include relevant information about your new pastor: educational background, congregations served, major accomplishments, and sometimes information about the family. But also describe your congregation. The press release is an outreach tool that helps to create a congregational image in the community as well.

## 6D. INVITE THE COMMUNITY AND THE WIDER CHURCH

**W**hen you and your new pastor plan the installation service, consider inviting the community, especially representatives from local churches, and the wider church, especially representatives from your conference.

Remember that the time you choose to hold your installation service will make a big difference in who will be able to attend. Sunday morning services usually bring the largest attendance from the congregation, but do not allow individuals from other churches to take part.

*Here is a sample you may find helpful as you design the invitations. Designated areas will require information specific to your plans.*

*We request your prayers and presence with us  
at a service of Holy Communion  
and the Rite of Installation*

*The Reverend Jane W. Doe  
will be installed to the  
office of Pastor*

*The Fifteenth Sunday after Pentecost  
September 13, 1998  
at three o'clock in the afternoon  
First Lutheran Church , ELCIC  
12345 Name Street  
City, Province*

*Reception immediately following*

*RSVP by \_\_\_\_\_ (date) \_\_\_\_\_ to \_\_\_\_\_ (name) \_\_\_\_\_ at \_\_\_\_\_ (phone number) \_\_\_\_\_*

*Clergy are invited to vest.*

*The colour of the day is \_\_\_\_\_*

## **6E. HELPING YOUR PASTOR WITH THE TRANSITION**

**L**et's face it. There are a lot of adjustments in any move. And the move to a new call brings with it a lot of transitions. Recognizing the need for pastors to have help in making good transitions, the Eastern Synod Council passed a motion in April of 2002 "that a synod sponsored Transitions Workshop be provided annually for all persons receiving a new Letter of Call; the cost to be covered by the calling congregation." Your support and encouragement for your pastor to attend the Transitions Workshop is one way that you can help your pastor adjust to the transitions involved in coming to your congregation(s). It will provide her/him with an opportunity to reflect on initial experiences of this new call, talk with others facing the same transitions, as well as providing time to relate to the bishop and the rest of the synod staff.