

**GUIDELINES FOR THE SERVICE OF INSTALLATION
OF A PASTOR OF THE SOUTHWESTERN PENNSYLVANIA SYNOD**

1. Select the date for the installation in consultation with the Assistant to the Bishop who relates to your conference, and then notify the bishop's Executive Assistant, Sandy DeLorenze.
2. The congregation of the newly called pastor will send a letter of invitation to all conference pastors and lay rostered leaders and to all area clergy of other denominations and to local political leaders (i.e. mayor, chief of police, school superintendent, school board members, etc.) If given three or more weeks' notice, Gloria Knezovich can send an email invitation to conference rostered leaders.
3. Installations may be held on any day of the week; however, they are usually held on a Sunday after 3:00 p.m. (this allows other rostered leaders to attend.)
4. The rubrics for the Service of Installation of a Pastor may be found in the LBW Occasional Services Book starting on page 224. Additionally, the ELW Installation rite may be found on the ELCA website: <http://www.elca.org/Resources/Worship> (under the "Liturgy" tab).
5. The service may be the service of Holy Communion or the Office of Evening Prayer (or another service may be used.)
6. The newly called pastor selects the preacher for the service. The congregation provides an appropriate honorarium and reimburses related expenses.
7. Plan the order of service and notify participants as to their part at least one week prior to the event. The worship service is to be emailed to the Assistant to the Bishop who relates to the conference.
8. Receive an offering. It is helpful to announce the designation for the offering.
9. If acknowledgments of those present are made prior to or during the worship service, be sure to include the pastor's family, Assistant to the Bishop, Lutheran pastors, other pastors, the church family (place of call), guests, friends, and others.
10. Additions to rubric 12 of the worship service for Installation of a Pastor, LBW Occasional Services, may be used (the part of the worship service where the pastor is escorted to the font, pulpit, and altar). These additions may include being escorted to: 1) the entrance door to signify the pastor as a leader into the world and community, and, 2) an ecumenical representative to signify the pastor as a leader in the community. (NOTE: These additions are already included in the ELW Installation Rite).
11. Plan to use photographs for the church archives, your congregation's newsletter and website, and local newspapers.
12. Publicize the service in local newspapers, your congregation's newsletter and website, and social media.
13. The Bishop's Executive Assistant will prepare the installation form and distribute copies accordingly.
14. The Assistant to the Bishop will offer to receive into membership the pastor and his/her family during the installation service, if it is requested by the pastor.
15. When a representative of the congregation presents a certification of the call, the certification could simply be a letter that indicates the following: "On (date of the call) , (name) was called to be the pastor (or assistant or associate pastor) of (name of congregation) . This letter is a certification of this call." It should be signed by the secretary of the church council/congregation. A copy of the Letter of Call (without the compensation information) could be used as a certification.