



*Our mission is to support and encourage the members of the District in carrying out the mission Christ has given His Church.*

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## **LCMS Kansas District – Ways to Welcome Your New Church Worker**

### **Prepare to Welcome Your New Church Worker** *(at time of acceptance of the call)*

1. Begin praying daily for the new worker and family.
2. Invite church members individually to send cards of welcome and encouragement to the incoming worker.
3. Know that welcoming your new worker in genuine and effective ways lays the groundwork for a healthy and vital relationship and the development of stable, long-term ministries together.
4. Plan for the transition. Occasionally important welcoming gestures are missed with everyone thinking someone else is handling these details.
5. Appoint a specific liaison person to whom the worker can go to for help and information during the transition.

### **Parsonage Preparations – If Applicable** *(as soon as possible)*

1. Clean the parsonage. Determine if the parsonage is in need of other repairs or painting. Consult the outgoing and vacancy pastor or Circuit Visitor about timing so as not to disrupt the lives of either party. Do not ask a new pastor to move into a parsonage “under construction.”
2. Consult the new pastor on any paint, design, or furnishings issues.
3. Offer to have someone cut the parsonage grass.
4. Stock the parsonage refrigerator and pantry with some staples. *Please communicate with the pastor and his family if there are any special dietary needs.*

### **Make Things “Move-In” Ready** *(at time of acceptance of the call)*

1. Make sure the worker’s office is clean and ready. Offer to provide help or a cleaning service if needed.
2. Make sure the new worker and church officials are clear on how moving expenses are paid and all matters related to compensation, benefits, and reimbursement policies.

### **Other Considerations**

1. Help the worker find a local realtor.
2. Help the worker find temporary housing arrangements if necessary.

### **Welcome Your Worker (and family) on Moving Day**

1. Have a “food pantry shower” if the worker and their family will be moving into an apartment or a house. Make sure there are kid-friendly foods and snacks if children are arriving.
2. Have a group on hand to greet the new worker and family when they arrive and to help as needed.
3. Offer childcare if there is an infant or toddler in the household. *Do not be offended if they decline!*
4. Invite children in the household to do things with others of their same age.
5. Welcome any youth in the household by having church youth group members stop by and offer to show them around.

### **Continue the Welcome During the Entry Period** *(in the first one-two weeks)*

1. You want to consider taking food over for the first few days or have leadership of the congregation invite the worker and their family out to eat.
2. Provide a map with directions to local dry cleaners, grocery store, drug store, veterinarian, etc., and information on local options for internet and cable television providers.

3. Give gift certificates to several of your favorite restaurants in the community.
4. Give the worker and family a welcome reception on the first Sunday.
5. On the day of installation, please make sure that the worker's spouse also receives a special gift. You want to make them feel as welcome as possible too.
6. Continue to remember your new worker and family in your daily prayers.

#### **Help the New Worker Become Familiar with the Congregation** *(upon arrival)*

1. Introduce yourself repeatedly! You have one name to learn; your worker has many names to learn.
2. Wear name tags. Even if name tags are not a tradition, the congregation can wear them for a few weeks to help the worker learn names.
3. Provide a current pictorial directory of all the church members, if available.
4. Provide an up-to-date list of all church committees and officers.
5. Provide the new worker with a tour of where things are kept inside the church and perhaps a floor plan of the facilities.
6. Orient the new worker to information systems and the way records are kept.
7. Have a church leader offer to take the worker to meet church members in their businesses or other work settings, if they are easily accessible.
8. Make sure the worker has the contact list of the youth and adults that they will be working with.
9. Make sure the worker has the contact list for the parents and children of their classroom.
10. Offer to help arrange small group sessions to meet and talk with the congregation.
11. Create a "church yellow pages" (a list of people in the church who have specific skills that a newcomer may find beneficial.... auto mechanic, doctor, dentist, dry cleaners, bookstore, office supply, tax preparer, etc.).

#### **Onboarding the Pastor to Specific Ministries** *(upon arrival)*

1. Make sure the pastor has a list of homebound or nursing home members, a list of those struggling with long term illness, and a list of those still in grief over recent deaths in the family. Better yet, take the worker for an introduction to each of these households.
2. Have an appropriate person offer to go with the pastor for introductions and support if there are particularly urgent pastoral situations (a member near death or the family of a member who has just died).
3. Introduce your new pastor to other clergy in the community. Provide information on any ecumenical activities or associations.

#### **Help the New Worker Connect to the Community** *(upon arrival)*

1. Provide local media with information about the new worker.
2. Provide a list of hospitals, nursing homes, and community service agencies.
3. Introduce the new worker to public and community leaders.
4. Ask church members in civic clubs to take the new worker to one of their meetings.

#### **Acquainting Ordained and Commissioned Workers to Circuit and District** *(upon arrival)*

1. Encourage the pastor to attend the monthly Circuit Winkel (gathering of pastors).
2. Encourage the worker to attend the District sponsored conference events and other worker gathering events.
3. Ensure that the worker attends the "New Worker Orientation" hosted by the District Office.