



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

**ATTENTION:**

- Bishop-elect
- Installation Planning Committee
- Worship Planners

## SYNOCDICAL RELATIONS INFORMATION

Synodical Relations is a section within the Office of the Presiding Bishop dedicated to supporting and enhancing the partnership between synods and churchwide ministries. As part of your planning for the installation of a bishop, your synod is responsible for providing important information to the Executive for Synodical Relations regarding the installation.

Please forward the following information to the Executive for Synodical Relations as soon as it is available:

**Contact information for the newly elected bishop**

Mailing and e-mail addresses, office and cell phone numbers

**Location of the installation**

Address and whatever contact information is available

**Nearest airport**

**Names of ELCA synod bishops who will be present for the installation**

Note those in historic succession, if possible

**Names of ecumenical guests representing other faith traditions**

Include title, position, and church affiliation

Synodical Relations will forward to the installation planning team the name(s) of at least one representative from the churchwide organization, in addition to the presiding bishop, who will be attending the installation. If special guests are noted in the worship folder or any other installation-related materials, it is appropriate to list the name(s) of these colleagues as a sign of our shared mission.

Direct communications to:

The Rev. Walter May  
*Executive, Synodical Relations*  
[Walter.May@elca.org](mailto:Walter.May@elca.org)  
800-638-3522, ext. 2551 or ext. 2726