

Metropolitan Chicago Synod Installations of Clergy, Diaconal Ministers, and Associates in Ministry

INFORMATION GUIDE

As you begin to make plans and arrangements for your installation service, please be advised of the following:

- Installations are performed on behalf of the Evangelical Lutheran Church in America and by the authorization of the Metropolitan Chicago Synod. Please call the bishop's office as soon as possible to discuss the date and time for your installation.
- Although Bishop Miller would like to participate in all installation services, his schedule sometimes prevents him from doing so. If he is unable to perform your installation, his designee (either one of his associates or your conference dean) will serve as the installing officer.
- Bishop Miller (or his designee) will usually preside at installations until after the installation rite is completed. The newly installed pastor will preside for the remaining part of the service. You may choose the person whom you would like to preach on this important day in your ministry.
- The installation service will follow the order for worship found in the Occasional Services book (pp. 224-231). If you plan to print the complete service in the bulletin, you should get permission from Augsburg Fortress Publishing House.
- Note rubric #1 (p. 224): Unless it is decided otherwise, in consultation with this office, it is assumed the order will follow the sermon.
- Because we encourage the involvement of our conference deans in installation services, we encourage you to invite the dean and discuss with them what role the dean (or the dean's designee) should have.
- If your installation service is held at a time other than a regularly scheduled worship service of the congregation, you need to determine (with congregational approval) whether an offering will be received. If an offering will be received, you need to decide to whom it will be given. (Offerings of other installation services have been designated for the Bishop's Discretionary Fund, which is used to help rostered leaders in cases of emergency.)
- Please advise the bishop's office of texts or themes that you would like to use. (Note the suggestions on page 231 of the Occasional Services book.)

We look forward to making your installation memorable.