



PLANNING THE SERVICE OF INSTALLATION

The installation of a minister is usually planned as part of a service of worship and celebration. In this service the congregation, the new pastor and significant people in his/her life and area church representatives witness and take part in the covenant which sets forth the mutual relationship between the minister and this congregation. It is a time asking God's blessing and strength to live out the covenant which people and pastor have made.

Often the Worship Committee or a special committee with representation from the Search Committee plans the service of installation. The following are items to consider in the planning:

- Arrange a suitable date when most of the congregation, the pastor and significant people in their lives are able to be there.
- Contact the Area Church Minister to arrange for MCEC representation. This should be done as early in the planning as possible because staff schedules are often filled well in advance, especially in peak transition times.
- Plan to spend some time discussing the implications of "A Covenant Regarding Ethics in Ministry" (see packet) with Elders, Church Council or other appropriate bodies in your congregation. You are encouraged to use Section IV *A Shared Understanding of Church Leadership* as a resource for your discussions. This covenant will be signed as part of the service of installation.
- Arrange to delegate other aspects of the celebration (e.g., food, taking pictures).
- Delegate someone to develop a litany of installation and inform people of their parts in it. Often this includes a prayer of dedication by the area church representative or a leader from the congregation. Make sure all the participants know what is expected of them. (Sample litanies are available from the MCEC office. The *Minister's Manual* also has some forms that may be used "as is" or adapted.)
- Arrange for transfer of membership for the pastor (and spouse) prior to the installation, either during the same or another service.
- The service of installation is a good opportunity to thank the Search Committee and MCEC Resource Person publicly for their work in calling the new pastor.
- Prior to the service the Resource Person should be invited to submit any expenses (e.g., travel, phone calls, photo copying, etc.) they have incurred as part of their work. These should be reimbursed, along with a modest honorarium.

Resources: *Minister's Manual*, Faith and Life Press and Herald Press, 1998.
A Shared Understanding of Church Leadership, MennoMedia, 2014