

## THE INSTALLATION OF A ROSTERED PERSON

In the Lower Susquehanna Synod, the bishop authorizes the conference dean to install rostered persons. The installation date is not set until the dean has received notification of this authorization by the bishop. The installation service is held at the convenience of the rostered person, congregation, and dean.

The dean will not receive authorization to install until the bishop's office has received the following:

-if the newly called rostered person has been serving in the Lower Susquehanna Synod -- the completed and signed call documents, letter of acceptance, letter of resignation from the previous call, completed exit evaluation, and certification of the parochial records from the previous call.

-if the newly called rostered person has come from another synod -- the completed and signed call documents, letter of acceptance, and letter of transfer from the previous synod.

The congregations of a multiple-church charge will assemble in one of the congregational buildings for the installation service.

So that the dean will not be asked to miss Sunday worship in the parish s/he is serving, the installation should be held during the afternoon or evening. If it is necessary to hold the installation service on Sunday morning, and the dean is available, the congregation in which the rostered person is installed furnishes the honorarium required for the dean to provide a supply preacher for his/her congregation.

It is the prerogative of the rostered person being installed to select the preacher and other worship leaders for the liturgy. The conference dean presides during the rite of installation.

The rite for installation in OCCASIONAL SERVICES: A Companion to LUTHERAN BOOK OF WORSHIP or OCCASIONAL SERVICES FOR THE ASSEMBLY is used.

When requested to do so during the order for installation, an officer of the Congregation Council presents to the dean a letter certifying the call. The letter is not read.

The vested rostered person is seated in the congregation until presented at the appropriate time in the service by an officer of the Congregation Council. At the sharing of the peace, the newly installed pastor assumes the role of presiding minister.

It is appropriate for the Congregation Council to be seated together in the front pews during the service.

It is customary at this service for the rostered person and family to be received as members of the parish. In the case of a multiple-church charge, membership is established in one of the congregations.

An invitation to attend the service should be extended to rostered persons and congregations in the area as well as to the assistant to the bishop.

The dean reports to the synodical office when arrangements for the installation have been completed. The bishop's office provides the dean with forms on which to report the installation service.

VJC/cfd 09/11

