



Evangelical Lutheran Church in America

God's work. Our hands.

ATTENTION:

- Bishop-elect
- Installation Planning Committee
- Worship Planners

Planning Timeline

Brief notations are included here; this list is not exhaustive, and document references will lead you to further information.

Before the election at the Synod Assembly

- Set date of installation in consultation with the Office of the Presiding Bishop.
- Appoint an installation planning committee (“Critical Planning Decisions,”).
- Appoint a worship planning committee (“Planning Worship...”) and begin basic planning.
- Select a location for the installation service (“Critical Planning Decisions,”; “Planning Worship...”).
- Determine if there will be other installations at the service (“Critical Planning Decisions,”).

Immediately after the election

- Provide Synodical Relations with contact information for the newly elected bishop, the location of the installation, and the nearest airport (“Synodical Relations Information”).
- Provide the Office of the Presiding Bishop with the event location and the name of a contact person (“Hosting the Presiding Bishop”).
- Continue planning worship; see detailed “Checklist for Worship Planning.”
- Begin obtaining copyright permissions.

Leading up to the installation

- Provide Synodical Relations with the names of those ELCA synodical bishops who will be present at the installation, and those ecumenical guests representing other faith traditions (“Synodical Relations Information”).
- Provide the Office of the Presiding Bishop with the event schedule, texts for the worship service (especially if the presiding bishop is also the preacher), and information about vestments, and local transportation and accommodations arrangements (“Hosting the Presiding Bishop”).
- Invite guests (“Critical Planning Decisions,”), especially those for laying on of hands (“Laying on of Hands,” “Ecumenical and Inter-Faith Guests”).
- Plan refreshments and/or meals (“Critical Planning Decisions,”).
- Consider consulting with the ELCA Worship Staff for assistance in planning the worship service.
- Determine printing deadline date for worship folders.
- Handle news/media obligations (“News and Media Relations”):
 1. Schedule a press interview for the bishop-elect.
 2. Obtain a studio-quality photo of bishop-elect in clerics.
 3. Prepare a short news release about the installation.

4. Assign someone from the synod to work directly with media representatives at the installation.
 5. Prepare a media kit for reporters.
 6. Determine unobtrusive location where photographers may stand to take photos/video of the installation rite.
- No later than five weeks prior to the printing deadline, submit draft worship service to the Director for Worship for liturgical review (“Liturgical Review”). Be prepared to make changes based on the response from the review.
 - Consider whether large-print worship folders are needed, or perhaps translations of the folder (“Planning Worship...”).

After the installation

- Mail one copy of the printed worship folder to the ELCA Worship Staff (“Worship Content,”).
- Handle news/media obligations (“News and Media Relations,”):
 1. Follow up with reporters and photographers who were at the installation
 2. Write a brief summary of installation service. Post to synod Web site, with photos, and put in synod newsletter as well.
 3. Assemble archival file for synod of all media reports, worship materials, and other info.