Planning your installation service

A guide for pastors new to the Minnesota South District, LCMS

Dear Pastor-elect:

Congratulations to you on accepting a call to serve a congregation in the Minnesota South District. One of the first things you will do as you begin your new ministry is plan your installation service. What follows are some important considerations regarding the planning of that service in coordination with the District office. Please read carefully and contact the District office with any questions you may have.

# Some important considerations for planning your installation service

1. Picking a date: In addition to coordinating the date of your installation with the

congregation that has called you, this MUST also be done in coordination with the District President and his office and communicated to the vacancy pastor and circuit visitor.

1. The District President or his designated Officiant will conduct the Rite of Installation.
2. You may choose to have other pastors than the District President conduct the liturgy or preach. If not, the District President or his designated Officiant will do so. IT IS VERY IMPORTANT THAT YOU COMMUNICATE THIS TO THE DISTRICT PRESIDENT OR HIS DESIGNATED OFFICIANT SO HE KNOWS HOW TO PREPARE.
3. You should work with the leaders of the congregation to which you have been called to send out formal invitations to the pastors and congregations of your circuit. While electronic invitations serve as nice reminders, it is most proper to mail a formal, printed invitation.
4. The *Protocol for Installations & Ordinations* will be emailed to you from the district office. This document outlines all of the details to cover as well as important communication information. The second page is a worksheet to be filled out and shared with the District office, the congregation, and the circuit visitor.

# District office contacts

Debbie Borchardt, Administrative Assistant to President Woodford & Rev. Wismar  
[debbie.borchardt@mnsdistrict.org](mailto:debbie.borchardt@mnsdistrict.org) | 952.223.2158

Rev. Stefan Wismar, Executive Assistant to the President  
[stefan.wismar@mnsdistrict.org](mailto:stefan.wismar@mnsdistrict.org) | 952.223.2154

Rev. Dr. Lucas Woodford, President  
[lucas.woodford@mnsdistrict.org](mailto:lucas.woodford@mnsdistrict.org) | 952.223.2165

# Installation service template

This is a template for your service of installation using Confession and Absolution and the Service of the Word without the Service of the Sacrament from LSB, Divine Service, Setting I, p. 151. Any of the other Divine Services in LSB would also be appropriate. The Service of the Sacrament may also be included.

This template does not include the specific readings, hymns, or places for special music. For a list of appropriate choices fitting for an installation, consult the **'Propers for Ordination and Installation' found on p. 200-202 in the LSB Agenda**.

As you plan your service, please consult the **'General Notes' and 'The Rite in Detail' on p. 174** of the LSB Agenda.

The Rite of Installation should simply be listed as appears below. The full rite should **not** be printed for the whole congregation. The District President or his designated Officiant will provide a copy of the rite for the pastor-elect so that he can give his responses without prompting. The District President or his designated Officiant will prompt the congregation for their responses.

Installation is not ordination. The sign of ordination is the laying on of hands. In order not to confuse ordination with installation nor to re-ordain the pastor, the laying on of hands will not be included in the installation service.

Your ordination / installation service should honor the worship culture of your new congregation. Do not introduce radically different worship practices at your ordination / installation.

# Confession and Absolution

Processional Hymn

Stand

The sign of the cross may be made by all in remembrance of their Baptism.

P In the name of the Father and of the T Son and of the Holy Spirit.

C **Amen.**

P If we say we have no sin, we deceive ourselves, and the truth is not in us.

C **But if we confess our sins, God, who is faithful and just, will forgive our sins and cleanse us from all unrighteousness.**

Kneel/Stand

Silence for reflection on God’s Word and for self-examination.

P Let us then confess our sins to God our Father.

C **Most merciful God, we confess that we are by nature sinful and unclean. We have sinned against You in thought, word, and deed, by what we have done and by what we have left undone. We have not loved You with our whole heart; we have not loved our neighbors as ourselves. We justly deserve Your present and eternal punishment. For the sake of Your Son, Jesus Christ, have mercy on us. Forgive us, renew us, and lead us, so that we may delight in Your will and walk in Your ways to the glory of Your holy name. Amen.**

P Almighty God in His mercy has given His Son to die for you and for His sake forgives you all your sins. As a called and ordained servant of Christ, and by His authority, I therefore forgive you all your sins in the name of the Father and of the T Son and of the Holy Spirit.

C **Amen.**

Stand

# Service of the Word

Introit

Kyrie LSB 152

A In peace let us pray to the Lord.

C **Lord, have mercy.**

A For the peace from above and for our salvation let us pray to the Lord.

C **Lord, have mercy.**

A For the peace of the whole world, for the well-being of the Church of God, and for the unity of all let us pray to the Lord.

C **Lord, have mercy.**

A For this holy house and for all who offer here their worship and praise let us pray to the Lord.

C **Lord, have mercy.**

A Help, save, comfort, and defend us, gracious Lord.

C **Amen.**

Gloria in Excelsis LSB 154

A Glory to God in the highest, and peace to His people on earth.

C **Lord God, heavenly king, almighty God and Father:**

**We worship You, we give You thanks, we praise You for Your glory.**

**Lord Jesus Christ, only Son of the Father, Lord God, Lamb of God:**

**You take away the sin of the world; have mercy on us.**

**You are seated at the right hand of the Father; receive our prayer.**

**For You alone are the Holy One, You alone are the Lord,**

**You alone are the Most High, Jesus Christ, with the Holy Spirit,**

**in the glory of God the Father. Amen.**

Salutation and Collect of the Day

P The Lord be with you.

C **And also with you.**

P Let us pray.

O Lord God, heavenly Father, by the blessed light of Your holy Word You have led us to the knowledge of Your Son. We humbly implore You to replenish us with the grace of Your Holy Spirit that we may ever walk in the light of Your truth and, rejoicing with sure confidence in Christ, our Savior, be brought to everlasting life; through Jesus Christ, Your Son, our Lord, who lives and reigns with You and the Holy Spirit, one God, now and forever.

C **Amen.**

Sit

Old Testament or First Reading

Psalm

Epistle or Second Reading

Stand

Alleluia and Verse LSB 156

C **Alleluia.**

**Lord, to whom shall we go?**

**You have the words of eternal life.**

**Alleluia, alleluia.**

Holy Gospel

Sit

Hymn of the Day

Sermon

Stand

Nicene Creed

C **I believe in one God,**

**the Father Almighty,**

**maker of heaven and earth**

**and of all things visible and invisible.**

**And in one Lord Jesus Christ,**

**the only-begotten Son of God,**

**begotten of His Father before all worlds,**

**God of God, Light of Light,**

**very God of very God,**

**begotten, not made,**

**being of one substance with the Father,**

**by whom all things were made;**

**who for us men and for our salvation came down from heaven**

**and was incarnate by the Holy Spirit of the virgin Mary**

**and was made man;**

**and was crucified also for us under Pontius Pilate.**

**He suffered and was buried.**

**And the third day He rose again according to the Scriptures**

**and ascended into heaven**

**and sits at the right hand of the Father.**

**And He will come again with glory to judge both the living and the dead,**

**whose kingdom will have no end.**

**And I believe in the Holy Spirit,**

**the Lord and giver of life,**

**who proceeds from the Father and the Son,**

**who with the Father and the Son together is worshiped and glorified,**

**who spoke by the prophets.**

**And I believe in one holy Christian and apostolic Church,**

**I acknowledge one Baptism for the remission of sins,**

**and I look for the resurrection of the dead**

**and the life** T **of the world to come. Amen.**

Sit

Rite of Installation

Stand

Prayer of the Church

Sit

Offering

Stand

Offertory LSB 159

C **What shall I render to the Lord for all His benefits to me?**

**I will offer the sacrifice of thanksgiving and will call on the name of the Lord.**

**I will take the cup of salvation and will call on the name of the Lord.**

**I will pay my vows to the Lord now in the presence of all His people,**

**in the courts of the Lord’s house, in the midst of you, O Jerusalem.**

Lord’s Prayer

C **Our Father who art in heaven,**

**hallowed be Thy name,**

**Thy kingdom come,**

**Thy will be done on earth**

**as it is in heaven;**

**give us this day our daily bread;**

**and forgive us our trespasses**

**as we forgive those**

**who trespass against us;**

**and lead us not into temptation,**

**but deliver us from evil.**

**For Thine is the kingdom**

**and the power and the glory**

**forever and ever. Amen.**

Prayer

Almighty and everlasting God, whose infinite power alone does great wonders, send down on Your ministers and on the congregations committed to their care the healthful spirit of Your grace, and that they may truly please You, pour on them the dew of Your continual blessing; through Jesus Christ, our Lord.

Benediction LSB 166

P The Lord bless you and keep you.

The Lord make His face shine on you and be gracious to you.

The Lord look upon you with favor and T give you peace.

C **Amen.**

Recessional Hymn

Acknowledgments

Divine Service, Setting One from Lutheran Service Book

Unless otherwise indicated, Scripture quotations are from the ESV® Bible (The Holy Bible, English Standard Version®), copyright © 2001 by Crossway, a publishing ministry of Good News Publishers. Used by permission. All rights reserved.

Created by Lutheran Service Builder © 2018 Concordia Publishing House.