



Texas-Louisiana Gulf Coast Synod  
Evangelical Lutheran Church in America

## Installation Guidelines

### Minister of Word and Service

Congratulations on your new call in the Texas-Louisiana Gulf Coast Synod!

Before planning for your installation, please make sure your call documents (compensation worksheet and letter of call) are signed and submitted to the [synod office](#). Once these forms are received, the Bishop's Associate for Leadership will send an email to the following: the minister to be installed, your dean, your council president, your call committee chair, and synod staff. Then, it's time to start planning!

#### When?

An installation provides an opportunity for area ministers and other church and community leaders to welcome the new deacon and show support. The congregation can feel the presence of a community of congregations working together. For this reason, installations are ideally scheduled at a time other than Sunday morning. Sunday afternoons have worked well, as have Saturday services. (This also provides a time for the entire congregation to worship together if you typically have two or more services.) When scheduling an installation service, 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 bishop will make every effort to attend, but the installation date should not be dependent on the bishop's calendar (unless they are the preacher).

#### Invitations

Be sure to allow enough time to publicize the event and send invitations – six weeks to one month prior to the installation. Once you have put together an invitation, please [e-mail](#) a copy to the synod office, and we will send it out via our weekly e-news. If you wish for clergy to vest and process, include in the invitation the color of stole to wear and when and where to gather. (The color of the day is that of the liturgical season or festival being observed.) The invitation should also tell participants to whom or to what ministry the offering will be directed.

For sample wording of an installation invitation, please see page 3 of these guidelines.

#### Who?

The *conference dean* presides over the installation. Additionally, the *bishop's associate* who guided the call process leads the liturgy before the installation rite. Care should be taken to include both these leaders in planning the installation date. (If your local dean is not available, another dean from a neighboring conference may fulfill the role.) Invite members of your call committee and council to take leadership roles, such as lector, communion server, and/or as assisting minister(s).

The deacon is presented for installation by a member of the congregation, such as the call committee chair or the council president. If the call is not a parish call, a representative from the ministry site, non-profit, or synod council may be chosen.

The deacon is not to preach their own installation service. They may invite a guest preacher to give the sermon. This may be the bishop or synod staff, local clergy, the dean, or a mentor or friend to the minister.

Members of your congregation should be invited, of course, along with the congregations in your conference and any other local Lutheran congregations. Neighboring ministers of other denominations and community leaders may be invited. Friends and family of your new minister should be sent an invitation. This is an important occasion in the life of your congregation and in the life of your minister (and their family)!

Pews will need to be reserved for family and for vested clergy. (Large congregations often create a diagram of where everyone is sitting and mark bulletins for key leaders in order to provide maximum hospitality to guests who will not be acquainted with your worship space.)

### **The Liturgy**

The Rite of Installation is set within the order of Holy Communion. It begins after the Creed. It is strongly encouraged that the entire service (including hymns) be printed in a bulletin to orient those who are unfamiliar with the hymnal.

Confession and Forgiveness or Thanksgiving for Baptism may be included prior to the Entrance Hymn. The deacon may select scriptures for the service. For inspiration, suggestions are printed on pages of 7-8 of these guidelines.

Please send the [bishop's office](#) a draft of your bulletin for this service one week before you plan to print. Seeing many of these, we can help catch problems and provide support.

Seasonal variations in rubrics should be observed. Please be sure to review your liturgical elements of choice with the dean and/or bishop's associate early in your planning process.

The processional order is: crucifer, acolyte(s), Bible bearer, visiting ministers of other faiths or denominations, visiting Lutheran ministers, assisting ministers, the pastor to be installed, preaching minister, dean, and bishop's associate. If the bishop is processing, the bishop is last in the procession. The minister to be installed participates in the procession but then sits in a front pew with family and friends until the Rite of Installation.

A lay person or deacon traditionally leads the Prayers of the Church.

It is wise to have a short rehearsal about an hour before the service, so that all the key leaders know where they are standing and sitting, as well as the liturgical portions for which they have responsibility.

### **Offering**

One of the historical marks of the Christian community is the gathering of an offering for the poor and for the ministry of the gospel. This essential part of the liturgy creates an opportunity for generosity and awareness of ministry. The offering should be designated for a clear,

outwardly-focused purpose. It could be designated for a ministry to the local community in which the congregation is intimately involved. It could be designated for the Lutheran churches of Peru or the Central African Republic, our synod's companion synods. It may also go toward relief from a specific disaster, to Live On (the synod's endowment fund, used to give scholarships to seminarians, to fund campus ministry and new missions, and to give seed grants for new ministries), to the bishop's discretionary fund (used to support congregations in times of crisis), or for the deacon's discretionary fund.

### **Communion**

A newly-installed deacon may ask the bishop's associate or the dean to preside at the table or may invite another pastor to take this role. The deacon then takes part in the distribution.

### **Finishing touches**

The host congregation usually provides a reception after the installation service. This is a great opportunity for fellowship and celebration.

Before your installation, ask someone to take photos during and after the event. After worship, the clergy will gather for a photo opportunity, and you'll already have a photographer.

### **Need help?**

The synod staff stands ready to assist you with any questions you may have or assistance you may need regarding your installation. Feel free to [contact us](#) by email or by phone (281-873-5665).

<p><b>Sample Installation Invitation:</b> <i>(Church Logo)</i> <i>(Bible Verse and/or Church Mission Statement)</i> <i>You are invited to worship and celebrate with</i> _____ <b>Lutheran Church</b> <i>as</i> _____ <i>is installed as Deacon [for _____]</i> <i>Sunday, _____, _____</i> <i>Time</i> <i>Address</i> <i>Address</i> <i>Following the service, please join us for a reception.</i> <i>Clergy are invited to vest and process. The color of the day is green.</i> <i>Clergy are to meet in the parlor for procession.</i> <i>Offerings gathered will benefit _____.</i></p>
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## Installation of a Deacon Minister of Word and Service

*Installation is appropriately set within the service of Holy Communion, following the sermon and hymn of the day. The Nicene Creed or the Apostles' Creed may precede the installation rite.*

*This order is appropriate for installing a deacon who has been previously ordained (or set apart by another entrance rite). During the last stanza of the hymn of the day, the presenter escorts the new minister to the foot of the chancel and presents them to the dean.*

*The deacon may participate in the liturgy in the assisting minister's role. The assisting minister's responsibility recalls the role that the deacon historically carried out in the liturgy. The assisting minister may proclaim the gospel, receive the offering, set the table, lead the offering prayer, distribute the bread or cup, and lead the prayer after communion and the dismissal.*



### INSTALLATION

#### Presentation

*The assembly stands. A description of "position" may include not only title, but also the name of the congregation, institution, or agency to which the person has been called.*

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

*The deacon being installed and a representative of the calling body come before the dean and the assembly.*

*The presiding minister addresses the assembly.*

Having been authorized by the church to install full name,  
our co-worker in the gospel, as position,  
I now ask for certification of this call.

*A representative of the calling body addresses the presiding minister.*

After prayerful deliberation,  
we, of name of calling/employing body,  
have called full name as position.

I present *them* and this letter certifying the call.

*The representative gives the presiding minister the letter certifying that the call has been received and accepted.*

*The representative moves aside, and the assembly is seated.*

#### Address and Questions

*The presiding minister addresses the minister of word and service.*

Our Lord, who came among us as a servant,  
calls us to faith and a life of loving service to our neighbor.  
You come among us as one called and set apart for the ministry of word and service,  
a gift from God to inspire us to love and service to Christ.

*Other ministers or deacon colleagues may be invited to read these verses.*

*A reading from Mark:* Jesus said, "You know that among the Gentiles those whom they recognize as their rulers lord it over them, and their great ones are tyrants over them. But it is not so among you; but whoever wishes to become great among you must be your servant. For the Son of Man came not to be served but to serve, and to give his life a ransom for many." (Mark 10:42-43, 45)

*A reading from Romans:* As in one body we have many members, and not all the members have the same function, so we, who are many, are one body in Christ, and individually we are members one of another. We have gifts that differ according to the grace given to us: prophecy, in proportion to faith; ministry, in ministering; the teacher, in teaching; the exhorter, in exhortation; the giver, in generosity; the leader, in diligence; the compassionate, in cheerfulness. (Romans 12:4-8)

*A reading from First Peter:* Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received. Whoever speaks must do so as one speaking the very words of God; whoever serves must do so with the strength that God supplies, so that God may be glorified in all things through Jesus Christ. (1 Peter 4:10-11)

*The presiding minister questions the deacon being installed.*

Name, in the presence of this assembly  
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 faithful in your use of the means of grace?

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

Trusting in God's care,  
will you witness to Jesus Christ in word and deed,  
pray for God's people,  
seek to grow in love for those you serve,  
strive for excellence in your skills,  
and adorn the gospel of Jesus Christ with a godly life?

*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.

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,

will you receive name into this ministry

as one called and sent to serve all people in Christ's name?

**We will, and we ask God to help us.**

Will you pray for name?

Will you help and honor name in carrying out this ministry?

In all things, will you strive to live together in the peace and unity of Christ?

**We will, and we ask God to help us.**

*The presiding minister addresses the minister of word and service.*

Name, the ministry of position is now committed to you  
in the name of the Father, and of the Son, and of the Holy Spirit.

**Amen.**

*The presiding minister addresses the pastor being installed.*

## **Prayer**

*The newly installed deacon may kneel as the presiding minister prays one or more of the following prayers, which are given for several areas of ministry in which a deacon may serve.*

Let us pray.

### *General*

Gracious God, as you have called workers to varied tasks in the world and in your church, so you have called name to this ministry. Grant to your servant joy and a spirit of bold trust, that this work may stir up each of us to a life of fruitful service; through your Son, Jesus Christ, our Savior and Lord.

**Amen.**

### *Leadership in Christian education or youth ministry*

Almighty and ever-living God, as you called apostles and evangelists, pastors and teachers to instruct, comfort, admonish, and care for us, so you have called name. Fill your servant with wisdom and patience, with love, and with faithfulness to your word, that name may with gladness teach, comfort, counsel, and guide your people to maturity in Christ Jesus, your Son, our Savior and Lord.

**Amen.**

### *Teaching*

O God of wisdom, in your goodness you provide faithful teachers for your church. By your Holy Spirit you have called name to the ministry of witness and service in teaching. Give your servant

and all teachers insight into your word, holy lives as examples to us all, and the courage to know and do the truth in every circumstance; through your Son, Jesus Christ, our Savior and Lord.

**Amen.**

### *Evangelization*

O God, you sent our Savior Jesus to call all people to faith. First to the house of Israel and then to all the world, your word was preached and your love proclaimed in deed. Strengthen and bless name in the ministry of witness and service, that your servant may boldly proclaim the good news of salvation and reconciliation through Jesus Christ, our Savior and Lord.

**Amen.**

### *Church music and the arts*

O God of majesty, whom saints and angels delight to worship: Strengthen and bless your servant name, who, through your gift of *music / the arts*, seeks to enliven our praises and proclaim your word with power. Through this ministry give us new awareness of your beauty and grace, and join our voices with all the choirs of heaven; through your Son, Jesus Christ, our Savior and Lord.

**Amen.**

### *Administration*

O God, we remember with thanksgiving the orderliness of your creation and preservation of life. Bless and accept the ministry of name in the stewardship of the resources entrusted to your church: its people and their talents, its wisdom and energy from your Spirit, and its wealth from your goodness. Remind us that we are accountable to you in all things great and small; through Jesus Christ, our Savior and Lord.

**Amen.**

### *Health care*

Merciful God, as your beloved Son brought health and strength to the sick and afflicted, so you have called name to offer aid to the suffering. Make your servant wise in using knowledge and skill, diligent in ministering to those in need, and compassionate in all service. In the midst of suffering and death make name a faithful witness to the hope of the resurrection; through Jesus Christ, our Savior and Lord.

**Amen.**

### *Counseling*

O God, you sent our Savior Jesus to care for the troubled and to bind up the broken-hearted. Christ's healing touch was a sign of your presence with your people and a beacon of the heavenly realm to come. Strengthen and bless the ministry and counsel of name, who speaks the word of consolation to the troubled and guides the restless spirit to find peace in Christ; in Jesus' name we pray.

**Amen.**

*Clergy [and the congregational council and call committee] may be invited forward for the blessing. Participants place their right hands on the shoulders of the newly-installed, or if there are many, on the shoulders of the person in front of them.*

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.**

*The deacon stands. A representative of the calling body may present the deacon with a symbol of the ministry to be exercised. For example, a Bible may be given to one who will teach; the church's worship book to a church musician; the church's pastoral care book to one who will serve in a ministry of care, and so forth.*

*The presiding minister may address the assembly with these or similar words.*

People of God, I present to you [Deacon] name, your position.  
Let us welcome *them* in the name of Christ.

*The assembly may offer acclamation with applause. The newly-installed deacon may respond briefly, following which they are invited to offer the greeting of peace.*

*The service continues with the prayers of intercession. Prayers are included for the newly-installed deacon, all ministries in the church, and all Christians in their vocations.*

## **INSTALLATION AT ORDINATION**

*In circumstances where a candidate is ordained and installed at the same service, the following is inserted in the order for Ordination after the Acclamation by the Assembly and prior to the greeting of Peace.*

*The presiding minister addresses the assembly.*

Having been authorized by the church to install *full name*,  
our co-worker in the gospel, as *position*,  
I now ask for certification of this call.

*A representative of the calling body addresses the presiding minister.*

After prayerful deliberation,  
we, of name of calling/employing body,  
have called full name as position.

I present name and this letter certifying the call.

*The representative gives the presiding minister the letter certifying that the call has been received and accepted.*

*The presiding minister addresses the minister of word and service.*

Name, in the presence of this assembly  
will you commit yourself to this new trust and responsibility?

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

Will you carry out this ministry in harmony with the constitutions  
of the Evangelical Lutheran Church in America?

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



Name, the ministry of position is now committed to you  
in the name of the Father, and of the Son, and of the Holy Spirit.

**Amen.**

*A prayer which recognizes the deacon's specialized call may be prayed before the greeting of Peace is shared. For a list of prayers, see pages 6-7 of this document.*

## **PROPERs**

ProperS may be selected from those listed below.

### **Prayer of the Day**

O God, through the ages you have called [faithful people] to the ministry of word and service in the church. Let your blessing rest now on all who answer that call. Grant them understanding of the gospel, sincerity of purpose, diligence in ministry, and the beauty of life in Christ, that many people will be served and your name be glorified; through your Son, Jesus Christ, our Savior and Lord.

**Amen.**

### **Gospel Acclamation**

*Alleluia.* Let your light shine | before others,\*  
that they may see your good works and give glory to your Fa- | ther in heaven.  
*Alleluia.* (Matt. 5:16)

*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; The Holy Trinity; Lectionary 16, yr A.

### **Suggested Readings and Psalms**

Isaiah 12:2-6	<i>God is my salvation; sing for joy</i>
Isaiah 43:8-13	<i>You are my witnesses, my servant whom I have chosen</i>
Jeremiah 1:4-9	<i>The call of Jeremiah</i>
Amos 5:14-15, 24	<i>Let justice roll down like waters</i>
Micah 6:6-8	<i>Do justice, love kindness, walk humbly with God</i>
Psalm 20	<i>We rely on the name of the Lord our God. (Ps. 20:7)</i>
Psalm 40:1-11	<i>I love to do your will, O my God. (Ps. 40:8)</i>
Psalm 67	<i>Let all the peoples praise you, O God. (Ps. 67:3)</i>
Psalm 84	<i>My heart and my flesh rejoice in the living God. (Ps. 84:2)</i>
Psalm 150	<i>Let everything that has breath praise the Lord. (Ps. 150:6)</i>
Romans 12:1-8	<i>Gifts that differ according to the grace given to us</i>
1 Corinthians 1:3-9	<i>God will strengthen you; God is faithful</i>
1 Corinthians 12:4-13	<i>Varieties of gifts, but the same Spirit</i>
1 Corinthians 13:1-7	<i>Nothing gained without love</i>
2 Corinthians 4:1-6	<i>By God's mercy we are engaged in ministry</i>
2 Corinthians 5:14-20	<i>The love of Christ urges us on</i>
Galatians 5:14, 22-25	<i>The fruit of the Spirit</i>
Ephesians 4:1-16	<i>Each of us given grace according to the measure of Christ's gift</i>

Philippians 2:5-13	<i>God is at work in you</i>
Colossians 3:12-17	<i>Love binds everything together in perfect harmony</i>
Hebrews 6:10-12	<i>The full assurance of hope</i>
1 Peter 4:8-11	<i>Serve with the strength God supplies</i>
Matthew 5:1-11	<i>The Beatitudes</i>
Matthew 20:20-28	<i>The Son of Man came not to be served but to serve</i>
Matthew 25:31-40	<i>As you did it to one of the least, you did it to me</i>
Luke 12:35-38	<i>Blessed are those whom the master serves</i>
Luke 22:24-30	<i>I am among you as one who serves</i>
John 13:12-17	<i>Wash one another's feet</i>
John 15:1-8	<i>I am the vine, you are the branches</i>

### **Hymns**

358	Great God, Your Love Has Called Us
401	Gracious Spirit, Heed Our Pleading
551	The Spirit Sends Us Forth to Serve
576	We All Are One in Mission
579	Lord, You Give the Great Commission
708	Jesu, Jesu, Fill Us with Your Love
712	Lord, Whose Love in Humble Service
743	Now to the Holy Spirit Let Us Pray
845	Voices Raised to You We Offer
878	Soli Deo Gloria

### **Preface (Apostles)**

It is indeed right, our duty and our joy,  
that we should at all times and in all places  
give thanks and praise to you, almighty and merciful God,  
through the great shepherd of your flock, our Savior Jesus Christ;  
who after his resurrection sent forth the apostles  
to preach the gospel and teach all nations,  
and promised to be with them, even to the end of the age.  
And so, with [name/s and] the glorious company of the apostles,  
with the choirs of angels and all the hosts of heaven,  
we praise your name and join their unending hymn...