

## **Tips for Welcoming a New Staff Person:**

### **Roll of the PPRC**

Shared by Rev. Ted Anderson, District Superintendent, Upper New York  
Conference

#### **Welcoming new staff:**

##### **Before arrival of a new Staff person**

Contact the new Staff person regularly in anticipation of arrival.

Send appropriate info:

for a Pastor send:

membership list,

leadership list (committees) and recent minutes of meetings

list of shut ins

history of church

recent worship bulletins and newsletters, communion schedule

yearly calendar,

for a new Staff person send:

items listed above related to the staff role and responsibilities

a job description

list of leaders in the areas where staff has responsibility

church policy

##### **Preparing for arrival of new Staff person/Pastor**

Designate a Welcome committee

Send invitations to dinner...or arrange dinners for the first week

Assist with the unpacking and moving in (if a move is involved)

Set up first meeting with other Staff people (pastor may do this for  
new staff)

Provide a list of doctors, dentists, mechanics, beauty parlors,  
health clubs, parks, places to eat, shopping, babysitters

Provide map of community

Assist with orientation with several different people in community  
and with committee chairs, Lay Leader, etc .

Offer assistance for first Sunday.

Intro Pastor/Staff to congregation at beginning of Worship

Offer spouse support, and ways to welcome whole family.

### **When new staff person/Pastor arrives**

Be there to Welcome!

Bring in dinner

Keep up daily contact in first week for questions/support/welcome

Invitations for dinner for most of first week...

fewer in second week.... but still keep it going

Dinner/picnics first month or two....

**Keep reminding Church people to offer their names every time!**

### **When the new Pastor or Staff Person Arrives**

Spend at least 6 months welcoming the new person/family into the church family: meals, social invitations, local attractions

Check in ... at least monthly for first 6 months....

Do not avoid controversy... check in to see how things are going

Be honest and open.

Share disappointments right away. Share delights!

Evaluate using the Job Description. Be open to adjustment.

Encourage the Pastor/Staff to spend family time and down time!

Encourage Sabbath.

Encourage Pastor/Staff to take all vacation days!

Give an extra one every once in a while.

Bring in volunteers to staff the office!