**2022 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 2022 Moderator of the Presbytery of Maumee Valley is:

The Rev. Katie Treadway, Pastor at Tiffin, Ohio

419-447-2004 (church); cell 941-932-5001 or 567-220-6320

Email: [katie.treadway@gmail.com](mailto:katie.treadway@gmail.com)

If the Moderator is unable to participate, she may appoint the Vice Moderator:

Ruling Elder Chas Myer (419) 523-6807 email: [drillman1@woh.rr.com](mailto:drillman1@woh.rr.com)

Once the pastor, the Moderator and the congregation have agreed on a date, the Leadership Commission approves the details such as the members of the Commission to install and/or ordain. Maumee Valley, The Commission has been given permission to approve installation commissions at their monthly meetings which are held the Fourth Mondays 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.

Moderator of the Leadership Commission is Ann Wasson. Her number is 419.782-2781 and her email is [pastor@1presby.com](mailto:pastor@1presby.com)

Once the date has been approved by the Leadership Commission, 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 to Sara McLaughlin ([mclaughlinsara75@gmail.com](mailto:mclaughlinsara75@gmail.com)) who is the webmaster or to me at [matt@maumeevp.org](mailto:matt@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 ministers. The elders must be from different churches. So, one might have three elders from three different churches and two ministers. Or, one might have three 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. 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](mailto:dmcgormley@gmail.com).

We celebrate the beginning of your new ministry.

Rev. Dr. Matt Meinke

General Presbyter

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