



Texas-Louisiana Gulf Coast Synod  
Evangelical Lutheran Church in America

## Installation Guidelines for the Texas-Louisiana Gulf Coast Synod

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 pastor 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 at the end, during the presentation of symbols of ministry.

The pastor is presented for installation by a member of the congregation, such as the call committee chair or the council president.

The pastor 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 minister may select scriptures for the service. For inspiration, suggestions are printed on pages 8-9 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, they are 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 minister's discretionary fund.

### **Communion**

The Eucharist is celebrated with the newly-installed pastor as presider. They may wear a chasuble.

### **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).

**Sample Installation Invitation:**  
*(Church Logo)*  
*(Bible Verse and/or Church Mission Statement)*  
*You are invited to worship and celebrate with*  
\_\_\_\_\_ *Lutheran Church*  
*as*  
*The Rev. \_\_\_\_\_*  
*is installed as Pastor*  
*Sunday, \_\_\_\_\_, \_\_\_\_\_*  
*Time*  
*Address*  
*Address*  
*Following the service, please join us for a reception.*  
*Clergy are invited to vest and process. The color of the day is green.*  
*Clergy are to meet in the parlor for procession.*  
*Offerings gathered will benefit \_\_\_\_\_.*

## Installation of a Pastor Minister of Word and Sacrament

*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 pastor who has been previously ordained. 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.*



### 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 pastor is used at the presentation. At other places in the service, the first or given name (without surname) is appropriate.*

*The pastor to be 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 pastor being installed. Other ministers or clergy colleagues may be invited to read these verses.*

*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 First Timothy:* Set the believers an example in speech and conduct, in love, in faith, in purity. Attend to the public reading of scripture, to exhorting, to teaching. Do not neglect the gift that is in you, which was given to you through prophecy with the laying on of hands by the council of elders. Put these things into practice, devote yourself to them, so that all may see your progress. Pay close attention to yourself and to your teaching; continue in these things, for in doing this you will save both yourself and your hearers. (1 Timothy 4:12-16)

*The presiding minister questions the pastor 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 preach and teach in accordance with the holy scriptures  
and with the confessions of the Lutheran church?

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.

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.

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 as a messenger of Jesus Christ  
sent to serve all people with the gospel of hope and salvation?  
Will you regard *them* as a servant of Christ and a steward of the mysteries of God?

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

Will you pray for *them*,

help and honor *them* for *their* 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 presiding minister addresses the pastor being installed.*

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

**Amen.**

### **Blessing**

*The newly installed pastor may kneel as the presiding minister proclaims God's blessing. Clergy and the congregational council and call committee may be invited forward for the laying on of hands. Participants place their right hands on the new minister's shoulders, 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 pastor stands.*

*The procession to the places of baptism, the word, and the meal is appropriate only where the ministry is directly one of word and sacrament. When using this form, a hymn may be sung during the procession. At the place of baptism, the presiding minister may present the newly installed pastor with the baptismal shell. If a baptismal shell is not used in the congregation, it is sufficient to pause at the place while the accompanying words are said. At the place of the word, the presiding minister may present the Bible or lectionary book used in worship to the newly installed pastor. It is then returned to its place. At the place of the meal, the chalice and the paten may be brought for presentation to the newly installed pastor. They are then placed on the altar/table.*

*The presiding minister escorts the pastor to the place of baptism. A representative of the congregation says:*

You have been called to be among us to baptize, to teach, and to forgive sins.

*They proceed to the place of the word. A representative of the congregation says:*

You have been called to be among us to proclaim the good news.

*They proceed to the place of the meal. A representative of the congregation says:*

You have been called to be among us to preside at the Lord's supper.

*[They proceed to the sanctuary door (or other exit door). A representative of the congregation says:*

You have been called to send us out to serve the world God so loves.]

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

People of God, I present to you name, your position.

Let us welcome *them* in the name of Christ.

*As an option to the form of the presentation in the rite, the following may take place. The symbols of word and sacrament ministry may be handed to the pastor by the presiding minister or by representatives of the congregation, held briefly, and handed back to be returned to their places or placed on the altar/table. The presiding minister may say these or similar words:*

*Receive these signs of your calling to serve God and the people of God in the ministry of word and sacrament.*

*The assembly may offer acclamation with applause. The newly-installed minister 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 pastor, all ministries in the church, and all Christians in their vocations.*

### **INSTALLATION AT ORDINATION**

In circumstances where the bishop ordains and the installation follows, 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 dean installs; the bishop ordains.

*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 *her/him* 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 questions the pastor being installed.*

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 your duties in harmony with the constitutions of the Evangelical Lutheran Church in America?

*Response:*

I will, and I ask God to help me.

*The presiding minister addresses the pastor being installed.*

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

**Amen.**

## **PROPERs**

Propers may be selected from those listed below.

### **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.

**Amen.**

### **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.

### **Suggested Readings and Psalms**

Exodus 3:1-12	<i>God calls Moses</i>
Numbers 6:22-27	<i>The Aaronic blessing</i>
Isaiah 40:1-11	<i>The word of our God will stand forever</i>
Isaiah 42:5-9	<i>I have called you; I have taken you by the hand</i>
Isaiah 52:7-10	<i>The messenger who brings good news</i>
Jeremiah 23:1-6	<i>God will raise up faithful shepherds</i>
Jeremiah 23:23-29	<i>Speak God's word faithfully</i>
Psalms 16	<i>In your presence there is fullness of joy. (Ps. 16:11)</i>
Psalms 84	<i>My heart and my flesh rejoice in the living God. (Ps. 84:2)</i>
Psalms 91	<i>You are my refuge and my stronghold, my God in whom I put my trust. (Ps. 91:2)</i>
Psalms 95	<i>We are the people of God's pasture and the sheep of God's hand. (Ps. 95:7)</i>
Psalms 96	<i>Declare the glory of the LORD among the nations. (Ps. 96:3)</i>
Psalms 99	<i>Proclaim the greatness of the LORD our God. (Ps. 99:5)</i>
Psalms 103	<i>The LORD crowns you with mercy and steadfast love. (Ps. 103:4)</i>
Psalms 113	<i>Let the name of the LORD be blessed from this time forth forevermore. (Ps. 113:2)</i>
Psalms 121	<i>My help comes from the LORD, the maker of heaven and earth. (Ps. 121:2)</i>
Psalms 122	<i>I was glad when they said to me, "Let us go to the house of the LORD." (Ps. 122:1)</i>
Psalms 133	<i>How good and pleasant it is to live together in unity. (Ps. 133:1)</i>
Acts 20:28-35	<i>Keep watch over yourselves and over all the flock</i>
Romans 10:13-17	<i>Faith comes from what is heard</i>
Romans 12:4-8	<i>Gifts that differ according to the grace given to us</i>
2 Corinthians 4:1-7 [8-12]	<i>Treasure in clay jars</i>
2 Timothy 4:1-5	<i>Carry out your ministry fully</i>
1 Peter 5:1-4	<i>Tend the flock of God that is in your charge</i>
Matthew 9:1-8	<i>God gives authority to forgive</i>
Mark 4:1-9	<i>Parable of the sower</i>



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*  
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*

### **Hymn of the Day**

395    Come, Holy Ghost, God and Lord  
401    Gracious Spirit, Heed Our Pleading  
579    Lord, You Give the Great Commission  
743    Now to the Holy Spirit Let Us Pray  
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...