



*Installation*



*of a* BISHOP

## SYNOD RELATIONS INFORMATION

Synod Relations is a team within the Office of the Secretary 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 synod relations regarding the installation.

Please forward the following information to the executive for synod relations as soon as it is available:

- **Contact information for the newly elected bishop.**  
Mailing and email addresses, office and cellphone 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. For more information, see “Laying on Hands” document.
- **Names of ecumenical guests representing other faith traditions.**  
Include title, position and church affiliation.

Synod Relations will forward to the installation planning team the name 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:  
Deacon Mary Ann Schwabe  
Executive, Synod Relations  
[MaryAnn.Schwabe@ELCA.org](mailto:MaryAnn.Schwabe@ELCA.org)  
800-638-3522, ext. 2119