



## **Call Process**

### **STEP 7: WELCOME AND INSTALLATION**

- Welcome and installation of your new pastor
- Sample Installation Service with Hymns - Version 1
- Sample Installation Service with Hymns - Version 2
- Sample Installation Service without Hymns
- ELW Occasional Service for Pastor

## Call Process - Step 7

### WELCOME AND INSTALLATION OF YOUR NEW PASTOR

- **Moving**

The new pastor and the officers of the congregation council should agree on arrangements for moving. **The congregation is responsible for moving expenses.** Please refer to the ELCA Advantage Program (1-800-638-3522 ext. 2988 or [www.elca.org/hr/advantag.html](http://www.elca.org/hr/advantag.html)) for moving company referrals.

- **Installation**

The congregation president and the new pastor need to confer, in consultation with the bishop's office, to decide upon a date for installation. Normally, the bishop or synod minister is present to preach and conduct the installation of the new pastor.

- **Installation Service**

The Installation Service is found in the Lutheran Book of Worship Occasional Services Book, page 224. Sample services are included for reference.

- **Celebration**

Plan to celebrate the installation of your new pastor! Congregation customs vary. Some congregations have a potluck meal after the worship services. Some have catered meals. Some have simple coffee hours with a smaller group meal after the service. Whatever you choose to do, this is a time for all of the congregation to welcome the pastor and his/her family to the congregation and community.

## Call Process - Step 7

### **SAMPLE INSTALLATION SERVICE WITH HYMNS - VERSION 1**

*The Installation Service is found in the Lutheran Book of Worship Occasional Services Book, page 224.*

**The Presentation of the Pastor** - by the Chair of the Call Committee

**The Address and Questions to the Pastor**

**The Questions to the Congregation**

**P:** 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/her as a servant of Jesus Christ and a steward of the mysteries of God?

**C:** **We will.**

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

**C:** **We will.**

**The Commissioning of the Office and the Blessing**

**The Prayers** (Congregation responds: **Hear Our Prayer**)

**The Presentation of the Symbols of the Office**

Hymn 522 "Come, Thou Almighty King" (verse 1)

At the Baptismal Font - Presentation of baptismal napkin by a member of the Call Committee or other congregation member

Hymn 522 (verse 2)

At the Pulpit - Presentation of Bible by a member of the Church Council or other member

Hymn 522 (verse 3)

At the Altar - Presentation of chalice by Church Secretary or other staff member

Hymn 522 (verse 4)

**The Welcome**

**P:** Welcome to \_\_\_\_\_ Lutheran Church!

**C:** **We welcome you as a worker with us in the kingdom of God!**

## Call Process - Step 7

### SAMPLE INSTALLATION SERVICE WITH HYMNS - VERSION 2

*The Installation Service is found in the Lutheran Book of Worship Occasional Services Book, page 224.*

#### The Presentation of the Pastor

#### The Address to the Pastor

#### The Questions to the Pastor

#### The Questions to the Congregation

P: 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/her as a servant of Jesus Christ and a steward of the mysteries of God?

C: **We will.**

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

C: **We will.**

#### The Commission of the Office

#### The Blessing

C: **Amen.**

#### The Prayers

C: **Hear Our Prayer.**

#### The Presentation of the Symbols of the Office

"I Was There To Hear Your Boring Cry" by John Ylvisaker

Presentation of baptismal napkin and oil

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

HYMN 390 "I Love to Tell the Story"

Presentation of the Bible

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

HYMN 214 "Come, Let Us Eat"

Presentation of chalice and paten

**Congregation: You have been called to be among us to lead worship and preside at the Holy Communion.**

**Presiding Minister:** Receive these signs of your calling to serve the Lord and his people in the ministry of Word and Sacrament.

## Call Process - Step 7

### SAMPLE INSTALLATION SERVICE WITHOUT HYMNS

*The Installation Service is found in the Lutheran Book of Worship Occasional Services Book, page 224.*

#### **The Presentation of the Pastor**

#### **The Address to the Pastor**

#### **The Questions to the Pastor**

#### **The Questions to the Congregation**

**P:** 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/her as a servant of Jesus Christ and a steward of the mysteries of God?

**C:** **We will.**

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

**C:** **We will.**

#### **The Commissioning**

#### **The Blessing**

**P:** 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.

**C:** **Amen.**

#### **The Presentation of the Symbols of the Office**

At the Font, presentation of a baptismal shell: "You have been called to be among us to baptize, to teach and to forgive sin."

At the Pulpit, presentation of the Bible: "You have been called to be among us to proclaim the Good News."

At the Communion Table, presentation of the chalice and paten: "You have been called to be among us to lead worship and preside at the Holy Communion."

# ELW Occasional Service for Pastor

## Installation of a Pastor

### **Presentation**

*The assembly stands. The pastor to be installed and a representative of the calling body come before the presiding minister and the assembly.*

*The presiding minister addresses the assembly.*

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

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

After prayerful deliberation, we, of \_\_\_\_\_ Lutheran Church, have called \_\_\_\_\_ as \_\_\_\_\_ I present *her/him* and this letter certifying the call.

*The presenter gives the presiding minister the letter certifying that the call has been received and accepted. The presenter moves aside, and the assembly is seated.*

### **Address and Questions**

*The presiding minister addresses the pastor being installed.*

**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 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.*

\_\_\_\_\_, 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 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 \_\_\_\_\_ as a messenger of Jesus Christ sent to serve all people with the gospel of hope and salvation? Will you regard *her/him* 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 *her/him*, help and honor *her/him* for *her/his* 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.*

\_\_\_\_\_, the office of \_\_\_\_\_ 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. Call Committee, Church Council, pastors present, family members may be called forward.*

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 following procession to the places of the word and sacraments may be used.*

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

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

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

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

*The presiding minister and a representative of the congregation/institution/agency welcome the pastor. The assembly may offer acclamation with applause.*

*Welcome on behalf of the Southeastern Minnesota Synod and on behalf of the (Your Congregations Conference Name.)*

*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.*

## **NOTES ON THE SERVICE**

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.

A congregation that has more than one primary weekly service may consider combining its services for the installation. Otherwise, installation may take place at only one of the services, and an appropriate announcement may be made at the other services.

Neighboring congregations and ministers may be invited to participate in the service.

The pastor to be installed is appropriately vested in alb and stole. If she/he will preside at the meal of holy communion, a chasuble may also be worn. Until presented, she/he may be seated with the assembly.

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

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