

Installation Guidelines

La Crosse Area Synod, ELCA

1. Prior to beginning your ministry, please schedule the installation service with the bishop's office in coordination with your new parish.
2. The service follows the order for Holy Communion in the LBW or WOV, with the order for installation on pages 224-8 of the Occasional Services book. Normally the colors and lessons of the day will be followed. The pastor and congregation pick the hymns for the service.
3. In the event of a call to a "solo" or "senior" position, the bishop (or bishop's designee) preaches and presides from the beginning of the service through the installation rite. Following the installation rite the newly installed pastor presides through the rest of the service. At the beginning of the service, the congregational president welcomes and introduces the bishop, and gives other announcements related to the day. Please have typed Prayers of the Day (including local prayer concerns) ready for the bishop to incorporate into the rite for installation.
4. (Please see the attached note about the option of Sunday afternoon installations.) If you choose to do the installation during a regularly scheduled Sunday service:
 - a. the installation service will be done at each congregation when the parish has several congregations yoked together;
 - b. the installation will be done at each worship service when a congregation has several services.

Please contact the bishop regarding Saturday or weekday services.

5. In the event of a call to an "associate" position, the senior pastor
 - a. (at the beginning of the service) welcomes and introduces the bishop and gives other announcements related to the day,
 - b. presides through the second lesson, after which the bishop preaches and presides through the installation rite, after which the newly installed pastor presides through the rest of the service (this is the one exception to the rubrics in the Occasional Services book),
 - c. speaks the prayers of the church during the installation rite (see rubric #11 in the Occasional Services book).
6. For the installation rite, three laypersons may be asked to take part and read the words prescribed for the font, pulpit, and altar. These could be members of the call committee or officers of the congregation.
7. It is a thoughtful gesture, but not required, to involve members of the call committee as service participants (rubric #12 on page 227 of the Occasional Services book is an excellent example).
8. Because the worship service will last longer than usual, in the interests of time please consider:
 - a. including only the required rubrics in the worship service, and skipping some of the optional "may" rubrics (such as the Confession, Kyrie, Gloria, and Creed);
 - b. singing fewer verses of a hymn;
 - c. scheduling special music during the offering or distribution of the elements, rather than at a time in the service when nothing else is happening;

- d. skipping the psalm.
- 9. The bishop (or bishop's designee) normally distributes bread and blesses children during communion. If there are two stations, perhaps the bishop and pastor could both give the bread, and two laypersons distribute the wine.
- 10. At the beginning of the service, the pastor being installed is seated in the pew (hopefully with his/her family)
- 11. Bishop Arends is happy to attend a meal or reception following the installation, schedule permitting. Please let him know of your plans.

A letter to congregational lay leaders planning an installation service -

The apostle Paul reminds us that none of us lives to ourselves (Romans 14:7) and that through baptism every Christian is made part of the whole body of Christ (I Corinthians 12:13). God's people are not islands unto themselves, but partners and co-workers -

- with each other
- with neighboring congregations
- with the La Crosse Area Synod and the Evangelical Lutheran Church in America
- with all other Christian denominations in our nation and across the globe!

An important part of that partnership is the collegial support given by pastors to each other. This strengthens pastors in their own personal faith and develops networks among pastors that enhance their ministries as well. A pastor is called both to your congregation and to the whole church. As members of the Professional Service and Care Committee, our mission is to provide many opportunities to develop such collegial support among the pastors of our synod.

To further foster that kind of support, we invite you to consider holding the installation service for your new pastor at a time when pastors of neighboring congregations can be present as well. By doing so, your new pastor will begin to develop supportive relationships with many future colleagues at the very beginning of a new ministry. Your pastor will benefit, and so ultimately will you.

To do this, you might consider planning the installation service at a time other than Sunday morning, when most pastors are occupied at their own congregations. This could be either on Saturday morning or afternoon, or Sunday afternoon or evening. If your congregation holds only one service on Sunday mornings, perhaps the regular worship service would be rescheduled for later in the day, so that the installation service would be the "main" (or only) worship service on that day. If more than one service is typically held on Sunday, perhaps one would be rescheduled for an afternoon installation.

At such an installation service, neighboring clergy of all denominations are customarily extended a personal invitation by the congregation to vest and join in the procession at the beginning of the service. (It is helpful to indicate this in your invitation, as well as noting the liturgical color of the day. Feel free to request an RSVP to aid you in your planning.) For many people, this procession is a highlight of the whole service, a colorful beginning to a festive celebration and a visible reminder of our unity in Christ.

You may also wish to invite the lay leaders and members of neighboring congregations to attend. To aid you with the invitations, a sample invitation and guest list are below and address labels for ELCA pastors in your conference are available from the synod office.

If you are not able to schedule the installation service at a time when pastors and members of other congregation can be present, you may wish to consider these alternatives:

1. Request neighboring pastors to include your congregation and new pastor in their congregational prayers that morning.
2. Invite neighboring pastors to attend a meal if one is held after the Sunday morning installation service.
3. Host a meal for neighboring pastors at another time during the installation weekend.

Thank you for considering this invitation and these suggestions. May you be richly blessed during this exciting time as you and your congregation discern and work for God's mission in your congregation.

Professional Service and Care Committee,
La Crosse Area Synod, ELCA

SAMPLE INVITATION

You are invited to the installation of the Rev. _____
as Pastor/Senior Pastor/Associate Pastor/Chaplain
of _____ (congregation or ministry)
at _____ (time) on _____ (day and date).
A reception (or meal) will follow the service.

Clergy are invited to vest and process.
The liturgical color of the day is blue/white/green/purple/red.

RSVP

SAMPLE GUEST LIST

- ❖ ELCA pastors in your conference
- ❖ Ecumenical pastors in your community and neighboring communities
- ❖ Lay leaders and members of neighboring congregations