

The Texas-Louisiana Gulf Coast Synod

Installation Guidelines

Welcome to the Texas-Louisiana Gulf Coast Synod!

Please contact the Bishop and the Dean of your Conference to set a date for installation. Contact information for Deans and a complete list of congregations by Conference can be found at the following web site: <http://gulfcoastsynod.org/about-us/deans/>.

Welcome to the Texas-Louisiana Gulf Coast Synod and congratulations on your new call! An installation is a galvanizing event as a new pastor takes a call in a congregation. It is also a festive, welcoming event that celebrates the end of the interim period, and a new chapter in a congregation's life.

When

An installation provides an opportunity for area pastors and other church 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 usually scheduled at a time other than Sunday morning. This also provides a time for the entire congregation to worship together if you typically have two or more services.

Who

Ordinarily the local Dean of your Conference presides at the service up to and including the installation. A list of area deans can be found at <http://gulfcoastsynod.org/about-us/deans/>. Occasionally, when the bishop is available the dean and bishop share leadership.

Who should be invited to the installation? Members of your congregation should be invited of course. The congregations in your Conference should be invited, along with any other local Lutheran congregations. Neighboring ministers of other denominations and community leaders (like the mayor) should be invited. Synod leaders may be invited. Friends and family of your new pastor should be sent an invitation. This is an

important occasion in the life of your congregation and in the life of the pastor and his/her family.

The invitation should encourage clergy to robe and process, telling them the color of stole to wear (the color is the color of the season in which the installation is being held), and when and where to meet to robe. Pews will need to be reserve 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 invitation should also tell participants to whom or to what ministry the offering will be directed.

The liturgy

The service is a Eucharist (Communion Service) with the Installation after the Creed. The Installation Liturgy comes from the smaller Occasional Services of the LBW. It is strongly recommended that the entire service, including hymns be printed in the bulletin, so that guests have no trouble navigating the hymnal. Parts of the installation service have responses that are not available in the hymnal. A copy of the Rite of Installation is printed below. Be sure to go through and insert the new pastor's name, the congregation's name and choose the him or her where indicated. 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. Send to synod@gulfcoastsynod.org.

Seasonal variations in rubrics should be observed. The color for the day is the color of the season. Please be sure to review your liturgical elements of choice with the bishop early in your planning process.

A Confession or Thanksgiving for Baptism may be included prior to the entrance hymn. The processional order is: crucifer, acolytes, bible bearer, vested visiting ministers of other faiths, vested visiting Lutheran ministers, assisting ministers, the pastor to be installed, preaching minister, and Dean. The candidate new pastor participates in the procession but then sits in the front pew with family and friends until the Rite of Installation.

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.

The new pastor may select Scriptures for the service. The new pastor may invite a mentor pastor to preach, or the dean may be asked to preach. Immediately following the sermon is the creed (note the unusual order prescribed for ordinations and installations), followed by the hymn of the day. The Rite of Installation itself follows the hymn of the day and uses the rubrics in *Occasional Services*. The entire order for installation should be printed and placed in the hands of the congregation so responses can be made.

During the last stanza of the hymn of the day, the presenter (may be the president of the congregation, the call committee chair, other lay leader or a local pastor) escorts the new pastor to the foot of the chancel and presents him or her to the Dean. The Dean offers Scriptural admonitions, then asks the questions; the candidate answering from the heart.

Vested pastors and the congregational council may be invited forward for the laying on of hands. Participants place their right hands on the new pastor's shoulders, or if there are many, on someone else who is.

The Assisting Minister offers the Prayers of the Church. The pastor is escorted around the chancel pulpit, font and altar. Or symbols of those pastoral duties may be offered, after which the congregation receives the pastor with applause! The new pastor may respond briefly, following which the s/he is invited to offer the greeting of peace.

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 churches of Peru or the Central

African Republic, our synod's companion synods. It could be used to sponsor a child (or children) in one of those synods, to relief for a specific disaster, for the Mission Endowment Fund (supporting seminary students and other ministries), for the bishop's discretionary fund (used to support congregations in times of crisis) or for the pastor's discretionary fund.

The Eucharist is celebrated with the new pastor presiding. Following the benediction a recessional hymn is sung. The assisting minister dismisses the congregation. A reception usually follows! Remind clergy not to disrobe immediately. This is a great photo opportunity! Don't miss it!

Need help?

The synod staff stands ready to assist you with any questions you may have or assistance you may need regarding installation. Please don't hesitate to call us at 281-873-5665.

Rubrics

Color: The color of the season in which the installation is taking place.

Prayer of the Day: Pastors

Lessons: Lessons of the Day or from the service of Installation. Isaiah 52:7-10 is appropriate: How beautiful upon the mountains are the feet of the messenger who announces peace, who brings good news, who announces salvation, who says to Zion, "Your God reigns." Ephesians 4 is very appropriate: "And the Spirit's gifts were that some would be apostles, some prophets, some evangelists, some pastors and teachers to equip the saints for the work of ministry..." The sending of the seventy is appropriate (Luke 10:1-12, 16-20). Also some of the Good Shepherd texts from John.

Preface: Apostles

Invitations

Once you have put together an invitation, please e-mail a copy to the synod office (synod@gulfcoastsynod.org) and we will send it out to the local pastors and rostered leaders to invite them as well. For sample wording of an installation invitation please see below.

Note to Deans

After the installation is completed please notify the bishop/the synod office in writing (via mail or e-mail). Please note the date of installation, location, and pastor who conducted the installation.



INSTALLATION OF A PASTOR

The Dean of the Conference presides at the service through the installation rite. After the installation, the newly installed pastor assumes the role of presiding minister.

Stand

The Dean addresses the congregation:

Having been authorized by the Church to install **NAME**, our co-worker in the Gospel, as your pastor, I now ask for certification of this *call/appointment*.

The Council President comes forward with the pastor being installed and addresses the Dean:

We, of **CONGREGATION** Lutheran Church after prayerful deliberation, have elected **NAME** to be our pastor. I present *him/her* for installation.

Sit

The Dean addresses the pastor being installed:

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

And again: "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, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age." (Matt. 28:18-20).

Hear the words addressed to Timothy: Set the believers an example in speech and conduct, in love, in faith, in purity. Till I come, attend to the public reading of Scripture, to preaching, to teaching. Do not neglect the gift you have, which was given you by prophetic utterance when the council of elders laid their hands upon you. Practice these duties, devote yourself to them, so that all may see your progress. Take heed to yourself and to your teaching; hold to that, for by so doing you will save both yourself and your hearers. (1 Tim. 4:12-16)

The Dean questions the pastor being installed:

Dean: Pastor **NAME** in the presence of this congregation will you commit yourself to this new trust and responsibility, and promise to discharge your duties in harmony with the constitutions of the church?

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

Dean: Will you preach and teach in accordance with the Holy Scriptures and the Confessions of the Lutheran Church?

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

Dean: Will you love, serve, and pray for God's people? Will you nourish them with the Word and Holy Sacraments, leading them by your own example in the use of the means of grace, in faithful service and holy living?

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

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

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

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

Pastor: Amen.

Stand

The Dean addresses the congregation:

And you, people of God, will you receive this messenger of Jesus Christ, sent by God to serve God's people with the Gospel of hope and salvation? Will you regard him as a servant of Christ and a steward of the mysteries of God?

Congregation: We will.

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

Congregation: We will.

The Dean addresses the pastor being installed:

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

The newly installed pastor kneels for the blessing. The Dean lays both hands on the pastor. Other pastors and

congregational leaders may be invited to lay hands on as well.

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, equip you with everything good that you may do his will, working in you that which is pleasing in his sight, through Jesus Christ; to whom be glory forever and ever.

Congregation: Amen.

The pastor stands. The prayers are said.

Assisting Minister: Let us pray for the whole people of God in Christ Jesus, and for all people according to their needs.

Prayers are included for the whole Church, the nations, those in need, the parish, the pastor, the pastor's family, the bishop and all ministers in the Church, all Christians in their vocation, and the community served by the parish.

After the prayers:

Congregation: Amen.

Sit

Three members of the congregation come forward.

The Dean leads the pastor to the pulpit.

*First Member: **NAME**, you have been called among us to preach the gospel.*

The Dean leads the pastor to the Baptismal font:

*Second Member: **NAME**, you have been called among us to baptize.*

The Dean leads the pastor to the altar:

*Third Member: **NAME**, you have been called among us to administer the sacrament of Holy Communion.*

[OR, INSTEAD OF WALKING THE PASTOR AROUND, THE FOLLOWING ALTERNATE LITURGY MAY BE USED.]

A credence table is set near the new pastor on which to place the symbols of the pastoral office.

*The Dean sprinkles the Pastor with the baptismal water, saying, **NAME**, receive this water, and baptize in obedience to our Lord.*

Congregation: Amen.

*The council president or another member of the congregation presents a Bible, saying **NAME**, accept this Bible, and be among us as one who proclaims the Word.*

Congregation: Amen.

*The call committee chair or another member of the congregation presents the bread and wine, saying **NAME**, take this bread and wine, and be among us to break the Bread and bless the Cup.*

Congregation: Amen.

A council member or an elder of the congregation presents the oil cruet or oil stock.

NAME, use this oil, and be among us as a healer and reconciler.

Congregation: Amen.

An LYO-representative or a youth or child presents a prayer book, saying

NAME, receive this book, and be among us as a man/woman of prayer.

Congregation: Amen.

The Dean then says,

NAME, let all these be signs of your call to ministry in this place.

All: Amen.]

The Dean then presents the new minister to the congregation, saying

Brothers and sisters in Christ, greet your new Pastor.

The congregation may offer acclamation with applause. The pastor may offer a word of thanks and vision.

The pastor addresses the congregation.

Pastor: The Peace of the Lord be with you always.

Congregation: And also with you.

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 (color of the day is green). Clergy are to meet in the parlor for procession.

Offerings gathered will benefit _____.