

***STEPS TO FOLLOW***  
***for the***  
***ARRIVAL OF YOUR NEW PASTOR***

The following outline will help alleviate stress as a pastor comes to his new ministry.

1. Prepare the parsonage – or secure temporary housing if the pastor is purchasing his own home.
2. Advance money for moving expense.
3. Pastor's study should be ready for his use.
4. Make arrangements to introduce your new pastor to the community through an article in the local newspaper.
5. Notify the CB Northwest office of your new pastor's coming.
6. Plan a formal presentation of your new pastor to the congregation.
7. Arrange for a Pastor's Reception and Installation Service.
8. Closing responsibilities for the Search Committee:
  - a. Notify all remaining candidates, as well as any men whose resumes you still have, that the position has been filled.
  - b. Shred any and all leftover resumes and copies, as well as any confidential resources (notes from reference calls or interviews).
  - c. Keep in contact with the pastor-elect until he has been formally installed as pastor of your church.
  - d. If appropriate, send a communication to the church from which the pastor came, assuring them of your church's prayer concern as they now seek a new pastor.
  - e. As a committee, pledge to support your new pastor, and then disband!