



## ***South-Central Synod of Wisconsin Installation Guide***

We are delighted to celebrate the official beginning of your ministry with you! The following is a brief guide to assist you and your congregation as you plan for your Service of Installation.

### **Set a date in collaboration with the Office of the Bishop**

- It is vitally important to contact the Office of the Bishop early in the planning process for your installation to ensure that the bishop or a member of the synod staff will be available to preside over the service. It is helpful to have dates in mind, or, you may inquire about availability within the Office of the Bishop and work with your congregation or ministry site to set the date. **Please contact Johnny Hufford ([johnnyh@scsw-elca.org](mailto:johnnyh@scsw-elca.org)) at the synod office who can assist you in finding available dates.**

### **Designate a contact person to communicate with the Office of the Bishop**

- Often the contact person is the rostered leader being installed, however, you may designate a worship/music director, parish secretary, or another leader to serve as the main contact for planning the installation service.

### **Planning the Worship Service**

- **The representative from the Office of the Bishop will preach at the service** and will lead the liturgy up through the Service of Installation. After the Service of Installation, the newly installed minister will preside (e.g., over communion if applicable, benediction, etc.). Please let the synod representative know if they should plan to lead a children's message as part of the worship service.
  - If there are certain **themes or ideas you are working with your congregation on** (e.g., hospitality, racial justice) please let the representative from the Office of the Bishop know. We love to offer messages that help reinforce the good work you are doing!
- In general, we will use the **scripture readings assigned to the day/week of the installation** (e.g., 12<sup>th</sup> Sunday after Pentecost, 2<sup>nd</sup> Sunday of Advent). Please let the representative from the Office of the Bishop know if you are using the RCL, Narrative, or another lectionary.



- The **ELW Service of Installation**, available on the synod website, will be used by the representative from the Office of the Bishop. The installation takes place after the hymn after the sermon.
  - **Note that the rite of installation includes a representative from the congregation.** Please make sure to arrange with your congregation president or other congregational representative to ensure they are prepared for their part in the installation.
- **The rest of the worship service (e.g., liturgy, hymns)** should be planned/created as it normally would by the congregation or worship leader.
  - **Please email a copy of the bulletin or order of service to the representative from the Office of the Bishop presiding over the service a week in advance.**
  - A worship binder for the representative from the Office of the Bishop presiding at the service is welcomed and helpful.

## Notes for the Day of Installation Service

- Please assign a congregational representative to watch for and greet the representative from the Office of the Bishop. The installee may be busy greeting guests and relatives and working on final arrangements for the service, so it can be helpful to assign this role to a separate person.
- Please go over the following with the representative from the Office of the Bishop:
  - **Entering and exiting before/after worship** – will you process in and/or out? If so, when and how? Where do you plan to stand after worship to greet people?
  - **Microphone and sound system instructions** – every sound system seems to have its quirks – please let us know what to expect, how to turn the mic on/off, etc.
  - **Where worship leaders usually sit during worship**
  - **Communion** - Do you want the representative from the Office of the Bishop to assist with communion distribution? If yes, will they be giving the bread or the wine? Also, if yes, is your practice to commune the communion assistants BEFORE or AFTER the congregation?
  - **Any other notes about your unique ministry context** – part of the joy of leading worship around the synod is getting to see the different ways our congregations worship. Please let the representative from the Office of the Bishop know if there is anything he/she/they should be aware of in the role of worship leader.