



Installation



of a BISHOP

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 the worship service to the ELCA Worship staff no later than six weeks before local printing deadline. Consider consultation with Worship staff early and throughout the process.

Worship leaders and participants

Identify and invite *all* worship leaders, especially the presiding minister, preacher, assisting minister.

Determine if a verger [i.e., director of the liturgy] (a nonspeaking 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, as 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 nonalcoholic wine and gluten-free bread, as 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 rehearsals for all audio and visual elements.

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; cleanup area (with water).

Procession

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

Appoint leaders for various groups in the procession to help guide others.

Ecumenical and inter-religious guests

Be particularly attentive to providing clear information and expectations for ecumenical guests. For more information, see “Ecumenical and inter-religious guests.”

Make them feel welcome among us.