



Installation



of a BISHOP

HOSTING THE PRESIDING BISHOP

The presiding bishop of the ELCA 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.

Please provide the following information to the churchwide organization 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 the final blessing).
- **Vestments**
 - The ELCA Worship staff will provide appropriate vestments for the presiding 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.
 - Pickup 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:

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800-638-3522, ext. 2600