



Evangelical Lutheran Church in America
God's work. Our hands.

ATTENTION:

- Bishop-elect
- Installation Planning Committee
- Worship Planners

CHECKLIST: ESSENTIALS FOR PLANNING WORSHIP

A companion to the article "Planning Worship for the Installation of a Bishop"

Worship planning committee

- Assemble the planners and clearly delineate responsibilities.
- Communicate the name and contact information (telephone number, email address) for committee chair to Worship Staff.

Liturgical review

- Provide complete draft of worship service to the ELCA worship staff no later than five weeks (six is preferable) before local printing deadline. (Consider consultation with worship staff early in the process.)

Worship leaders and participants

- Identify and invite *all* worship leaders, especially presiding minister, preacher, assisting minister.
- Determine if a Verger [i.e., master of ceremonies] (a non-speaking role) is desired or needed.
- Schedule rehearsals and clearly communicate rehearsal times.
- Identify bishops for the laying on of hands.

Music and musicians

- Identify and invite musicians.
- Communicate all necessary information, including rehearsal times.

Vestments

- Determine what vestments will be used and by whom. If participants are required to provide their own, they should be notified. If vestments will be provided, make sure you have necessary measurements (usually height is sufficient).

Worship space

- Address issues related to floor plan, furnishings (font, pulpit, table, cross, torches/candles), paraments, banners and art, plants, sound system, projection equipment (if needed).
- Keep in mind that the means of grace (Word and Sacrament) are central to the gathering.

Worship supplies/items

- Designate the offering recipients.
- Acquire and prepare communion vessels and linens.
- Arrange for sufficient bread and wine. Include a small amount of non-alcoholic wine and gluten-free bread, if needed.
- Prepare leader books, worship folders, and other necessary print material.
- Acquire all copyright permissions.
- Provide large-print copies and/or translations of worship folders.

Security and First Aid

Arrange for necessary personnel and equipment.

Schedule and Facilities

Provide adequate rehearsal times well in advance of the service.

Schedule sound checks and projection testing.

Assign preparation spaces, including: sacristy; vesting area for principal worship leaders; other vesting areas as needed; procession gathering space; storage for coats, instrument cases, and valuables; clean-up area (with water).

Procession

Sketch/list the procession on paper so that participants can *see* their place in the sequence.

Ecumenical and Inter-faith Guests

Be particularly attentive to providing clear information and expectations for ecumenical guests. (See “Ecumenical and Interfaith Guests”)

Make them feel welcome among us.