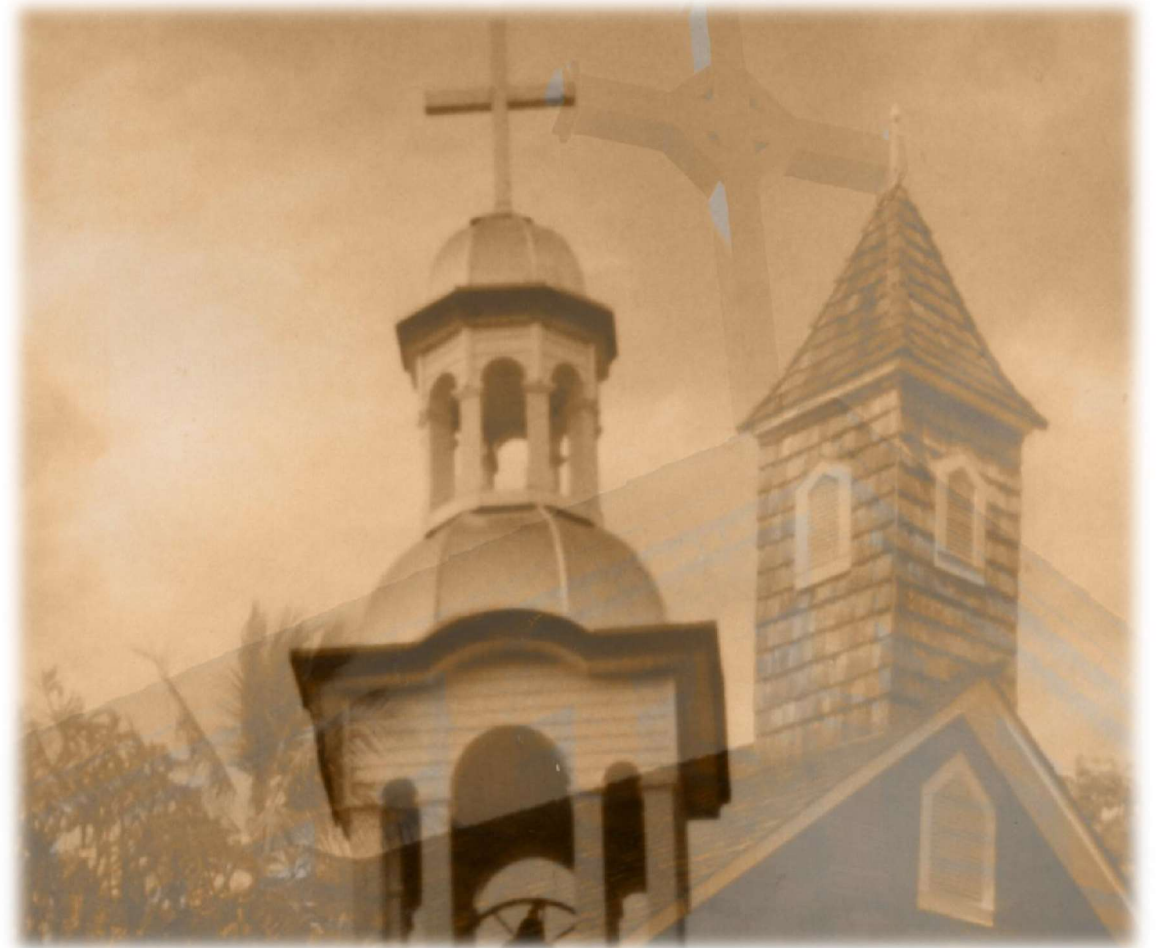


Welcome!



Name of Congregation
Address
City, State, Zip

Steps of Welcome for the Congregation in Transition

Welcoming Your New Rostered Minister

Congratulations – your new rostered minister has answered the call to Your congregation!

Now What?

Here are a few things that can help to make him/her and family feel welcome from the very first day they arrive.

As soon as the call is accepted!

Lift the rostered minister and family up in prayer often.

- If you have a parsonage:
 - Make sure the parsonage is clean and ready.
 - Is the parsonage move-in ready?
 - What repairs and/or updates are needed? (paint, new carpets, window treatments)
 - Do not ask the rostered minister to move into a parsonage “under construction.”
 - Check with the new rostered minister on paint colors, design or furnishing issues.
 - Is the outside yard move-in ready?
 - Check if out-of-date swing sets, clothes lines etc. that should be removed.
 - Check for tree branches, rubbish or composition piles that need attention.
- If you do not have a parsonage:
 - Provide the rostered minister with name(s) of local Realtors.
 - Provide the name of local financial institution that provide home loans.
 - List other communities nearby if your community does not have housing.
 - Provide list of available rental properties if needed.

- Consider the rostered minister's office:
 - Make sure the rostered minister's office is clean and ready.
 - Are there repairs needed? (desk drawer not working, bathroom)
 - What updates should be made? (paint, carpet, window dressings, etc.)
 - Are office furnishings suitable?
 - Office printer/copier in need of updates or upgrades?
 - Office chair suitable?
 - Remove previous rostered minister's personal items.
- Consider the rostered minister's spouse and/or family:
 - Provide possible places of employment for the spouse.
 - Provide a list of area schools for the family to consider.
 - Provide a list of day cares in the area.
- Arrange for a welcome reception on the first Sunday after arrival.

Before Arrival Day!

- Stock the refrigerator and pantry with some basic staples.
 - Ask rostered minister if there are any food sensitivities.
 - Have kid-friendly foods and snacks for children when appropriate.
 - Place a precooked meal in the freezer.
- Prepare the outside area:
 - Be sure grass is mowed or snow removed prior to arrival day.

Arrival Day!

- Have a small group at the parsonage/new home to meet the family upon their arrival.
- Have a reasonable number of people ready to help unload their vehicle.
 - Check if the moving truck will arrive at the same time as the family.
 - If moving truck has arrive prior to, have people ready to move furniture in proper places.
- Have age specific youth to greet children:
 - Have someone ready to provide childcare if there is an infant or toddler.
 - Have young children available to meet young children.

- A youth group member to meet older youth and offer to show them around.
- Have someone bring a carry-in meal for the greeters and family.
- Provide specific contact information for:
 - Who is the liaison person to contact in upcoming days?
 - List of people and numbers appropriate while they settle in? (could be group from call committee, council or new settle in committee.)
- Have someone drop of a breakfast meal at this time (so as not to stop by on the first morning.)
- Have your prayer chains pray for the rostered minister's travel to your congregation.

Continue the Welcome!

- Pantry Shower ~ Gift Card Shower ~ or a Good Pounding
 - Having a pantry shower within the first day or two of arrival to fill the rostered minister's pantry.
 - Wear names tags and place your name on your pound of giving.
 - Continue dropping off meats and goodies over time to encourage getting acquainted.
 - Gift cards provide an introduction to the local businesses
 - A Good Pounding is an old-fashioned tradition where a new rostered minister is welcomed with gifts of food, in a pound of staples, such as a pound of flour, a pound of sugar, a pound of butter, a pound of meat for the freezer, or a pound of other basic items such as dishwasher soap, laundry soap, or a pound of snacks.
 - That way the rostered minister gets to know their members pound by pound.
 - Get a list of favorite snacks and goodies ahead of time (this gives them the blessing of having some of the things they cannot buy because they have needs that come before wants.)
 - A pound of prayers for their first days as your rostered minister.
- Community familiarization

Gracious Father, may we welcome our rostered minister with humble acceptance and open our hearts to the message and preaching You have directed through his/her words. May You fill him/her with your Spirit so that our faith may be set on fire. Strengthen our understanding of Your love given to us in Your Son, our Savior, in whose name we pray. Amen.

Going forward together in Ministry!

Continue to check in with your rostered minister and family on a regular basis outside of council meetings.

Set a 6 months evaluation/check-in date with your rostered minister.

Continue to pray for your rostered minister and family.

Rostered Minister Appreciation Month is October

This page is provided to make additional notes for your specific situation.

- Pick up the rostered minister for morning coffee at the favorite local meeting place
 - In multi-point locations, spread this over time
 - In multi-points have person from other communities participate.
- Provide a directory of the local businesses with contact information (include services they provide as in small communities that could be multiple services).
- Provide a calendar from the school and community on upcoming dates
 - What are the main school activities and times they are held?
 - What is the big community celebration and what is all involved?
 - Are there expectations of the rostered minister in school or community activities?
- Take the rostered minister to meet the main people of the community: school administration, mayor, community leaders, and funeral directors if possible.
- Invite the rostered minister and family to local social events that may be held.
- Continue to pray for your new rostered minister
- The rostered minister's first days at the office
 - Introduce yourself to the rostered minister (several times as they have lots of names to remember).
 - Ask rostered minister if they would like you to wear name tags.
 - Have a binder with information which may include some of the following:
 - A letter of welcome from the church council.
 - A pictorial directory of church members.
 - Mark the directory with those who have passed or moved.
 - Mark the directory with those who are active or no longer involved.
 - Provide a list of the church council officers and members with contact information
 - Include a list of the committee and members of each.
 - Include a description of each committee responsibilities.
 - Include the church's vision and mission statement
 - Provide information, curriculum and contact for:
 - Confirmation and students

- First communion students and schedules
- Sunday school and VBS and directors
- Provide a list of home bound members, those in nursing homes and senior care centers with addresses
 - Give map or directions to any out of town facilities that may be required. (Nursing facilities, senior living centers, hospitals)
 - Have someone go with the rostered minister to introduce them to the member in nursing facilities, senior living centers, or homebound for the first visit.
 - Make note of those the rostered minister will take communion to and date of last communion.
- Provide a list of grieving families or recent deaths and their contact information
- Provide an events schedule of activities the congregation is regularly involved in.
 - Does the congregation hold a regular scheduled fund raising activities? (lutefisk supper, Harvest Fest meals, bazaars)
 - Identify activities the rostered minister is responsible for or the chairperson for each.
 - Create a calendar for each month of the year with these annual church related activities listed on it.
- Provide information on the Prayer chain and contact information.
- Provide policies or information packets if available on the following:
 - New membership materials
 - Baptism forms
 - Wedding forms and policy
 - Building use policy
- Provide a copy of the constitution and bylaws.
- Take the new rostered minister on a tour of the facilities explaining the location of things
 - Acquaint the rostered minister on information systems, security equipment, any procedure of note and people who oversee them.

- Familiarize the rostered minister with video, audio and social media forms of communication and contact person for troubleshooting.
- Familiarize the rostered minister with records book, record keeping procedure and responsibilities.

After the first couple of weeks

The call committee has done their work, now the council and administration should continue the welcoming work of the rostered minister in the weeks going forward.

- Have the musician/secretaries meet with the rostered minister to review how they've "always done things"
 - What settings do the congregation generally use and when?
 - Does the rostered minister/musician/group choose the music/liturgy etc.
 - What is the deadline for the Sunday bulletin and who puts it together?
 - When is the newsletter put out and what is expected from the rostered minister?
 - Are there community church services held and what is the rotation?
 - What are the rostered minister's responsibilities?
 - Who is the contact person?
 - When does the youth group meet/ Bible study/confirmation and who leads?
 - Do you have peculiar services or activities in your congregation?
 - Specific senior recognition worship with or without quilts
 - Sunday youth worship(s) services done by the youth
 - Multipoint combined services (picnic, retreats)
 - Polka Sundays, German speaking service, and the like
- Take the rostered minister to the local ministerial association meeting and introduce him/her.
- Invite the rostered minister and family to visit your family
- Take the rostered minister to member businesses to learn about what they do
- Continue to pray for your rostered minister