

Guidelines for Installation

The following guidelines are offered to help newly called rostered leaders prepare for services of installation:

TIME

- The Installation should be held as soon as reasonably possible after the arrival of the newly called rostered person. It is not necessary, however, to be installed before beginning to function in the position.
- Since these services are services of the whole church, it is preferred that the service be set at a time other than Sunday morning so that other rostered leaders and members from other congregations may join in the celebration.
- Please set the date and time in consultation with the Conference Dean and the Deployed Assistant to the Bishop so that their participation is possible.

LEADERS

- Either the Conference Dean or the Mission District's Deployed Assistant to the Bishop may be the installing officer. Most often, the Synod Bishop's schedule will not permit him to be involved in installations.
- A presiding minister, preacher, lector and assisting minister also need to be selected. Please consider using the Conference Chair as well as the Dean and/or Assistant to the Bishop to fill these roles.
- Local rostered persons should be invited to vest, with specific instructions as to time and place for pre-service gathering and a reminder of the appropriate liturgical color. Normally, the color of the day is used for installations.
- It is always appropriate to invite ecumenical neighbors to vest and take part in the service.

THE SERVICE

- The order for "Installation of a Pastor" is found on pages 224-231 of Occasional Services. Extensive notes are included.
- Both "Installation of Associates in Ministry" and "Installation of a Diaconal Minister" are newly developed services. The appropriate service should be attached to this document for lay rostered candidates. Otherwise, the services are available from the Office of the Bishop. They include extensive notes.
- Please note that the order for installation is normally set within the liturgy for Holy Communion.
- Sample bulletins are included in this packet. Please note that they are only samples and in no way are meant to be proscriptive, only helpful for gathering ideas.
- You may wish to consider the Florida-Bahamas Synod Mission Fund as the recipient of the offering from this service.