2016 version

Congratulations on the election of your new pastor. There are many ways that a congregation can welcome a new leader and Maumee Valley Presbytery is prepared to walk along side of you as you begin this new partnership.

Typically, sometime after the pastor has settled, plans begin to be made for an installation to be held at your church by the Presbytery. Ordinarily, an installation or ordination takes place on a Sunday afternoon on a date which is negotiated between the pastor to be installed, the congregation in which the installation is to occur and the Moderator of the Presbytery of Maumee Valley.

The pastor typically picks out a few dates and contacts the Moderator of the Presbytery to check with the Moderator's schedule.

The 2016 Moderator of the Presbytery of Maumee Valley is :

Ruling Elder Lynn Bova, Pastor at First Presbyterian Church of Defiance Ohio

419.297.8539 Cell

Email: Lynettebova@gmail.com

If the Moderator is unable to participate, she may appoint the Vice Moderator, who is Rev. Mary Jane Saunders, co-pastor at First Presbyterian Church of Bowling Green, Ohio

Once the pastor, the Moderator and the congregation have agreed on a date, the Committee on Ministry approves the details such as the members of the Commission to install and/or ordain. Maumee Valley, the Committee on Ministry has been given permission to approve installation commissions at their monthly meetings which are held the fourth Tuesday of most months. However, any called meeting of the Presbytery (which includes your installation!) requires at least 10 days including two Sundays notice. So, please plan accordingly

The Moderator of the Committee on Ministry in 2016 is Ruling Elder Ron Boyd, who is

A member of the First Presbyterian Church of Upper Sandusky. His number is 330.703.0752.

His email is rboyd13@att.net

Once the date has been approved by the Committee on Ministry, you are encouraged to invite area clergy, area Presbyterian Churches and indeed, friends and family. Some congregations mail invitations to the entire Presbytery. The Presbytery does have a website and an email communication system. If you want to use our electronic systems, please send your announcement or invitation (in final form) to Sara McLaughlin (smclaug@bgsu.edu) who is the webmaster or to our administrator, Beth Wenner at bwenner@maumeevp.org .

Ordinarily, the church plans for a reception following the installation where members of the church and other guests can mingle and congratulate you and your new pastor.

An installation commission is comprised of at least five individuals from Maumee Valley Presbytery – in as nearly equal numbers as possible of elders and teaching elders (ministers) . The Ruling elders must be from different churches. So, one might have three ruling elders from three different churches and two teaching elders (ministers). Or, one might have three teaching elders (ministers) and two elders from two different churches.

If your pastor desires to invite additional persons from outside of the Presbytery to participate, he or she may do so at his or her own expense. While these persons are not members of the commission, it is customary to list them as "Others to be invited to participate are….." All members of the commission attend the celebration at their own expense.

The Book of Order outlines the questions to be asked by the Moderator, and a format for the service in W – 4.4000. The installation is an act of the Presbytery.

The offering received at installations is given to the Pastoral Support Fund of the Presbytery which provides for the unmet needs of clergy and church professionals in times of difficulty.

On the day of the installation, the Commission gathers and opens the meeting of the Commission with prayer. A clerk pro temp is appointed to take the minutes of the meeting, which ordinarily contain the names of the participants, the dates, and the motion to install. After instructions regarding the service, a motion is made that the work of the commission be concluded with the benediction. The clerk pro temp then is responsible for sending minutes to the Stated Clerk of the Presbytery who is Rev. Dean McGormley. He can be reached at dmcgormley@gmail.com.

On another note, I do offer a "Great Expectations" workshop for new pastors and their church leadership. We take a couple of hours to discuss the various hopes and dreams of the pastor and of the congregation. Typically, this gathering happens on a Saturday morning or Sunday afternoon at the invitation of the pastor or the Session. Previous participants have found the laughter and joy of these events to be infectious.

We celebrate the beginning of your new ministry. .

Susan Meier

Presbyter for Common Life

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