



Installation



of a BISHOP

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 a synod assembly

- Set the 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 Synod Relations with contact information for the newly elected bishop, the location of the installation and the nearest airport (“Synod 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 Synod Relations with the names of ELCA synod bishops, ecumenical and inter-religious guests who will be present at the installation (“Synod Relations information”).
- Provide the Office of the Presiding Bishop with the event schedule, scripture texts for the worship service (especially if the presiding bishop is also the preacher), and information about vestments, local transportation and accommodations (“Hosting the presiding bishop”).
- Invite guests (“Critical planning decisions”), especially those for laying on hands (“Ecumenical and inter-religious guests;” “Laying on hands”).
- Plan refreshments and/or meals (“Critical planning decisions”).
- Consider consulting with the ELCA Worship staff for assistance in planning the worship service.
- Determine the printing deadline 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 the 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 an unobtrusive location where photographers may stand to take photos/video of the installation rite.
- **No later than six weeks prior to the printing deadline**, submit draft worship service to the executive 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 the installation service. Post to the synod’s website, with photos, and put in the synod newsletter as well.
 3. Assemble an archival file for the synod of all media reports, worship materials and other info.