



Evangelical
Lutheran Church
in America

Installation



of a BISHOP

Handbook for planning the Installation of a Bishop in ELCA synods

Prepared by
the ELCA Worship staff
in collaboration with
the Office of the Presiding Bishop
and the Office of the Secretary
of the Evangelical Lutheran Church in America

Updated May 12, 2026

Dear friends in Christ,

The election of a new bishop is reason to celebrate. It is important to remember that in addition to serving in and on behalf of your synod, your newly elected bishop serves on behalf of the whole Evangelical Lutheran Church in America.

As presiding bishop, I am responsible for supervising all aspects of the installation that have churchwide implications and for supporting your planning efforts in ways that bring synod mission and ministry to rich expression. Toward that goal, I am pleased to provide you with this installation planning handbook. This resource is designed to assist you in the many areas that will require your attention.

This handbook is organized in major sections, each focusing on a particular area or issue and each intended to assist specific individuals or groups involved in the planning. This handbook and associated documents may be accessed from ELCA.org and shared with others involved in the planning process.

[Handbook for planning the Installation of a Bishop in ELCA synods](#) (this document)
Installation of a Bishop liturgy [PDF](#) or [DOC](#)

John Weit, executive for worship, is available to assist in planning the installation and is responsible for the [Liturgical review](#) process on my behalf (see page 34). John will also accompany me to the installation to work with your local team to lead rehearsals and navigate details on site.

Expenses for my accommodations, local transportation and meals are the responsibility of the synod. In addition, we ask that you include the executive for worship in the installation budget travel costs when possible.

The date for the installation of a bishop is determined in consultation with the presiding bishop in a conversation initiated by churchwide organization. After the date is confirmed, this should be communicated with your synod and ecumenical and inter-religious guests as soon as possible. (See [“Ecumenical and inter-religious guests,”](#) page 35, for more information.)

Please be in regular communication with John Weit, executive for worship (John.Weit@ELCA.org, 773-380-2554) and Heather Haynes, executive assistant to the presiding bishop (Heather.Haynes@ELCA.org, 773-380-2816) throughout the planning process.

Blessings to you as you take up the important task of planning for the installation of a bishop. I look forward to being with you at the celebration.

In Christ,



The Rev. Yehiel Curry
Presiding Bishop

Ever-living God, strengthen and sustain bishops, that with patience and understanding they may love and care for your people. Grant that together they may follow in the way of Jesus Christ, our Savior and Lord, who lives and reigns with you and the Holy Spirit, one God, now and forever. Amen.

from *Evangelical Lutheran Worship*



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Installation of a Bishop Liturgy: Authorized form with annotations

The **Installation of a Bishop liturgy** is set within a service of Holy Communion.

The service follows the “**GATHERING-WORD-MEAL-SENDING**” pattern as outlined on pages 92-93 of *Evangelical Lutheran Worship*.

Worship texts from *Evangelical Lutheran Worship* and *All Creation Sings* are commended for use throughout the service. This service should also be guided by [The Use of the Means of Grace](#).

There are opportunities for creative worship planning within the framework. See “[Planning worship ...](#),” on page 19 for additional ideas and considerations.

An optional **Welcome of the Bishop-Elect** could be included as part of the **GATHERING** portion of the service. A text for this rite is available in [PDF](#) or [DOC](#) formats on the ELCA website.

Within the **WORD** portion of the service following the sermon and the hymn of the day, it is optional to include the Nicene Creed. If included, worship planners may consider whether to include or omit the *filioque clause* (“and the Son”) in reference to the Holy Spirit. See a [post on the ELCA Worship blog](#) for more information including guidance from the Lutheran World Federation.

The **installation of a bishop liturgy** follows the sermon, hymn of the day, and optionally, the creed.

Note that the **Installation of a Bishop liturgy has been authorized for use as the appropriate form to be used in the Evangelical Lutheran Church in America**. This means that that the liturgical texts within the rite must be used as they appear in the authorized rite.

In the **MEAL** portion of the service, A full **thanksgiving at the table** (eucharistic prayer) will need to be used. It can be any from *Evangelical Lutheran Worship*, *All Creation Sings*, other resources, or commissioned for this service. The thanksgiving should include giving thanks to God for acts of salvation and prayer to the Holy Spirit. Although *Evangelical Lutheran Worship* includes a form for using only the Words of Institution, [The Use of the Means of Grace](#) encourages use of the full pattern on thanksgiving (Principle 43; Application 43a) and is the norm for churchwide liturgies, of which this is a part.

The following pages include the authorized installation rite with additional annotations to guide your planning. An electronic version of the service is available in [PDF](#) or [DOC](#) formats on the ELCA website.





Installation of a Bishop

Installation of a Bishop is properly set within the service of Holy Communion, following the sermon and hymn of the day. The Nicene Creed may be said preceding the order of installation.

The presiding bishop, or another bishop designated by this church, presides at the installation of a bishop.

Presentation

The assembly stands. The one being installed and the secretary come before the presiding minister and the assembly.

The secretary presents the one being installed to the presiding minister

I present full name,
who has been elected and called by the church,
for installation into the office of bishop of _____.

The secretary moves aside, and the assembly is seated.

Address and Questions

The presiding minister addresses the one being installed.

A reading from John: Jesus said, "Peace be with you. As the Father has sent me, so I send you. Receive the Holy Spirit. If you forgive the sins of any, they are forgiven them; if you retain the sins of any, they are retained." (John 20:21-23)

A reading from Matthew: Jesus said, "All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age." (Matthew 28:18-20)

A reading from the Acts of the Apostles: "Take heed to yourselves and to all the flock, in which the Holy Spirit has made you guardians, to feed the church of God that he obtained with the blood of his own Son." (Acts 20:28)

A reading from Second Timothy: "Do your best to present yourself to God as one approved by him, a worker who has no need to be ashamed, rightly explaining the word of truth" (2 Timothy 2:15)

And again: "Hold to the standard of sound teaching that you have heard from me, in the faith and love that are in Christ Jesus. Guard the good treasure entrusted to you, with the help of the Holy Spirit living in us." (2 Timothy 1:13-14)

The image for installation of a bishop to match other ELW liturgical art is available on the Evangelical Lutheran Worship Graphics CD-ROM, at sundaysandseasons.com, or from the ELCA Worship staff.

See "[Worship content](#)" for guidance on preacher and other worship leaders.

Other propers for use in this service of Holy Communion, including the Prayer of the Day, follow in the "[Notes on the Service](#)."

The secretary of the synod generally presents the one being installed as a synod bishop.

The complete name of the person is used at the presentation. At other places in the service, the first or given name (without surname) is appropriate.

The presiding bishop may invite other leaders to share in these readings. Often, other bishops from the region address the one being installed.

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The presiding minister questions the one being installed.

To you is being given the care of the pastors, deacons, and congregations of this *church/synod*.

I ask you in the presence of God and of this assembly:

will you assume the office of bishop of _____ ?

Response: I will, and I ask God to help me.

Will you be faithful in your office?

Will you commit yourself to this new trust and responsibility,
in the confidence that it comes from God through the call of the church?

Response: I will, and I ask God to help me.

Will you carry out this ministry in accordance with the holy scriptures
and with the confessions of the Lutheran church,
and in harmony with the constitutions of the Evangelical Lutheran Church in America?

Response: I will, and I ask God to help me.

Will you be diligent in your study of the holy scriptures
and in your use of the means of grace?

Will you love, serve, and pray for God's people,
nourish them with the word and sacraments,
and lead them by your own example in faithful service and holy living?

Response: I will, and I ask God to help me.

Will you give faithful witness in the world,
that God's love may be known in all that you do?

Response: I will, and I ask God to help me.

Will you guide, encourage, and support the ministers and the congregations
of this *church/synod* in their ministries?

Will you be an advocate for the ministries of the Evangelical Lutheran Church in America,
and will you support this church's work with global and ecumenical partners?

Response: I will, and I ask God to help me.

Almighty God, who has given you the will to do these things,
graciously give you the strength and compassion to perform them.

The assembly responds: **Amen.**

The assembly stands.

The presiding minister addresses the assembly.

People of God, representatives of this *church/synod*,
will you receive name as a servant of God
and a shepherd in the church of Jesus Christ?

We will, and we ask God to help us.

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Will you pray for *her/him*,
help and honor *her/him* for *her/his* work's sake,
and in all things strive to live together in the peace and unity of Christ?
We will, and we ask God to help us.

The one being installed may kneel.

A hymn of invocation is sung.

Thanksgiving

The presiding minister leads the assembly in giving thanks.

The Lord be with you.
And also with you.

Let us give thanks to the Lord our God.
It is right to give our thanks and praise.

Almighty God, the Father of our Lord Jesus Christ,
we give you thanks that by your Holy Spirit you sustain the church.
By the power of the Holy Spirit
you call, gather, enlighten, and sanctify the whole church.

The presiding minister lays both hands on the head of the one being installed.

A time of silent prayer follows.

The presiding minister continues.

Pour out your Spirit upon name
to empower and enlighten *her/his* ministry as a bishop in your church.
Sustain *her/him* as a shepherd who tends the flock of Christ with love and gentleness,
and oversees the ministries of the church with vision and wisdom.
Uphold *her/him* as a faithful steward of your holy word and life-giving sacraments
and a strong sign of reconciliation among all people.
Give courage and fortitude to sustain *her/him* in this ministry.
We ask this through Jesus Christ, your Son, our Savior and Lord,
through whom all glory and power and honor are yours
in your holy church, both now and forever.

Amen.

The presiding minister addresses the one being installed.

The office of bishop is now committed to you
in the name of the Father, and of the + Son, and of the Holy Spirit.
Amen.

Appropriate options for the hymn of invocation are provided in the "[Notes on the Service](#)."

See "[Notes on the Service](#)" and "[Laying on hands](#)" elsewhere in this handbook for important guidance on this critical part of the service.

In cases where a bishop has been previously installed as a bishop in the ELCA and is called to a new ministry as bishop, an alternate prayer is used. See "[Notes on the Service](#)"

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Blessing

Addressing the newly installed bishop, the presiding minister proclaims God's blessing.

The God of peace, who brought again from the dead our Lord Jesus,
the great shepherd of the sheep, by the blood of the eternal covenant,
make you complete in everything good so that you may do God's will,
working in you that which is pleasing in God's sight;
through Jesus Christ, to whom be the glory forever and ever.

Amen.

Prayers of Intercession

The newly installed bishop may stand or remain kneeling for the prayers.

The prayers are prepared locally for each occasion. Prayers reflect the wideness of God's mercy for the whole world—

*for the church universal, its unity, and the mission of the gospel;
for the newly installed bishop, all ministries in the church, and all Christians in their vocations;
for the synod/church body and the communities it serves;
for the well-being of creation;
for peace and justice in the world, the nations and those in authority, the community;
for the poor, oppressed, sick, bereaved, lonely;
for all who suffer in body, mind, or spirit;
for the assembly, and for special concerns.*

Additional prayers may come from the assembly.

Prayers of thanksgiving for the faithful departed may include those who recently have died and those commemorated on the church's calendar.

The newly installed bishop may kneel, as the presiding minister continues.

Remember to rekindle the gift of God that is within you.

For God did not give us a spirit of timidity
but a spirit of power and love and self-control.

Amen.

Giving of a Cross

The presiding minister places a pectoral cross around the newly installed bishop's neck and says:

Receive this cross and wear it

as a sign of your calling to serve Christ and his people,

and as an emblem of the office to which you have been elected.

The newly installed bishop stands and the presiding minister presents her/him to the people.

The assembly may offer acclamation with applause.

Peace

The presiding minister and the assembly greet each other in the peace of the risen Christ.

The peace of Christ be with you always.

And also with you.

The people may greet one another with a sign of Christ's peace, and may say Peace be with you or similar words.

The assembly is seated. The service continues with the offering.

This address is often overlooked when assembling the installation service. Be sure to include it following the Prayers of Intercession.

The pectoral cross is the one symbol of the office of bishop that is held in common throughout the ELCA. Normally, the same cross that was worn by the outgoing bishop is presented to the newly elected bishop as part of the rite of installation.

In some synods, additional symbols associated with the ministry of oversight are presented at the time of installation. A prayer is provided in the "Notes on the Service" below to use when presenting a crozier (bishop's staff).

Sample texts to use for other symbols, such as a ring or a bible, are available from the ELCA Worship staff.

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NOTES ON THE SERVICE

This order is for use in the Evangelical Lutheran Church in America. The comparable rite for the Evangelical Lutheran Church in Canada is available at www.elcic.ca.

At the installation of a synodical bishop, the presiding minister is normally the presiding bishop. At the installation of a presiding bishop, the presiding minister is the retiring presiding bishop or, where that is not possible, another bishop designated by the church.

The one being installed is appropriately vested in alb and stole. If she/he will preside at the meal of holy communion, a chasuble may also be worn. Until presented, she/he may be seated with the assembly.

Because of its ecumenical significance, the Nicene Creed is especially appropriate for use at this service.

The complete name of the person is used at the presentation. At other places in the service, the first or given name (without surname) is appropriate.

Presentation

The secretary of the synod presents one being installed as a synodical bishop. The secretary of the church presents one who is to be installed as presiding bishop.

Thanksgiving

Three bishops in historic succession (the presiding bishop and two others) join in the laying on of hands in conformity with the canons of the Council of Nicaea. Other bishops and representatives of churches with which a relationship of full communion has been established with this church join in the laying on of hands. The laying on of hands may happen in one of several ways:

After the presiding minister lays on hands and keeps a time of silence, all may lay hands simultaneously as the presiding minister speaks the prayer.

or

All may lay hands in silence, either one at a time or simultaneously, followed by the prayer spoken by the presiding minister as *she/he* alone lays on hands. If the laying on of hands is done one at a time, silent prayer is kept throughout the action.

The laying on of hands and its accompanying prayer is not repeated for a person who is currently serving as a bishop. When a bishop is called to a new ministry as bishop, the following prayer is used after the initial thanksgiving, without the laying on of hands:

Ever-living God, strengthen and sustain your bishop *name*, that with patience and understanding *she/he* may follow Jesus Christ in this new ministry as *presiding bishop / bishop of the [name of synod]*. Pour out your grace, that *she/he* may love and care for your people and teach the faith; grant that together they may follow Jesus, offering to you their gifts and talents; through Jesus Christ, our Savior and Lord, who lives and reigns with you and the Holy Spirit, one God, now and forever.⁸⁸¹

Blessing

The presiding minister may lay one hand on the head of the one being installed while saying the blessing, "The God of peace . . ."

Giving of a Cross

The pectoral cross is the one symbol of the office of bishop that is held in common throughout the Evangelical Lutheran Church in America. Normally, the same cross that was worn by the outgoing bishop is presented to the newly elected bishop as part of the rite of installation.

In some synods, additional symbols associated with the ministry of oversight are presented at the time of installation. These additional presentations often reflect the piety and long-standing practice in the synod. When a crozier (bishop's staff) is given to mark the shepherding aspect of the bishop's ministry, the presiding minister may say:

Receive this staff as a sign of your pastoral office: keep watch over the whole flock in which the Holy Spirit has appointed you to shepherd in the church of God.

See "[Laying on hands](#)" elsewhere in this handbook for additional guidance.

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Beginning at the peace, the newly installed bishop may assume the role of presiding minister. Or, the installing bishop may preside for the entire service.

PROPER S

When scheduling the service for the installation of a bishop, the rhythms and emphases of the church year should be taken into account. For example, because of their solemn character, the days from the Sunday of the Passion through Easter Day are best avoided as days for such a service.

The installation of a bishop is usually set within a special service, apart from the primary service on a Sunday or festival. Propers are selected from those listed below.

When the installation is set within the primary service on a Sunday for which the color is green, propers are selected from those listed below.

When the installation is set within the primary service on another Sunday or festival, the propers for that Sunday or festival may be used. The prayer of the day for installation is said following the prayer of the day appointed for the Sunday or festival.

Prayer of the Day

Almighty God, through your Son Jesus Christ you gave the holy apostles many gifts and commanded them to feed your flock. Inspire all pastors to proclaim your word diligently and your people to receive it willingly, that finally we may receive the crown of eternal glory; through Jesus Christ, our Savior and Lord.

Readings and Psalms

Exodus 3:1-12 *God calls Moses*
Numbers 6:22-27 *The Aaronic blessing*
Numbers 11:16-17 *God's spirit on seventy elders of Israel*
Isaiah 6:1-8 *Here am I; send me*
Isaiah 40:1-11 *The word of our God will stand forever*
Isaiah 42:5-9 *I have called you; I have taken you by the hand*
Isaiah 52:7-10 *The messenger who brings good news*
Jeremiah 23:1-6 *God will raise up faithful shepherds*
Jeremiah 23:23-29 *Speak God's word faithfully*
Ezekiel 2:8—3:4 *God calls the prophet Ezekiel*

Psalms 15 *LORD, who may abide upon your holy hill? (Ps. 15:1)*
Psalm 16 *In your presence there is fullness of joy. (Ps. 16:11)*
Psalm 84 *My heart and my flesh rejoice in the living God. (Ps. 84:2)*
Psalm 91 *You are my refuge and my stronghold, my God in whom I put my trust. (Ps. 91:2)*
Psalm 95 *We are the people of God's pasture and the sheep of God's hand. (Ps. 95:7)*
Psalm 96 *Declare the glory of the LORD among the nations. (Ps. 96:3)*
Psalm 99 *Proclaim the greatness of the LORD our God. (Ps. 99:5)*
Psalm 103 *The LORD crowns you with mercy and steadfast love. (Ps. 103:4)*
Psalm 113 *Let the name of the LORD be blessed from this time forth forevermore. (Ps. 113:2)*
Psalm 121 *My help comes from the LORD, the maker of heaven and earth. (Ps. 121:2)*
Psalm 122 *I was glad when they said to me, "Let us go to the house of the LORD." (Ps. 122:1)*
Psalm 133 *How good and pleasant it is to live together in unity. (Ps. 133:1)*

Acts 20:28-35 *Keep watch over yourselves and over all the flock*
Romans 10:13-17 *Faith comes from what is heard*
Romans 12:1-8 *Gifts that differ according to the grace given to us*
1 Corinthians 1:18-24] 25—2:5 *Know Jesus Christ, and him crucified*
1 Corinthians 4:1-5 *Servants of Christ and stewards of God's mysteries*
1 Corinthians 11:17-26 *Proclaim the Lord's death until he comes*
2 Corinthians 4:1-7 [8-12] *Treasure in clay jars*
2 Corinthians 5:11-21 *The love of Christ urges us on*

Note that this prayer is identical to "Installation of a Pastor" and appropriately only names pastors. Deacons are named in the "Address and Questions" and prayers for pastors and deacons in the synod may be included in the Prayers of Intercession.

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Ephesians 4:4-16 *Equip the saints for the work of ministry*

1 Timothy 6:11-16 *Take hold of the eternal life to which you were called*

2 Timothy 4:1-5 *Carry out your ministry fully*

1 Peter 5:1-4 *Tend the flock of God that is in your charge*

Matthew 9:1-8 *God gives authority to forgive*

Matthew 9:35-38 *God sends out laborers into the harvest*

Matthew 16:13-23 [24-28] *Proclaim the Messiah, the Son of the living God*

Matthew 28:16-20 *The great commission*

Mark 1:14-20 *Jesus calls the first disciples*

Mark 4:1-9 *Parable of the sower*

Mark 6:30-44 *Jesus teaches and feeds the people*

Mark 9:33-41 *Whoever wants to be first must be last*

Mark 10:35-45 *The Son of Man came not to be served but to serve*

Luke 10:1-12, 16-20 *Sending of the seventy*

Luke 24:44-50 *Witnesses to the crucified and risen Christ*

John 10:7-18 *The good shepherd*

John 13:[3-11] 12-17, 20 *Whoever receives one whom I send receives me*

John 17:6-19 *I have sent them into the world*

John 20:19-23 *Receive the Holy Spirit*

John 21:15-17 *Feed my sheep*

Gospel Acclamation

Alleluia. How beautiful upon the mountains
are the feet of the messenger who announces peace, *
who brings good news, who announces salvation. *Alleluia.* (Isa. 52:7)

Or, during Lent:

May I never boast of anything *
except the cross of our Lord Jesus Christ. (Gal. 6:14)

Other gospel acclamation texts that may be used:

John, Apostle and Evangelist; Conversion of Paul; Holy Cross Day; Matthew, Apostle and Evangelist; Reformation Day; Lent 3, year B; Lent 5, year C.

Hymn of the Day

395 Come, Holy Ghost, God and Lord
401 Gracious Spirit, Heed Our Pleading
407 O Living Breath of God / *Soplo de Dios viviente.*
579 Lord, You Give the Great Commission
743 Now to the Holy Spirit Let Us Pray

Hymn of Invocation

180 The Spirit Intercedes for Us
402 Eternal Spirit of the Living Christ
404 Come, Gracious Spirit, Heavenly Dove
406 Veni Sancte Spiritus / *Holy Spirit, Come to Us*
577, 578 Creator Spirit, Heavenly Dove

Preface Apostles

Color Red

Additional hymns in [All Creation Sings](#) may also be appropriate:

944 O Spirit All-Embracing
980 Come, Holy Spirit, Descend
1001 Holy Woman, Graceful Giver, *Mark 14*
1002 Holy Woman, Graceful Giver, *John 12*
1045 Come, Share the Spirit

Consider consulting the “Additional Reference Tools” in “[Indexes to Evangelical Lutheran Worship and All Creation Sings](#)” when selecting other hymns and songs for the installation service.

Assembly song under the topical index headings “Invocation,” “Pentecost, Holy Spirit,” “Service,” “Vocation, Ministry,” and “Wisdom” may offer appropriate suggestions.

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Planning timeline

Brief notations are included here; this list is not exhaustive, and references to other sections in this handbook will lead you to further information.

Before the election at a synod assembly

- ✦ The date of the installation is scheduled by the churchwide organization and will be communicated to the synod. The time of the installation is flexible; however, it is important to coordinate with the churchwide organization before finalizing the time. It is possible that the presiding bishop has two installations in the same weekend and travel time may be needed.
- ✦ Appoint an installation planning committee (“[Critical planning decisions](#),” page 15).
- ✦ Appoint a worship planning committee (“[Planning worship ...](#),” page 19) and begin basic planning.
- ✦ Select a location for the installation service (“[Critical planning decisions](#),” page 15; “[Planning worship ...](#),” page 19).
- ✦ Determine if there will be other installations at the service (“[Critical planning decisions](#),” page 15).
- ✦ Communicate the date of the installation to the local diocese of The Episcopal Church to ensure that an Episcopal bishop can be present for the installation. (See “[Ecumenical and inter-religious guests](#),” page 35; “[Laying on hands](#),” page 33).

Following the election

- ✦ A communication regarding installation planning will be sent to the bishop-elect and synod personnel in the days following the election.
- ✦ Provide the churchwide organization with contact information for the newly elected bishop, the location of the installation and the nearest airport (“[Where to go for answers](#),” page 40).
- ✦ Provide the Office of the Presiding Bishop with the event location and the name of a contact person (“[Hosting the presiding bishop](#),” page 18).
- ✦ Continue planning worship; see detailed “[Checklist for worship planning](#),” page 41.
- ✦ Begin obtaining copyright permissions.

Leading up to the installation

Note that many items in this list will be covered with regular communication with the executive for worship (“[Where to go for answers](#),” page 40).

- ✦ Provide churchwide staff with the names of ELCA synod bishops, ecumenical and inter-religious guests who will be present at the installation (“[Where to go for answers](#),” page 40).





- ✦ Provide the Office of the Presiding Bishop with the event schedule, scripture texts for the worship service (especially if the presiding bishop is also the preacher), and information about vestments, local transportation and accommodations (“[Hosting the presiding bishop](#),” page 18).
- ✦ Invite guests (“[Critical planning decisions](#),” page 15), especially those for laying on hands (“[Ecumenical and inter-religious guests](#),” page 35; “[Laying on hands](#),” page 33).
- ✦ Plan refreshments and/or meals (“[Critical planning decisions](#),” page 15).
- ✦ Determine the printing deadline for worship folders.
- ✦ Handle news/media obligations (“[News and media relations](#),” page 37):
 1. Schedule a press interview for the bishop-elect.
 2. Obtain a studio-quality photo of the bishop-elect in clerics.
 3. Prepare a short news release about the installation.
 4. Assign someone from the synod to work directly with media representatives at the installation.
 5. Prepare a media kit for reporters.
 6. Determine an unobtrusive location where photographers may stand to take photos/video of the installation rite.
- ✦ **No later than six weeks prior to the printing deadline**, submit draft worship service to the executive for Worship for liturgical review (“[Liturgical review](#),” page 34). Be prepared to make changes based on the response from the review.
- ✦ Consider whether large-print worship folders are needed, or perhaps translations of the folder (“[Planning worship ...](#),” page 19).

After the installation

- ✦ Email a PDF of the worship folder and Leader book to the ELCA Worship staff and optionally mail a physical copy (“[Worship content](#),” page 31).
- ✦ Handle news/media obligations (“[News and media relations](#),” page 37):
 1. Follow up with reporters and photographers who were at the installation.
 2. Write a brief summary of the installation service. Post to the synod’s website, with photos, and put in the synod newsletter as well.
 3. Assemble an archival file for the synod of all media reports, worship materials and other info.





Critical planning decisions

Scheduling the installation

The presiding bishop of the ELCA is responsible for installing each bishop elected to serve in this church. The date for the installation of a bishop is determined in consultation with the presiding bishop in a conversation initiated by churchwide organization. It is likely that the date has already been set by the time your synod receives a copy of this planning packet.

Establish an installation planning committee

A committee responsible for the oversight of all planning associated with the installation of a bishop should be appointed and in place prior to the election of a new bishop. The name and contact information for the chair should be communicated with ELCA churchwide staff as soon as it is available (see “[Where to go for answers](#),” page 40).

Select a location for the installation

The location for the installation of a bishop may be symbolically important for the synod, for the whole ELCA and for the local community. Carefully consider the anticipated attendance for this event and see “[Planning worship for the installation of a bishop](#),” page 19, for some advantages and disadvantages of the different types of locations (church building, hotel ballroom, convention center or auditorium). While it is important to factor the expenses associated with a particular setting into the decision-making, it is also important to consider issues of flexibility associated with the setting.

Remember that hospitality is integral to the church’s mission. The availability and careful use of sufficient space contributes to hospitality. In addition to needs related to the worship space, consider the space needs for:

- ✦ Hanging coats, vesting and securing personal belongings
- ✦ Assembling a large procession indoors in case of inclement weather
- ✦ Musicians and other leaders before worship begins
- ✦ Receptions or meals (these may occur elsewhere)
- ✦ Childcare
- ✦ Technology needs including as livestreaming capability

When a church building or chapel is chosen as the location, some protocol concerns arise. These are minimal if the church chosen is associated with an ELCA congregation or related institution, such as a college. Consultation with the local pastor, institutional leader(s) and musicians is essential.





When the installation service is in a church building of another church body, special protocol must be observed. All the information related to utilizing a church building from another tradition should be assembled before making the location decision. For instance, a cathedral requires consultation with the diocese and bishop as well as with the cathedral congregation and its pastor. On these matters, a conversation with the ELCA executive for ecumenical and inter-religious relations is encouraged (see “[Where to go for answers](#),” page 40).

Worship planning

Identify worship planners and point them to pertinent materials in this handbook. Designate the recipient(s) of the offering if one will be collected during the installation worship service. This designation provides an opportunity to highlight the partnership between synod and churchwide ministries.

Other possible installations

This occasion rightly focuses on the ministry of the bishop. The installation of newly elected officers may occur at the concluding worship service during the assembly at which they were elected. New synod staff may be installed at other synod gatherings.

If a synod decides to install others in the same service as the installation of a bishop, other installations occur after the new bishop is installed and the assembly has had the opportunity to offer its acclamation, but prior to the sharing of the peace. The newly installed bishop (rather than the presiding bishop) presides over any subsequent installations. See “[Installation of a Bishop Liturgy: Authorized form with annotations](#),” page 5, for more information.

Inviting guests

Hospitality suggests providing space for relaxation and socializing for the synod’s out-of-town guests. This is especially true for the bishop-elect’s spouse and family, as well as the spouses and families of other invited guests. Special guests should receive written invitations. These invitations should detail the events to which the guest is being invited, when and where they occur, appropriate dress and whether they will be provided with transportation.

Special seating in the worship space should be reserved for the bishop-elect’s family and invited guests. Please be sure to read the section “[Ecumenical and inter-religious guests](#),” page 35, to ensure the appropriate contacts, arrangements and communication has been made.

It is appropriate, but not required, for the synod to invite local government officials to this celebration. If so, they should be afforded special seating.





Reception and meals

Normally a reception that is open to everyone in attendance follows the installation. Planning for any other meals or refreshments should begin early. Meals for invited guests prior to or following the installation may be considered. Refreshments for those participating in the worship service should be provided.

Outgoing synod bishop

It is appropriate and important to involve a retiring/outgoing synod bishop in the events related to the installation. In the case where a synod bishop failed to be re-elected to an additional term, sensitivity may be required in inviting their participation. In any event, the outgoing bishop should be given a public role in the rite of installation.

Other individuals who have previously served as bishop of the synod should be invited to attend and participate in the procession.





Hosting the presiding bishop

The presiding bishop of the ELCA is responsible for the installation of newly elected bishops. The presiding bishop's participation in this ministry is on behalf of this entire church. Generally, the executive for worship will accompany the presiding bishop to work with the local team to lead rehearsals and navigate details on site.

Expenses for the presiding bishop's accommodations, local transportation and meals are the responsibility of the synod. In addition, we ask that you include the executive for worship in the installation budget travel costs when possible.

As a gesture of hospitality, care should be given to making arrangements for these things. A person from the synod should be assigned to see to these needs and to be a reliable and available contact person throughout the time the presiding bishop is present in the synod. It is appropriate to invite the presiding bishop's spouse to the service of installation and to all the receptions and meals to which the presiding bishop is invited.

Please provide the following information to the churchwide organization as soon as it is available:

- ✦ **Installation location**
- ✦ **Primary contact(s)**
- ✦ **Schedule** - List of all events associated with the installation at which the presiding bishop is expected to be present, including rehearsal times and indicate the approximate time the presiding bishop will be able to leave the event.
- ✦ **Worship service** - Scripture readings, if the presiding bishop is also the preacher. And any additional responsibilities (e.g., serving communion, giving the final blessing).
- ✦ **Vestments** - The ELCA Worship staff will provide an alb, stole, and red cope for the presiding bishop. Please notify them as early as possible in your planning if there are any special requests. A matching red chasuble may be available to be worn by the synod bishop being installed.
- ✦ **Local transportation** - If the presiding bishop is not renting a car, coordinate local transportation with the presiding bishop and executive for worship.
- ✦ **Accommodations** - Hotel name, address, and phone number.

For matters related to the schedule and expectations of the presiding bishop, contact:
Heather Haynes, executive administrative assistant to the presiding bishop
Heather.Haynes@ELCA.org
773-380-2816





Planning worship for the installation of a bishop

Preparing worship and music for the installation of a bishop provides creative opportunities and unique challenges. This guidance is designed to assist worship planners who have worked primarily in local worshiping communities (i.e., smaller venues, weekly worship), so that they might take full advantage of the opportunities while avoiding potential pitfalls. When planning for a large, one-time event, the need for being well-prepared intensifies. **Flexibility is still possible and the Spirit is still at work when close attention to details increases the likelihood that this church's convictions about worship come to rich expression.** Careful, collaborative planning minimizes the chance for chaos or confusion.

Always keep in mind that not only is the installation of a new bishop very important in the life of the synod, it is also a churchwide event.

The suggestions that follow may vary in the extent to which they apply to your planning, depending on the different sites and circumstances surrounding any particular installation. Please contact the executive for worship with questions.

Some basic assumptions

It is a common temptation for those preparing a one-time worship event to put too much into it. In most cases, less is better, if not best. Make **wise decisions** about which liturgical texts, music, hymns, and ritual action to use. Challenge worshipers without confusing them. Nurture them without boring them.

It is important to attend to both the ELCA's core worship resources as well as new worship resources that may be available in this church. (See "Worship content" on page 31).

Some synods would benefit from a bilingual service. A Spanish version of Installation of a Bishop is under development. Please contact the ELCA Worship staff for more information. Synods should work closely with members from the corresponding ethnic or language-specific community in planning and creatively honoring the rich diversity of the synod. With regard to language, keep in mind the hospitality of offering American Sign Language translation.

Because this is a one-time event, new materials require precise **leadership** that draws the best from the assembly. The introductions and rhythms of new music need to be clear. New spoken texts should be tested in advance by worship planners. Speak them aloud and not too quickly, listening for challenging phrases and cadences. If newer materials are incorporated, include enough that is familiar to avoid frustrating the assembly.

Worship leaders need to be prepared, so plan for their **rehearsal**. (Build adequate time into the schedule well in advance of the service.) Presiding ministers and assisting ministers may be





working with space, vessels and books that are unfamiliar to them. Give them the opportunity to pick things up, turn the pages, and experience how things feel. **Rehearse movement** as well, so that leaders communicate to the gathering that they are both comfortable and confident. A choir should become familiar with spoken texts as well as with the music they lead in order to assist the assembly throughout the worship.

Clear layout of **worship folders** is critical for strong leadership and for healthy participation of the assembly. An annotated **leader book**, usually with a larger font, is helpful for the worship leaders to feel confident in their parts. Examples of helpful formats are available from the Worship staff. These materials will be reviewed by the Executive for Worship as part of the liturgical review process.

The presiding bishop of the Evangelical Lutheran Church in America will serve as the **presiding minister** from the beginning of the service through the installation of the newly elected bishop. The presiding bishop often also serves as **preacher**. The newly elected bishop should have a conversation with the presiding bishop or the executive for worship regarding the decision about preaching. Typically, the **newly installed bishop assumes the role of presiding minister** beginning at the sharing of the peace through the meal and sending portions of the service.

Worship planners

Though worship planning teams vary from synod to synod, the group of planners for the installation of a bishop should always include:

- ✦ One person who keeps an eye on the “big picture”—a leader among the worship planners who has the authority to make necessary decisions, even as the liturgy unfolds. This person should be in close contact with the newly elected bishop and the executive for worship throughout the process. This person is responsible for facilitating everything, from the readers testing the microphone to providing uninterrupted rehearsal time for a choir.
- ✦ A coordinator/host for all worship leaders who sees that vestments, microphones, leader materials, drinking water, and more are ready and available prior to the service. This person may also be responsible for liturgical rehearsals (such as processions), or that task may be assigned to someone else.
- ✦ One person to coordinate music and all musicians.
- ✦ A person who provides hospitality for ELCA bishops as well as ecumenical and inter-religious and other invited guests.
- ✦ A person responsible for the space: artwork, vestments, paraments, plants, flowers, etc. This person may also serve as sacristan. (See next bullet.)
- ✦ A sacristan to coordinate a team of people who prepare and clean communion vessels, and iron vestments and paraments. The sacristan makes sure that what is required for the liturgy is in place when needed.





- ✚ A person to coordinate hospitality and to lead those who distribute worship folders, receive the offering, and guide worshipers to the meal of communion.
- ✚ A person to operate and/or communicate with the operator of the audio/visual systems. (While a local sound and video technician may be available, it is still necessary to have someone familiar with the service to sit with the local technician to cue when various microphones have to be “live,” which depends on the various speaking/singing parts.) Guidance for livestream operators will help ensure that critical moments are appropriately captured on video.

Local circumstances may necessitate additional people for particular tasks. Make sure you have enough people to get the job done well without being overwhelmed or confused by involving too many. Care should be taken when working with a host site to ensure that local staff and personnel (i.e. sacristans, audio/visual staff, etc.) are appropriately included in planning conversations. In addition to benefiting from their knowledge of liturgy in that space, including them in the process promotes respect and appreciation for local customs and practice."

Creating a worship space

The installation of a bishop may take place in the worship space of a large church building. In many ways, this is preferred, especially if it is the home of an ELCA congregation. But because of size limitation, an auditorium, convention center, or hotel ballroom may be required.

The advantage to using an existing worship space is that the furnishings and instruments are already in place. But even a large worship space may present challenges when planning for worship that draws many people who are not familiar with the building and with the flow of movement during worship (for instance, during the meal of Holy Communion). Worship planners working in space that is not their “home” need to anticipate and think carefully about practical matters as well as about challenges that may be particular to this event. Consider the importance of sight lines to where the activity is taking place, whether at the font, the pulpit, or the table.

A large ballroom provides flexibility. The room can be set to the planners’ specification. Take advantage of the flexibility. Resist the temptation to assume a theatre-type set-up with a single platform in the front, especially if other configurations increase visibility and ease of movement. Creatively think about how to provide space between the place of reading scripture and preaching, and the place of table fellowship. There are a multitude of possibilities. When designing the space, **simplicity** contributes to understanding Word and Sacrament as central to the gathering.

An auditorium presents the greatest challenge. Fixed seating on a sloping floor with a stage at one end of the room risks making members of the assembly feel like spectators, rather than active participants. If you must function in an auditorium, use as many ideas from this handbook





as possible, and do the best you can to emphasize a healthy understanding of the assembly's role in worship.

In a worship space that allows for flexibility and customizing the set-up, the **flow and timing of communion** benefits from similarly sized sections for each communion station. Approximately 125 people per section is optimal. Consider having communion ministers come forward as offertory presenters who hold the bread and wine. This allows for direct movement to their assigned stations. In some synods, this option yields to the desire to have all of the bread and wine on the table during the Great Thanksgiving. In any event, the desire is to expedite the start of distribution.

If your synod has **worship furnishings** that are portable, you are sure to have what you need. The challenge is purchasing or creating them, storing them, and transporting them. If you do not have dedicated furniture for use at assemblies and other events not held in a church building, you need to be creative and careful with what is available at the hotel or convention center or with secular furnishing that might be rented and made to work.

- ✦ **Table/Altar:** Traditionally, altars are approximately 40 inches high. Most banquet tables are about 30 inches high. Using a banquet table “as is” often results in uncomfortable awkwardness for the presiding minister and the assembly. Be creative about raising the table to a better height. (Consider such options as bed risers, risers built for the occasion, cinder blocks, or even eight- to ten-inch lengths of PVC pipe used as extenders of the table legs.) Do not depend on the on-site staff to provide what is needed. Measure and plan for this during an advance, preparatory site visit. Be sure that ministers are alerted not to lean against the altar, which is likely to be less solid than the permanent furnishings they are used to.
- ✦ **Baptismal font:** The installation of a bishop is not the location for a baptism. Still, a prominently placed font in the worship space reinforces the **importance of baptism** in the lives of God's people and in the worship of every Christian assembly. In keeping with Martin Luther's encouragement for a daily return to baptism, thanksgiving for baptism may be part of the gathering at this service. However, this can be the trickiest piece of liturgical furniture to create, especially when taking seriously the need for something of sufficient size with plenty of water so that it will not be overwhelmed by the size of the space. Consider a children's wading pool or the liner for an outdoor water feature (borrowed from a local nursery) that might be surrounded by a temporary wall of stone or bricks and adorned with plants or flowers.
- ✦ **Pulpit/Ambo: Proclamation of the Word** is central to the gathering. Most convention centers have a “podium” or “lectern” of some sort that can be used for reading from scripture and preaching. Judicious use of fabric can cover some of the distracting





characteristics, like the name of the site, and can add appropriate liturgical color. Again, plan for this in advance and then be prepared with pins, duct tape, needle and thread, or whatever else may help to transform the “local furnishings.” It is also possible that a congregation in the synod has a pulpit that actually can be carefully transported to the site.

- ✚ ***Kneeling bench (prie dieu):*** Prior to the beginning of the worship service, a kneeling bench should be placed for the rite of installation. Enough room should be provided so that the presiding bishop and others laying on hands will have comfortable access to the bishop-elect who is kneeling.
- ✚ ***Paraments:*** A synod with its own worship furniture is likely to have the paraments necessary for this service. In some instances, paraments borrowed from a congregation or purchased for the event may work with make-shift furnishings. A large space actually provides more freedom for using fabric (or various fabrics) to adorn the worship space.

For the table, a large piece of quality, white fabric is both essential and basic. It must cover a standard banquet table (8', adjustable for 6' tables) from floor to floor all around. Be sure to account for the extra height described above. Again, pins and duct tape can be used to “custom fit” in the back and around corners. Other colors can be hung over the white in creative, yet tasteful, ways. Remember that red is the primary color for the installation of a bishop and that simplicity is desired. Another large piece of white fabric may begin the transformation of a hotel lectern.

- ✚ ***Vestments:*** Vestments are unlikely to be created for this one-time event. A matching set for the principal worship leaders is ideal. If possible, the use of matching albs for all worship leaders contributes to the aesthetics of the worship. In any event, the best source for vestments is usually a congregation willing and able to loan what they own. In some settings, having everyone bring their own vestments may be necessary. Like with all decisions, think this through carefully.

Remember that synod pastors and deacons should be invited to vest and process as part of this service. Together with ecumenical guests, make sure to alert all potential participants to what is expected so that they are aware of what to bring (the clothing associated with their ministries) and where they will meet for vesting. Usually, with ecumenical guests, it is best that they vest in ways that are consistent with their own tradition.

As with every gathering around the means of grace, this service deserves attention to care and dignity. Be prepared with irons and steamers to deal with wrinkled vestments or paraments.





- ✚ **Cross:** As the primary sign of Christian faith, a significant cross should always be visible. It is the most tangible and familiar sign of our faith. Whether stationary on a platform, hanging above the altar table, carried in procession, or projected on a screen or wall, be sure that it is of appropriate size and dignity for the room.

- ✚ **Communion vessels:** Some synods have adequate numbers of matching communion vessels. Others simply borrow from congregations. Consider the method of distribution, the number of communion stations, and ease of use when determining which vessels to use. If non-alcoholic wine and gluten-free bread are to be offered, it is preferred to identify a single station for this distribution rather than making varied elements available at each station. Clear and hospitable directions in a worship folder can direct people with dietary limitations to this station.

- ✚ **Candles:** Candles have a time-honored use in our churches and can be helpful in creating a sacred space. For most gatherings, especially for Holy Communion, candles are best used to mark the primary focal points of Word, Meal, and Baptism.

Be aware that the use of candles in public spaces may be limited by local fire codes. Convention centers and hotels often have differing regulations they are required to follow. Be certain to talk this through with the site manager in order to obtain the necessary permissions. In most places candles will be allowed when used carefully for worship. Be prepared to provide glass “globes” if necessary and, at the very least, followers that fit the candles.

- ✚ **Plants and flowers:** Green plants and/or cut flowers can help transform a ballroom into a room for sacred use. They can also be costly. However, just as is true in a congregation, there may be individual donors who are willing to provide flowers for the installation of a bishop. In some instances, plants may be borrowed or rented. (Check with a local florist or nursery.) Be sure that they are of an appropriate size for the room. Plants of varied heights (from about human height down to very small) may be arranged attractively in key places in the worship space. When used, plants should draw attention to the central things of worship.

- ✚ **Art:** Artwork can either inspire or detract. The use of art should support and enhance thanksgiving for baptism, proclamation of God’s Word, and celebration of the Lord’s Supper. Artwork positioned around the perimeter of the room may be helpful in creating a sacred space but should also visually lead to the central things. Too much art distracts from worship and may seem to “clutter” the space.

Projected images on large screens may be used as art. The advantage of a digital file on a





computer is that it requires much less space for storage than a large tapestry or painting. To use projected images with integrity requires high quality equipment and technicians capable of operating it. Expenses sometimes depend on the desired effect, from high resolution projection (most expensive) to the use of a simple stenciled image put over a spotlight (sometimes called a “gobo,” which is less expensive).

Projected art requires close attention to copyright permissions and restrictions.

If screens are used to project texts of hymns and songs, be certain that:

- appropriate copyright permissions have been obtained;
- materials are also available in print for those who cannot see the screens;
- music notation is provided for those who read music; and
- the person responsible for changing the text has rehearsed with musicians and understands that the text must appear before worshipers are expected to sing.

Printed materials

The printed **worship folder** functions in numerous ways:

- ✚ Primarily as a functional piece of information to guide the assembly through the worship.
- ✚ As an educational piece. (Brief descriptors and carefully worded rubrics can help teach and explain about portions of the liturgy itself. For example: “The assembly stands and sings to welcome the gospel.” Again, less is best.)
- ✚ As a work of art showing care and attention to beauty. (Consider using local artists, perhaps children, for cover designs.)

Be certain that all necessary copyright permissions are obtained and credited properly. See [“Guidelines for Worship Use of Material Under Copyright”](#) from Augsburg Fortress for more information.

REMINDER: Prior to printing, a final draft of the service folder and leader pages must be sent to the executive for worship for review and approval on behalf of the presiding bishop. It is preferred that a draft is provided six weeks before the printing deadline, to allow time for subsequent edits and final approval well before the printing deadline. (See [“Liturgical Review,”](#) page 34, for more information.)

It would be hospitable to prepare a number of worship folders in large print. In some synods, it may be necessary to prepare translations of worship materials for any worshipers whose primary language is other than English. A Spanish translation of the installation portion of the service is available from the Worship staff.





Prepare **an annotated leader book placed in binders for key worship leaders** in large print on non-glossy paper, carefully marked with information about who says what and from where, as well as critical posture or gesture instructions. Keep it simple. Large paragraphs of directions are distracting while leading worship. Encourage the principal assisting minister and/or “master of ceremonies” (sometimes call the “director of the liturgy”) to mark the leader’s materials during rehearsal.

Processions

The presiding bishop would normally come last in any procession. Local piety and protocol may alter the details of the order, but the following is offered as a standard for procession. At the end of the liturgy, it would be appropriate for the newly-installed bishop to process immediately before the presiding bishop. Brackets [] indicate optional participants.

Cross

Candles/Torches

Book—Bible or lectionary

[Verger / master of ceremonies / director of the liturgy]

[Choir(s)]

ELCA Rostered Ministers (pastors and deacons)

Invited clergy of other church bodies who are not bishops *

Inter-religious guests *

Bishops or judicatory leaders of other church bodies *

Bishops or judicatory leaders of full communion churches *

Synod bishops of the ELCA

Bishop-elect [with the secretary of the synod]

Preacher (if not the presiding bishop)

Principal assisting minister

Presiding bishop

* see also, “[Ecumenical and inter-religious guests](#),” page 35.

It is possible that some groups, such as a large group of rostered ministers, may process earlier, such as during the final pre-service music selections.

Choir, communion ministers, pastors, bishops, ecumenical, and inter-religious guests who participate in the procession will move to their seats when the procession arrives at, or passes by, their respective designated seating areas. Additional verger(s)/leader(s) may precede certain groups, such as the first group of Rostered Ministers, to offer guidance to appropriate seats.

Sound systems and lighting

Worship leaders functioning in hotel ballrooms and other spaces not designed for worship are often dealing with sound systems and acoustics that are not familiar to them.





- ✦ In a dry acoustic, assembly singing may be enhanced if the congregation itself is amplified and the sound fed back to them.
- ✦ Be certain that the organ and each individual instrument is adequately amplified. This can be a challenge because the assembly is not yet present when the volume is tested. Remember that the instruments are there to lead the assembly. Accompaniment must be loud enough to encourage confident singing, but not so loud that it overwhelms the assembly's voice.
- ✦ Sound systems and lighting must be available for all rehearsals. Arrange for this in advance with the technicians.
- ✦ All worship leaders with a spoken or sung part, even the presiding bishop and bishop-elect, should test their microphones prior to the service. This should be done long before the assembly gathers.
- ✦ Remember that, in a worship service, the participation of God's gathered people is essential. Therefore, the assembly needs sufficient lighting to see for reading and singing. Extra lighting to highlight the focal points of Word, Meal, and Baptism may be desired as long as it does not overshadow the primacy of the assembly.

Music and musicians

Choirs and instrumentalists are often gathered from various congregations for a synod-wide event like the installation of a new bishop. These musicians usually have limited rehearsal time. Regarding everything related to such a significant event, more needs to be pre-determined than is usual for most weekly gatherings. A few pointers:

- ✦ The Holy Spirit is active and works through advance planning.
- ✦ At a large, one-time event it is important to dedicate enough time (many weeks) to identifying all the challenges, especially the movement from introductions into singing and between stanzas. This is when confusion often occurs.
- ✦ There is usually little time for nuance or musical subtlety at such a gathering. Plan interesting, but straightforward, music.
- ✦ If new music is being used, remember to balance it with familiar music and to select music that are accessible to a diverse gathering.
- ✦ Provide musical scores, rehearsal recordings, and detailed information to singers well in advance of the event.
- ✦ Plan for music during communion that supports the flow of movement. Brief periods of silence are often welcome and appropriate but consider avoiding long periods of silence. In other words, plan some music for when the choir communes. It is helpful to begin the assembly singing right away after the Great Thanksgiving.
- ✦ Agree in advance whether to complete all the music if there are still planned pieces when the meal has concluded. It is best practice to conclude an individual piece once it has begun (i.e. do not cut indicated stanzas of a song that has already begun.)





- ✦ Mark as many details in musical scores as possible (breathing, dynamics, etc.) in advance to save time in rehearsal. Doing this during rehearsal takes up valuable time.
- ✦ Communicate logistics completely and accurately in advance. This includes things like location (rehearsals and liturgy), arrival/start times, parking, areas to gather and leave coats or valuables, where or when food/meals may be provided, where to store instrument cases.
- ✦ Provide for valuables to be secured either behind locked doors or in a location where an assigned person keeps watch.
- ✦ Be clear about vestments or expected dress for choir members and make arrangements for music folders, music stands, pencils, and other things needed.

Other worship leaders

In addition to the presiding bishop (who serves as the presiding minister through the installation) and the bishop-elect (who presides following the rite of installation), there are several important liturgical leadership roles to fill for this service. These include:

- ✦ Preacher (if other than the presiding bishop; requires consultation with the presiding bishop)
- ✦ Principal assisting minister (a lay person or a deacon selected for their gifts in leadership)
- ✦ Readers
- ✦ Musicians (see above)
- ✦ Offertory presenters (who bring forward bread, wine, and monetary gifts)
- ✦ Secretary of the synod (who presents the bishop-elect for installation)
- ✦ Acolytes (crucifer, torch bearers, book bearer, etc.)
- ✦ Communion ministers
- ✦ Ministers of hospitality (ushers, greeters, parking lot greeters, persons to see to special needs—elevators, hearing assisting devices, etc.)

It is critical to reserve sufficient leadership roles for laity. The assisting minister, readers, acolytes, and some communion ministers, as well as ministers of hospitality, reflect this church's commitment to lay leadership. Finding an appropriate balance of lay leadership as well as leadership from deacons and pastors of the synod is important.

Since the installation of a bishop occurs only infrequently, and since it often occurs in a space that is unfamiliar to everyone participating in the service, a “master of ceremonies” or “director for the liturgy” may be beneficial.

Planning decisions provide an opportunity to bring to expression this church's commitment to richly inclusive leadership. Adults, youth and children, persons of color, persons whose first





language is other than English, and persons with disabilities should all be considered for leadership roles that suit their particular liturgical gifts.

Security and emergency

It is important to attend to matters of security. With varied points of entry to any given site, it is important to designate some people to watch for disruptive behavior and to make these people aware of any concerns that may be known in advance.

In addition to a person to coordinate security, a local nurse or emergency medical technician (EMT) should be on site throughout the event, with ready access to first aid provisions.

Ushers and ministers of hospitality should be briefed thoroughly on all these arrangements and know who to contact under what circumstances.

Some concluding and/or summary thoughts

- ✦ Worship planners must attend carefully to **expenses** related to the service of installation, especially when the location is other than a church building.
- ✦ It is helpful if there is **one person leading** the planning process and “on duty” during the worship. This collaborative leader keeps an eye on the “big picture,” and is capable of anticipating potential challenges and offering thoughtful, sometimes quick, solutions in advance and *during* the liturgy.
- ✦ Liturgical and musical leaders need to plan every detail carefully in advance. **Nothing should be taken for granted.** The moments that are often tricky to coordinate are the beginning, the ending, and transitions (things like the entrance procession, exchanging the peace and the offering, distribution of communion, and the sending procession).
- ✦ Arriving worshipers should be invited into a **spirit of prayer and celebratory participation.** Rehearsals should be finished before the assembly arrives.
- ✦ Processions and other ritual actions should be **bold, yet simple.** If large numbers of clergy (or others) are invited to process, make sure the duration of music is adequate and that the music leaders are prepared to extend, as needed. If reverencing the altar is common practice in your synod, be sure to allow for that extra time. The procession at the sending need not include all those who processed at the beginning. It may be limited to the principal worship leaders.
- ✦ The committee responsible for oversight of all aspects of the installation is usually responsible for designating the use of the **offering** received during worship. The worship planners are responsible for making arrangements to transfer the collection to the appropriate person(s) following or during the service.
- ✦ It is appropriate for **communion ministers**, including the principal worship leaders, to commune *after* serving the assembly. This practice stems from a contemporary understanding of hospitality where the host serves the guests first.





- ✦ Just as it is important to anticipate when and how **musicians** will **receive communion**, it is essential to make this clear to the musicians themselves and to the servers. In some settings with a large number of musicians, it is helpful to dedicate one serving station to the musicians.
- ✦ Again, taking nothing for granted, talk through the service with all musicians, liturgical leaders, ushers, and others who will benefit from knowing how the various aspects of the worship fit together in ways that make for an **uninterrupted flow**.





Worship content

A companion to the sections [“Planning worship for the installation of a bishop”](#) (page 19) and [“Installation of a Bishop Liturgy: Authorized form with annotations”](#) (page 5).

The installation of a bishop takes place in the context of a service of Holy Communion. Texts and music from the *Evangelical Lutheran Worship* family of worship resources, including the worship and song supplement, *All Creation Sings*, are commended for use when planning this service. If other resources are to be used, additional time for the liturgical review process should be built into the planning schedule. Consultation with the ELCA Worship staff early in the planning process is encouraged.

A copy of “Installation of a Bishop,” the authorized form for the installation of a bishop in the ELCA, is included in this handbook and is available in [PDF](#) or [DOC](#) formats on the ELCA website. The liturgical color is red.

Consult the notes on the service that appear near the beginning of this handbook in the section [“Installation of a Bishop Liturgy: Authorized form with annotations”](#) (page 5).

The ELW image for installation of a bishop is available on the *Evangelical Lutheran Worship Graphics CD-ROM*, at sundaysandseasons.com, or from the ELCA Worship staff.

While worship planning for the installation may begin prior to the election of a new bishop, the bishop-elect should be consulted and involved in as much decision-making about the installation as possible. The executive for worship and colleagues on the Worship staff are available to answer questions about the installation and/or to consult with local worship planners.

Worship leaders

The presiding bishop of the ELCA (or their designee) will be the presiding minister for the worship service (through the rite of installation) and generally serves as preacher. Typically, the newly installed bishop assumes the role of presiding minister beginning at the sharing of the peace through the meal and sending portions of the service.

The bishop-elect may desire to include family members, special guests, or representatives from the synod in other leadership roles. Whoever is selected to participate should be up to the task, capable of leading with grace and confidence. For instance, the role of principal assisting minister is critical. Ideally, the principal assisting minister is a lay leader, although a deacon could fill this role. If a lay leader is selected, consider inviting a deacon in the synod to other liturgical roles historically held by deacons, such as reading the gospel, serving communion, and proclaiming the dismissal. Everyone invited to participate in the leadership—from musicians to assisting minister, from lectors to acolytes—should be rehearsed in their responsibilities.





Readings from scripture

Planning begins with the word of God. Potential readings (propers) are listed in the notes included with the rite for the installation of a bishop. If the presiding bishop is the preacher, please consult with the Office of the Presiding Bishop regarding the selection of texts.

Liturgical texts

Evangelical Lutheran Worship and its supplement, *All Creation Sings*, provide many textual options for the service of Holy Communion. When making selections, attend to the Scripture readings as well as to circumstances or emphases within the synod. When crafting the prayers of intercession, strive to be both concise and focused. The texts of the installation rite are those authorized for this service and may not be changed.

Music

After the readings and the liturgical texts have been determined, select music (hymns, songs and other musical components) to support the whole of worship. It is tempting to do too much within the service itself. If a number of musicians from the synod are eager to participate, consider expanding the pre-service music and providing music at a reception or banquet following worship.

Ritual movement

Plan for processions and other movement within the worship (including the flow during the distribution of the meal). Clarity and simplicity are virtues. Carefully explain and rehearse all aspects of the worship that involve leaders moving within the service. (See “Planning worship for the installation of a bishop” in the planning packet.)

Following the installation

Email copies of the leader book and assembly book to BethAnn.Lynch@ELCA.org.

You may also optionally mail one copy of the printed worship folder to:
BethAnn Lynch, coordinator, worship resources
Worship Staff
Evangelical Lutheran Church in America
8765 W. Higgins Rd.
Chicago, IL 60631

A summary of your planning experience, your perspective on how things went in the worship itself, and any suggestions for how we might better assist planning committees in the future is welcome and encouraged.





Laying on hands

When installing a bishop, the laying on of hands with prayers for the Holy Spirit is a visible reminder of the newly elected bishop's calling, which publicly marks the continuity between this bishop's particular call and the ministry of oversight in the whole church throughout the ages.

Who participates

At least three bishops in historic succession are to be included in the laying on of hands. These bishops may be from this church or from churches in a full communion relationship with the ELCA. One of these bishops in historic succession shall be a bishop of The Episcopal Church.

In addition to bishops in historic succession, other ELCA bishops, as well as judicatory leaders from churches with which the ELCA is in full communion, may participate. Bishops of the member churches of the Lutheran World Federation, especially where a companion synod relationship exists, are an especially important sign of partnership. Be clear with all who are invited to participate regarding when and how this will happen.

How it happens

Because this action is integral to the service of installation, the highest priority should be placed on visibility. It is tempting to "expand the circle" and include more than the participants listed above. This is likely to lead to confusion about how or why some were invited to participate and others were not, while creating a visual barrier between the bishop-elect and the assembly.

Participants in the laying on of hands should be standing near the bishop-elect during the rite of installation in a semicircle that is open to the rest of the assembly. As the presiding bishop lays hands on the bishop-elect and prays for the Holy Spirit, the other participants may join in laying hands on the bishop-elect. Alternately, each, one at a time, may lay on hands in silence during the singing of the hymn of invocation and end with the prayer spoken by the presiding bishop as she/he alone lays on hands. In this instance, other bishops could easily move to a position that indicates their participation but does not obscure visibility.

The bishop-elect must consult with the presiding bishop well before the installation rehearsal when considering involving people other than those listed above in the laying on of hands prior to the day of the service.





Liturgical review

The installation of a bishop is significant in the life of the synod and is important to the life of the whole church. It is a synod event and at the same time a churchwide event. The worship service that includes the installation is subject to the ELCA Policies and Procedures for Review of Liturgical Material, especially as it pertains to the authorized rite of installation.

Therefore, a complete draft of the worship folder and the leader's book/pages must be submitted to the executive for worship for approval and authorization **six weeks prior to the deadline for printing**. This allows time for review and for making any changes if necessary. Only after approval from the Office of the Presiding Bishop via the executive for worship is received may worship folders be printed.

Texts and music from the *Evangelical Lutheran Worship* family of resources, including *All Creation Sings*, are commended for use in the service of installation.

The Worship staff of the ELCA is available for consultation at any time in the planning process. This may help to avoid potential problems and lead to a smooth review process.

Send materials for review to:
Deacon John Weit, executive for worship
John.Weit@ELCA.org





Ecumenical and inter-religious guests

Ecumenical and inter-religious guests are a joyful expression of the centrality of relationships in our life together seeking unity, justice, and peace amongst Christians and with neighbors of other religions and worldviews.

In general, the protocol for the installation of a bishop reflects the official relationships of the ELCA and the synod, rather than the personal relationships between the bishop-elect and other religious leaders. Churches closest to the ELCA are those with which this church has an established relationship of full communion.

First among these are the Lutheran churches that, as a communion of churches, “confess the triune God, agree in the proclamation of the Word of God, and are united in pulpit and altar fellowship” through the Lutheran World Federation (ELCA Constitution 8.19).

The ELCA is in full communion with these churches in North America:

- ✚ The Episcopal Church
- ✚ Moravian Church in America (Northern and Southern Provinces)
- ✚ Presbyterian Church (U.S.A)
- ✚ Reformed Church in America
- ✚ United Church of Christ
- ✚ United Methodist Church
- ✚ Anglican Church of Canada

Churches with whom we are in dialogue are in the next closest relationship, including Catholic, Orthodox, Historic Black, Disciples, and Mennonite churches. This is followed by those in covenant relationships with individual synods.

Processional order for guests from other church or inter-religious bodies is usually based on seniority within their respective church bodies and/or confessional families.

Invitations to ecumenical guests and leaders of other religious traditions should be clear about all installation-related events to which they are being invited, and should provide information about location, parking, vesting/assembling area, vestments, seating, and worship. Invitations can be sent directly to local or regional judicatory leadership, with the exception that invitations to Moravian partners should be sent to the president of the Provincial Elder Conference of the appropriate Province. Churchwide staff are available to answer questions as needed. The invitation should include the name and contact information for the person from the synod who will host or assist the guest. A reply to the invitation should be requested from the invited guest.





A person from the synod should be stationed in the area where ecumenical and inter-religious guests will assemble, to provide hospitality and directions. Procession and seating arrangements should be made well in advance of the day of the service. An orientation immediately before the service will provide information and a welcoming climate for each guest.

All participants in the laying on of hands should be seated in an area most convenient for them to come forward at the appropriate time. In addition to Lutheran bishops, we honor the full communion agreements of this church by including Episcopal bishops in this group, as well as other full communion judicatory leaders. Their presence is an important public witness to our partnerships; every effort should be made to ensure their representation and participation. For more information, see the “[Laying on hands](#)” section (page 33). *When there is difficulty, please contact Churchwide staff who will work with their counterparts to ensure that the appropriate representation can be secured.*

Other Christian leaders and leaders of other religious traditions should be seated in a place of honor. However, their seating should be sensitive to whether they will need to move at any time during the service. In the case where the installation is held in a cathedral, special care is made in consultation with the host bishop as to their role and possible seating in the cathedra (bishop’s chair).

In general, guests who might receive Holy Communion should have easy access to an aisle. Other guests should be seated in an area where they will be comfortable, but not awkwardly positioned in the path of those who may be moving forward for the laying on of hands or for receiving the sacrament. You may consider having hosts seated with your guests to provide some interpretation of the service.

Ecumenical clergy of local churches may be invited to vest in the vestments associated with their traditions and process and be seated together with the rostered ministers of the synod.

You can find additional considerations in the “[ELCA Guidelines for Pastoral Ministry in a Multi-Religious World](#)”.

For additional assistance, contact:

Bill Gafkjen, interim executive, ecumenical and inter-religious relations

Bill.Gafkjen@ELCA.org

773-380-2525





News and media relations

These steps will help guide the synod's media outreach leading up to and immediately following the installation.

Much of this work may fall to the synod communicator. If your synod does not have a communication professional, assign someone to work directly with reporters. This colleague should be able to answer questions about the installation (and possibly the election), oversee and escort reporters and photographers, help arrange interviews with synod (and churchwide) leaders, offer any photography restrictions during the installation and more.

One month prior to the installation

- ✦ Write a media advisory about the installation to distribute to all local news organizations – radio, television, newspapers and magazines. The media advisory should include the date, time and venue, as well as other available information about who is participating in the service (e.g., guest preachers, etc.).
- ✦ Share the advisory via social media platforms and post it on the synod's website. Be sure to share the information with congregations, rostered ministers and related agencies and institutions of the synod.
- ✦ Make follow-up calls to all media outlets to confirm they received the advisory and have the event marked on the newsroom planning calendar.
- ✦ Arrange for a studio-quality color photograph of the bishop-elect in clerics and prepare a formal biography. These should be available both in print and electronic formats to be used for media opportunities, speaking engagements and other purposes during the bishop's service in this church.

Two weeks prior to the installation

- ✦ Distribute a one-page press release about the installation to all local news organizations – radio, television, newspapers and magazines. The press release should include all pertinent information: the date, time and venue, as well as information about guest preachers, musicians, and additional participants or guests who should be noted. You might consider including a quote from the bishop-elect.
- ✦ Share the press release via social media platforms and post it on the synod's website. Be sure to share the information with congregations, rostered ministers and related agencies and institutions of the synod.
- ✦ Arrange for the bishop-elect to do an interview with local reporters. This is an opportunity for the newly elected bishop to build a relationship with local media and set the stage for future stories about your synod.





- ✦ Feel free to contact the Public Relations Manager at the ELCA churchwide organization for interviewing tips, messaging and other media relations assistance.

At the time of the installation

- ✦ **Present reporters with a media kit that includes things such as:**

- The new bishop's biography.
- A copy of the studio-quality photograph.
- A copy of the installation service worship folder.
- Basic information about the synod - number of congregations, membership.
- Contact information for the synod communicator.

- ✦ **Things to remember:**

- Be flexible when planning so there is time before or after the service of installation for possible interviews and/or photographs with the new bishop. In some locations, it may make sense to schedule a news conference. Remember to include the presiding bishop in interviews whenever possible.
- Be clear about photography and video recording during the service of installation. Normally no photographs should be taken during most of the worship service (and certainly no *flash* photography). At the time of the installation rite, assemble photographers in a predetermined location so they can get quality photos of the moment without being intrusive or obstructing the view of people in the assembly (these are the photos that will appear in the newspaper).
- Reinforce the media's awareness that this is primarily a worship service and that flash photography or video recording distracts from the essence of the event. Ask them in advance to be mindful of the congregants and use no flash for photos or video.
- Keep a list of reporters and photographers who attend the installation. Follow up with a phone call or email thanking them for their interest. Use this list to assist the bishop in the important work of meeting with local news reporters in the future.

After the installation

- ✦ The synod communicator or designated person should write a brief summary of the installation service and post the report with photographs on the synod's website. Use the story and photos in the synod/bishop's newsletter.
- ✦ It may be necessary to follow up with a reporter with answers that were not readily available at the time of the installation. Get back to the reporter as soon as possible. Reporters really appreciate people who can reliably help them do their work.
- ✦ Assemble a file of all photographs, news releases, the printed worship folder and other materials prepared for the installation. Include reports from local newspapers as well.



Installation of a BISHOP



This information will be helpful for anniversary dates, retirements and for the next installation.

- ✚ Arrange for the new bishop to meet with local news editors and key reporters during their term. Retain contact information for reporters and provide reporters with synod contact information.

For additional assistance, contact:

Candice Hill Buchbinder, public relations manager

Candice.HillBuchbinder@ELCA.org

773-380-2877





Where to go for answers

Several members of the churchwide organization relate to synods regarding the installation of a bishop. Particular questions may be directed to the person responsible for that related specialized ministry. Use the chart below as a guide for addressing your questions or concerns.

<i>For questions about:</i>	<i>Contact:</i>
General matters related to the installation Worship planning Worship texts, music, leadership Authorization for the order of service Ritual action, including laying on hands Vestments	Dcn. John Weit Executive, Worship John.Weit@ELCA.org 773-380-2554
Presiding Bishop Schedule Travel Hosting the presiding bishop	Heather Haynes Executive Administrative Assistant to the Presiding Bishop Heather.Haynes@ELCA.org 773-380-2816
Ecumenical protocol Ecumenical participants in the rite Hospitality for guests from other faith traditions	Pr. Bill Gafkjen Interim Executive, Ecumenical and Inter-Religious Relations Bill.Gafkjen@ELCA.org 773-380-2525
Press and media relations	Candice Hill Buchbinder Public Relations Manager Candice.HillBuchbinder@ELCA.org 773-380-2877
General matters Synod responsibilities Churchwide ministry connections	Dcn. Mary Ann Schwabe Executive, Synod Relations mailto:MaryAnn.Schwabe@ELCA.org 773-380-2119





APPENDIX 1- Checklist: Essentials for planning worship

A companion to the section “[Planning worship for the installation of a bishop](#)”

Worship planning committee

- Assemble the planners and clearly delineate responsibilities.
- Communicate the name and contact information (telephone number, email address) for committee chair to Worship staff.

Liturgical review

- Provide complete draft of the worship service to the ELCA Worship staff no later than six weeks before local printing deadline. Consider consultation with Worship staff early and throughout the process.

Worship leaders and participants

- Identify and invite *all* worship leaders, especially the presiding minister, preacher, assisting minister.
- Determine if a verger [i.e., director of the liturgy] (a nonspeaking role) is desired or needed.
- Schedule rehearsals and clearly communicate rehearsal times.
- Identify bishops for the laying on of hands.

Music and musicians

- Identify and invite musicians.
- Communicate all necessary information, including rehearsal times.

Vestments

- Determine what vestments will be used and by whom. If participants are required to provide their own, they should be notified. If vestments will be provided, make sure you have necessary measurements (usually height is sufficient).

Worship space

- Address issues related to floor plan, furnishings (font, pulpit, table, cross, torches/candles), paraments, banners and art, plants, sound system, projection equipment, as needed.
- Keep in mind that the means of grace (Word and Sacrament) are central to the gathering.

Worship supplies/items

- Designate the offering recipients.
- Acquire and prepare communion vessels and linens.
- Arrange for sufficient bread and wine. Include a small amount of nonalcoholic wine and gluten-free bread, as needed.
- Prepare leader books, worship folders and other necessary print material.





Acquire all copyright permissions.

Provide large-print copies and/or translations of worship folders.

Security and first aid

Arrange for necessary personnel and equipment.

Schedule and facilities

Provide adequate rehearsal times well in advance of the service.

Schedule rehearsals for all audio and visual elements.

Assign preparation spaces, including sacristy; vesting area for principal worship leaders; other vesting areas as needed; procession gathering space; storage for coats, instrument cases and valuables; cleanup area (with water).

Procession

Sketch/list the procession on paper so participants can *see* their place in the sequence.

Appoint leaders for various groups in the procession to help guide others.

Ecumenical and inter-religious guests

Be particularly attentive to providing clear information and expectations for ecumenical guests. For more information, see “Ecumenical and inter-religious guests.”

Make them feel welcome among us.

