



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

**ATTENTION:**

- Bishop-elect
- Installation Planning Committee
- Worship Planners

## HOSTING THE PRESIDING BISHOP

The presiding bishop of the Evangelical Lutheran Church in America is responsible for the installation of newly elected bishops. The presiding bishop's participation in this ministry is on behalf of this entire church.

Expenses for the presiding bishop's accommodations, local transportation, and meals are the responsibility of the synod. As a gesture of hospitality, care should be given to making arrangements for these things. A person from the synod should be assigned to see to these needs and to be a reliable and available contact person throughout the time the presiding bishop is present in the synod. It is appropriate to invite the presiding bishop's spouse to the service of installation and to all the receptions and meals to which the presiding bishop is invited.

The following information is required by the Office of the Presiding Bishop as soon as it is available:

**Event location**

**Contact person**

**Schedule**

Date and time expected

List of all events associated with the installation at which the presiding bishop is expected to be present

Rehearsal time for worship

Approximate time the presiding bishop will be able to leave the event

**Worship service**

Texts, if the presiding bishop is also the preacher

Additional responsibilities (e.g., serving communion, giving a final blessing)

**Vestments**

The ELCA Worship Staff will provide appropriate vestments for the Bishop

Please notify them as early as possible in your planning if there are any special requests.

**Local transportation**

Location where presiding bishop is to be picked up

Pick-up person's name and cell number

**Accommodations**

Hotel name and address

Hotel phone/fax numbers

For matters related to the schedule and expectations of the presiding bishop, contact:

Violet Bonner

*Executive Administrative Assistant to the Presiding Bishop*

[Violet.Bonner@elca.org](mailto:Violet.Bonner@elca.org)

800.638.3522 ext. 2600