

The Texas-Louisiana Gulf Coast Synod Ordination Guidelines for Pastors

Please contact the bishop to set a tentative date for ordination as soon as you have received a recommendation from the call committee.

Welcome to the Texas-Louisiana Gulf Coast Synod and congratulations on your new call! As candidates and congregations prepare for ordination here are some things to consider.

When

A date may tentatively be set for ordination during the interview process, but formal preparation for an ordination service should not commence until a call has been issued by the congregation and accepted by the candidate.

"Ordinands should send invitations for the Ordination to the Synod office for publication in social media and in the E Newsletter."

Where

Once the receiving bishop has been consulted, dates should be checked with the congregation where the ordination will be held. The ordination may be held at synod assembly or in any congregation:

- the ordinand's home congregation
- the sponsoring congregation
- the internship congregation
- the calling congregation

Sometimes the service may be both an ordination and an installation. (See **Installation at Ordination** below, at the very bottom.) It is meaningful for the congregation that nurtured the ordinand in faith to see the fruits of their labors, but every person's situation is unique. This decision may be a result of the bishop's schedule, timing of the call start date, the ordinand's feelings and the congregation's availability.

If the ordination is to be held outside the Gulf Coast Synod or in Louisiana, please make arrangements for an alb, cincture, and red stole and chasuble for the bishop.

Who

The bishop of the synod where the candidate is going to serve is normally the presiding minister at the ordination. If that bishop is unavailable the sending bishop may preside. Ordinations are customarily held in the context of Holy Eucharist. If the candidate is called to a synod other than their home synod, the bishop of the calling synod normally

conducts the ordination, but may authorize the bishop of the candidate's home synod, if circumstances dictate. Please clear the date of the ordination with the ordaining bishop as well as the local congregation before invitations are sent out. It is also good form to invite the bishop of the synod where the ordination is taking place.

The following people should be invited:

- the congregation
- local pastors (invited to robe –color red)
- neighboring ministers of other denominations
- community leaders
- synod members
- friends
- family

The ordinand may wish to have others participate in the service as well. Here are some of the parts that need to be covered:

- **Holy Communion Presider** – The local pastor or the bishop. The bishop presides again at the Benediction.
- **Assisting Pastor Prior to the rite of ordination**– A mentor pastor or the local pastor.
- **Preacher** – Usually a pastor who has been a mentor. The bishop may be asked to preach.
- **Rite of Ordination** – Must be the bishop.
- **The Assisting Minister after the ordination** – Usually the ordinand.
- **One or two lay readers for the first and second lessons** – Any gifted readers of the ordinand's choosing.
- **Charge ministers** – After the giving of the stole, the Scriptural charges may be read by three pastors, or the presiding minister may say them all.
- **Crucifer and acolytes** – May be from the congregation or may be the ordinand's classmates.
- **Ushers** – Should be ushers from the congregation where the ordination is being held, as they will be familiar with the space and local customs.

- **Organist/Musicians/Choir/Cantor for the psalm et al** – Usually from the congregation where the ordination is being held.
- **Communion Assistants** – May be of the ordinand's choosing.

The liturgy

The service is a Eucharist with the Rite of Ordination after the Creed. See below for a template of the service of ordination. Please email a draft of the service to the bishop's office two weeks before the service, prior to going to print: synod@qulfcoastsynod.org. Synod staff can help see omissions or problems.

Seasonal variations in rubrics should be observed, but any setting of the liturgy may be used.

Since this is an occasional service, with participants who may be unfamiliar with the liturgy and the space, it is very important to have a rehearsal or walk through. This may be the day of the ordination, but should begin no later than 90 minute prior to the service. The purpose of the rehearsal is to assure:

- Every part of the liturgy is covered
- Everyone knows where they are standing and when, including processional participants, communion assistants and all others
- Sound is checked and everyone has a microphone that needs one

Some instructions in addition to ELW's notes on the liturgy.

1. The Confession of Sins and Absolution or Thanksgiving for Baptism may be included prior to the Entrance Hymn.

2. The procession order is:

- crucifer
- acolyte(s)
- bible bearer
- vested visiting ministers of other faiths
- vested visiting ministers of the Lutheran faith
- assisting ministers
- local pastor
- the ordinand
- bishop

The candidate participates in the procession but then sits in the congregation with family and friends.

3. Scriptures may be selected by the ordinand, but should be given to the preacher several weeks in advance.

4. Sermon is usually given by a mentor of the ordinand.

5. The Hymn of the Day ought to focus on the ordination service and call to ministry. See suggestions below. *Here I Am Lord*, ELW 574 is another suggestion for use in the liturgy.

6. The Apostles' Creed or the Nicene Creed may be used.

7. The Ordination itself follows the Hymn of the Day and uses the rubrics in *Occasional Services*. The entire order for ordination should be printed and placed in the hands of the congregation so responses can be made.

During the final stanza of the hymn of the day, the presenter(s) (lay or clergy) escorts the ordinand to the chancel and presents him/her to the bishop. After the hymn, the bishop asks the questions; the candidate answering from the heart. The Assisting Minister offers the Prayers of the Church, which are prepared locally. The prayers below simply serve as a model.

As the candidate kneels and the congregation sings, "*Come, Holy Ghost...*" other pastors come forward and gather around. This hymn of invocation of the Holy Spirit has been used in ordination services in the Christian church since the late medieval period, perhaps as far back as 800 AD. If you are not comfortable using this as a hymn of the congregation, it is nicely sung as a solo or small ensemble hymn.

When invited to do so, the clergy present place their right hands on the ordinand's shoulders.

Then a red stole is placed over the ordinand's shoulders. The stole is often placed by the ordinand's family and should be laying across the altar rail or some other conspicuous location throughout the first half of the service.

Scriptural admonitions may be read by four ministers of the ordinand's choice. On behalf of the Church the congregation receives the pastor with applause! The new pastor may respond briefly, following which s/he is invited to offer the greeting of peace.

8. An Offering is taken whenever Christians gather for worship as a sign of generosity. This is typically for the poor and for the ministry of the gospel. The offering at this service should be designated for a clear purpose. That purpose should be printed in the bulletin. It could be designated for the ordinand's seminary, for one of this synod's companion synods (Peru or Central African Republic), to sponsor a child (or children) in one of those synods, to relief for a specific disaster, for the Mission Endowment Fund (supporting seminary students and other ministries in this synod), for the bishop's discretionary fund or for the pastor's discretionary fund. This latter may provide a way for the pastor to be a generous donor toward ministries in his or her new context.

During the offering an acolyte or the local pastor prepares the table for Holy Communion. Following the offering a presentation hymn is sung during which the offering is brought forward by the ushers and the bread and wine are brought forward by the communion assistants.

9. The Eucharist is celebrated with the newly ordained pastor serving as Assisting Minister. When more than one station is used for distribution of the sacrament, the bishop and the newly ordained serve the bread.

10. The Post-communion Prayer should be read by the original assisting minister or the bishop inasmuch as it includes a prayer for the ministry of the new pastor.

11. The Benediction is given by the bishop.

12. A Recessional Hymn follows the benediction.

13. The Dismissal is given by the Assisting Minister.

14. A Reception usually follows! Photographs should be taken immediately following the service before clergy and assisting ministers disrobe. Photos of the reception will help capture the moment as well.

Need help?

The synod staff stands ready to assist you with any questions you may have or assistance you may need regarding ordination. Please don't hesitate to call us at 281-873-5665.

7.1 Ordination

Ordination is properly set within the service of Holy Communion, following the sermon and the hymn of the day. If used, the Nicene Creed or the Apostles' Creed may precede the ordination rite.

The bishop of the synod in which candidate/s have accepted calls normally presides at the ordination of the candidate/s. If unable to be present, the bishop authorizes another bishop of this church to preside at the ordination.

Presentation

The assembly stands. Candidate/s for ordination (ordinands) gather with presenters and participating ministers before the assembly.

Each ordinand is presented to the presiding minister and to the assembly.

I present for ordination to the ministry of word and sacrament *full name*, who has been prepared, examined, and approved for this ministry and who has been called by the church to this ministry through *name of calling body*.

Thanks be to God.

The presenter/s move aside, and the assembly is seated.

Address and Questions

The presiding minister addresses the ordinand/s.

According to apostolic usage you are now to be entrusted with the office of word and sacrament in the one holy catholic church by the laying on of hands and by prayer.

A reading from John: Jesus said to his disciples, "Peace be with you. As the Father has sent me, so I send you. Receive the Holy Spirit. If you forgive the sins of any, they are forgiven them; if you retain the sins of any, they are retained." (John 20:21-23)

A reading from Matthew: Jesus said to his disciples, "All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age." (Matthew 28:18-20)

A reading from First Corinthians: I received from the Lord what I also handed on to you, that the Lord Jesus on the night when he was betrayed took bread, and when he had given thanks, he broke it and said, "This is my body that is for you. Do this in remembrance of me." In the same way he took the cup also, after supper, saying, "This cup is the new covenant in my blood. Do this, as often as you drink it, in remembrance of me." For as often as you eat this bread and drink the cup, you proclaim the Lord's death until he comes. (1 Corinthians 11:23-26)

The presiding minister questions the ordinand/s.

Before almighty God, to whom you must give account, and in the presence of this assembly, I ask: Will you assume this office, believing that the church's call is God's call to the ministry of word and sacrament?

Each ordinand responds: I will, and I ask God to help me.

The church in which you are to be ordained confesses that the Holy Scriptures are the word of God and are the norm of its faith and life. We accept, teach, and confess the Apostles', the Nicene, and the Athanasian Creeds. We also acknowledge the Lutheran Confessions as true witnesses and faithful expositions of the Holy Scriptures.

Will you therefore preach and teach in accordance with the Holy Scriptures and these creeds and confessions?

Each ordinand responds: I will, and I ask God to help me.

Will you be diligent in your study of the Holy Scriptures and faithful in your use of the means of grace? Will you pray for God's people, nourish them with the word and sacraments,

and lead them by your own example in faithful service and holy living?

Each ordinand responds: I will, and I ask God to help me.

Will you give faithful witness in the world, that God's love may be known in all that you do?

Each ordinand responds: I will, and I ask God to help me.

Almighty God, who has given you the will to do these things,
graciously give you the strength and compassion to perform them.

The assembly responds: Amen.

Prayers of Intercession

The assembly stands for the prayers of intercession.

The prayers are prepared locally for the occasion. The following prayers may serve as a model.

An assisting minister invites the assembly into prayer with these or similar words.

With the whole people of God in Christ Jesus,
let us pray for the church, those in need, and all of God's creation.

For the holy catholic church,
that it may be filled with truth and love,
and by your grace be found without fault at the last day:
God of mercy,
hear our prayer.

For all members of the church,
that they may serve you in true and godly lives:
God of mercy,
hear our prayer.

For *name/s*, called to be a *pastor/s* in the church,
that, sustained by your Holy Spirit, *she/he/they* may
faithfully fulfill the duties of this ministry, serve your
people, build up your church, and glorify your name:
God of mercy,
hear our prayer.

For all pastors and deacons; for *name/s*, our *bishop/s*;
and for all those responsible for the care and nurture of
your people:
God of mercy,
hear our prayer.

For the peace of the church,
that our divisions may be overcome,

so that, united in Christ, we may serve the world
and bear witness to the good news:

God of mercy,
hear our prayer.

For the peace of the world,
that a spirit of respect and understanding may grow
among nations, peoples, and faith traditions:
God of mercy,
hear our prayer.

For the whole creation,
that everything you have made may fulfill your purpose
and that we may exercise care for your diverse gifts:
God of mercy,
hear our prayer.

For the poor, the persecuted, the sick, the lonely, the
forgotten, and all who suffer; for refugees, prisoners, and
all who are in danger; that they may be relieved and
protected:
God of mercy,
hear our prayer.

Other intercessions may be included.

For the glorious company of all the saints,
those who have died in faith and those who live in
certain hope, we praise you. That their witness may give
us courage until the day of Jesus Christ:
God of mercy,
hear our prayer.

*The presiding minister concludes the prayers with these
or similar words.*

Into your hands, gracious God, we commend all for
whom we pray, trusting in your mercy; through Jesus
Christ, our Savior.
Amen.

Hymn of Invocation

*The ordinand/s may kneel. "Creator Spirit, heavenly
dove," hymn 577 or 578, is sung.*

Thanksgiving

*The presiding minister leads the assembly in giving
thanks.*

The Lord be with you.
And also with you.

Let us give thanks to the Lord our God.
It is right to give our thanks and praise.

Holy God, holy and mighty, holy and immortal,

we bless you for your infinite love in Christ our Lord, in whom we have redemption and forgiveness of sins according to the riches of his grace.

We thank you that by his death your Son overcame death, and that, raised by your mighty power, he gives us new life.

We praise you that, having ascended into heaven, Christ pours out his gifts abundantly on the church, making some apostles, some prophets, some pastors and teachers, to equip your people for their work of ministry for building up the body of Christ.

The presiding minister lays both hands on the head of each ordinand. Other ordained pastors who are participating in the laying on of hands place one hand on the ordinand.

Following a time of silent prayer, the presiding minister continues, praying for each ordinand in turn.

Eternal God, through your Son, Jesus Christ, pour out your Holy Spirit upon *name* and fill *her/him* with the gifts of grace for the ministry of word and sacrament.

Bless *her/his* proclamation of your word and administration of your sacraments, so that your church may be gathered for praise and strengthened for service.

Make *her/him* a faithful pastor, patient teacher, and wise counselor.

Grant that in all things *she/he* may serve without reproach,

that your people may be renewed and your name be glorified in the church;

through Jesus Christ, our Savior and Lord, who lives and reigns with you and the Holy Spirit, one God, now and forever.

Amen.

The assembly is seated.

Giving of a Stole

The ordinand/s may remain kneeling. A stole is placed over each ordinand's shoulders as the presiding minister says:

Receive this stole as a sign of your work, and live in obedience to the Lord Jesus, serving his people and remembering his promise: "Come to me, all who you that are weary and are carrying heavy burdens, and I will give you rest. Take my yoke upon you, and learn from me; for I am gentle and humble in heart, and you will find rest for your souls. For my yoke is easy, and my burden is light." (Matthew 11:28-30)

Charge

The ordinand/s stand. The following scripture passages are addressed to the ordinand/s. Additional appropriate scripture passages may be used.

The presiding minister begins.

Hear the words of the apostles:

"Pursue righteousness, godliness, faith, love, endurance, gentleness. Fight the good fight of the faith; take hold of the eternal life to which you were called." (1 Timothy 6:11-12)

And again: "Take heed to yourselves and to all the flock, in which the Holy Spirit has made you guardians, to feed the church of God that he obtained with the blood of his own Son." (Acts 20:28)

And again: "Tend the flock of God that is in your charge, not under compulsion but willingly, not for sordid gain but eagerly. Do not lord it over those in your charge, but be examples to the flock. And when the chief shepherd appears, you will win the crown of glory that never fades away." (1 Peter 5:2-4)

And again: "Think of us in this way, as servants of Christ and stewards of God's mysteries. Moreover, it is required of stewards that they be found trustworthy." (1 Cor. 4:1-2)

The presiding minister continues.

Name/s, care for God's people, bear their burdens, and do not betray their confidence.

So discipline *yourselves* in life and teaching that you preserve the truth,

giving no occasion for false security or illusory hope.

Witness faithfully in word and deed to all people.

Give and receive comfort as you serve within the church.

And be of good courage, for God has called you, and your labor in the Lord is not in vain.

Blessing

The presiding minister continues.

The God of peace, who brought again from the dead our Lord Jesus,

the great shepherd of the sheep, by the blood of the eternal covenant,

make you complete in everything good so that you may do God's will,

working in you that which is pleasing in God's sight;

through Jesus Christ, to whom be the glory forever and ever.

Amen.

The assembly stands.

Acclamation by the Assembly

The ministers and the ordinand/s face the assembly. The presiding minister addresses the assembly.

Will you, assembled as the people of God and speaking for the whole church, receive *name/s* as a *messenger/s* of Jesus Christ sent to serve God's people with the gospel of hope and salvation?

Will you regard *her/him/them* as a *servant/s* of Christ?

We will, and we ask God to help us.

Will you pray for *her/him/them*, help and honor *her/him/them* for *her/his/their* work's sake, and in all things strive to live together in the peace and unity of Christ?

We will, and we ask God to help us.

The presiding minister presents each of the newly ordained to the assembly.

Let it be acclaimed that *name* is a called and ordained minister in the church of Christ.

She/he has Christ's authority to preach the word of God and administer the sacraments, serving God's people as together we bear God's creative and redeeming love to all the world.

Amen. Thanks be to God.

After all the newly ordained have been presented, the assembly may offer acclamation with applause.

Peace

The presiding minister and the assembly greet each other in the peace of the risen Christ.

The peace of Christ be with you always.

And also with you.

The people may greet one another with a sign of Christ's peace, and may say Peace be with you or similar words.

All return to their places. The assembly is seated.

The service continues with the offering.

NOTES ON THE SERVICE

When scheduling an ordination service, the rhythms and emphases of the church year should be taken into account. For example, because of their solemn character, the days from the Sunday of the Passion through Easter Day are best avoided as days for such a service.

The bishop normally presides during the entire service. When the service takes place in a congregation, circumstances may suggest that the congregation's pastor preside at the meal of holy communion; the bishop may preside again at the sending.

Ordination is a service of the whole church, not merely of the local congregation or of the assembly that gathers. Through a note in the worship aid or by another appropriate means, the assembly may be advised that they are speaking on behalf of the whole church when receiving candidates into the ministry of word and sacrament.

The complete name of the ordinand/s is used at the presentation and again at the acclamation. At other places in the service, the first or given name/s (without surname/s) is appropriate.

Preparation

The ordinand/s is appropriately vested in an alb, a symbol of being clothed with Christ in baptism. Until presented, the ordinand/s may be seated with the congregation. During the service, the ordinand/s may kneel during the thanksgiving. Appropriate accommodations may be provided. When there is more than one ordinand, it may be preferable to provide one centrally located place for kneeling. After each ordinand receives the laying on of hands, she/he moves aside and the next ordinand kneels at the same place.

Presentation

As the hymn of the day concludes, the ordinand/s and presenter/s come to a place in front of the presiding minister. Each ordinand may be presented by a different presenter, or all ordinands may be presented by one presenter. Examples of those who may serve as presenters include a sponsoring pastor; an officer of the congregation in which the ordination takes place; a representative of the synod; a representative of the calling congregation. At a synod assembly, the secretary of the synod may present all ordinands.

Address and Questions

After the presiding minister begins the address, other ministers may address the ordinand/s with the scripture passages, or the presiding minister may say the entire address. When more than one candidate is ordained, the presiding minister addresses the questions to all the ordinands, and each ordinand answers in turn.

Prayers of Intercession

Within the petition that provides for including the names of bishops, it is appropriate to use the first or given name (without surname) of the presiding bishop and of the bishop of the synod/s. Intercessions may be included for the spouse/family of the ordinand/s and for any special concerns related to the day.

Thanksgiving

The assembly may be seated if there are many ordinands or if the circumstances otherwise suggest. The presiding minister lays both hands on the ordinand's head. (To make this possible, an assisting minister holds printed service materials for the presiding minister.) Other ordained pastors may participate in the laying on of hands by placing one hand on the ordinand. If the number of participating ministers is large, a reasonable number may function on behalf of all. It is

appropriate to use the first or given name (without surname) of the ordinand. Ordinarily the entire thanksgiving is spoken for each ordinand, and the laying on of hands continues throughout the prayer. If there are many ordinands, the first paragraph of the thanksgiving may be said once. The laying on of hands and the rest of the prayer are repeated for each ordinand.

Giving of a Stole

When several persons are ordained, the respective sponsors or presenters may be holding the stoles and may place the stoles over the ordinands' shoulders during the presiding minister's address. Alternatively, the presiding minister or another minister may place the stoles. Where local custom indicates that another symbol of ministry be given (such as a Bible), the presenter or the assisting minister may hand the item to the newly ordained as the following is said:

Receive this _____ as a sign of your calling to the ministry of word and sacrament.

Charge

After the presiding minister begins the charge, other ministers may address the ordinand/s with the scripture passages, or the presiding minister may say them all.

Acclamation

After the assembly acclaims the ordinand/s by responding to the two questions, the declaration beginning "*Name* is a called and ordained minister . . ." is repeated for each ordinand. After all the newly ordained have been presented, the assembly may conclude the acclamation with applause.

Peace

The presiding minister begins the greeting of peace. As the service continues, one who is newly ordained does not normally assume the role of presiding minister but may serve as a communion minister.

PROPER S

When ordination is set within the primary service of the congregation on a Sunday or festival, the propers for that Sunday or festival are normally used. The prayer of the day for ordination may be said following the prayer of the day appointed for the Sunday or festival. When ordination is scheduled as a part of a special service, apart from the primary service of the congregation, propers may be selected from those listed below.

Prayer of the Day

Almighty and merciful God, you built your church on the foundation of the apostles and prophets, and you instituted the office of the ministry of word and sacrament so that the apostolic and prophetic work might continue throughout the ages. Grant that *name/s*, now to be ordained, may carry out this ministry faithfully in the power of your Spirit; through your Son, Jesus Christ, our Savior and Lord.

Readings and Psalms

Exodus 3:1-12
Numbers 6:22-27

Numbers 11:16-17
Isaiah 6:1-8
Isaiah 40:1-11
Isaiah 42:5-9
Isaiah 52:7-10
Jeremiah 23:1-5
Jeremiah 23:23-29
Ezekiel 2:8—3:4
Psalm 15
Psalm 16
Psalm 84
Psalm 91
Psalm 95
Psalm 96
Psalm 99
Psalm 103
Psalm 113
Psalm 121
Psalm 122
Psalm 133
Acts 20:28-35
Romans 10:13-17
Romans 12:4-8
1 Corinthians 1:25—2:5
1 Corinthians 4:1-5
1 Corinthians 11:17-26
2 Corinthians 4:1-7 [8-12]
2 Corinthians 5:11-21
Ephesians 4:4-16
1 Timothy 3:1-7
1 Timothy 4:14-16
1 Timothy 6:11-16
2 Timothy 4:1-5
1 Peter 5:1-4
Matthew 9:1-8
Matthew 9:35-38
Matthew 16:13-23 [24-28]
Matthew 28:16-20
Mark 1:14-20
Mark 4:1-9
Mark 6:30-44
Mark 9:33-41
Mark 10:35-45
Luke 10:1-12, 16-20
Luke 24:44-50
John 10:7-18
John 13:[3-11] 12-17, 20
John 17:6-19
John 20:19-23
John 21:15-17

Gospel Acclamation

Alleluia. How beautiful upon the mountains are the feet of the messenger who announces peace, * who brings good news, who announces salvation. *Alleluia.* (Isa. 52:7)

Or, during Lent:

May I never boast of anything * except the cross of our Lord Jesus Christ. (Gal. 6:14)

Other gospel acclamation texts that may be used:

John, Apostle and Evangelist; Conversion of Paul; Holy Cross Day; Matthew, Apostle and Evangelist; Reformation Day; Lent 3, year B; Lent 5, year C.

Hymn of the Day

395 Come, Holy Ghost, God and Lord
401 Gracious Spirit, Heed Our Pleading
579 Lord, You Give the Great Commission
743 Now to the Holy Spirit Let Us Pray
878 Soli Deo Gloria

Preface: Apostles

Prayer after Communion

We thank you, almighty and gracious God, that you have fed us with heavenly food, the body and blood of your Son, uniting us through him in the communion of the Holy Spirit. As you have again raised up among us *a faithful servant/s* for the ministry of word and sacrament, grant that we, with *name/s*, may joyfully serve you all our days and finally rejoice in your glory; through Jesus Christ, our Savior and Lord.

Color: Red

INSTALLATION AT ORDINATION

In those exceptional circumstances where the bishop ordains and installs a candidate at the same service, the following is inserted in the order for Ordination prior to the greeting of peace. See the notes on the service for the Installation of a Pastor for additional helps with this section.

The presiding minister addresses the assembly.

Having been authorized by the church to install *full name*, our co-worker in the gospel, as *position*,
I now ask for certification of this call.

A representative of the calling body addresses the presiding minister.

After prayerful deliberation,
we, of *name of calling/employing body*,
have called *full name* as *position*.
I present *her/him* and this letter certifying the call.

The presenter gives the presiding minister the letter certifying that the call has been received and accepted.

The presiding minister questions the pastor being installed.

Pastor *name*, in the presence of this assembly
will you commit yourself to this new trust and responsibility?

Response: I will, and I ask God to help me.

Will you carry out your duties in harmony with the
constitutions of the Evangelical Lutheran Church in *America*?

Response: I will, and I ask God to help me.

The presiding minister addresses the pastor being installed.

The office of *position* is now committed to you in the name of
the Father, and of the + Son, and of the Holy Spirit.

Amen.

*The following procession to the places of the word and
sacraments may be used.*

*The presiding minister escorts the pastor to the place of
baptism. A representative of the congregation says:*

You have been called to be among us to baptize, to teach,
and to forgive sins.

*They proceed to the place of the word. A representative of
the congregation says:*

You have been called to be among us to proclaim the
good news.

*They proceed to the place of the meal. A representative of
the congregation says:*

You have been called to be among us to preside at the
Lord's supper.

The service continues with the greeting of peace.

Ordination Planner

To be drafted and sent to the synod office when the date is set.

Ordinand Name _____

Ordinand phone _____

Ordinand email _____ Seminary _____

Date of ordination _____

Time of ordination _____

Time of rehearsal (usually an hour before ordination) _____

Place of ordination _____

This planner first draft (1 week after the date is set. 2 months before ordination) _____

This planner completed (1-2 months prior to ordination) _____

Date bulletin first draft to bishop (2 weeks prior to ordination) _____

Date bulletin final draft to bishop (1 week prior to ordination) _____

Participants

Ordaining Bishop/Presider _____

Preacher (may be but does not have to be the bishop) _____

Lay reader(s) _____

Who will place the stole? _____

3 Charge ministers – After the giving of the stole, the Scriptural charges may be read by three pastors, or the presiding minister may say them all. _____

Crucifer and acolytes _____

Ushers _____

Organist/Musicians/Choir/Cantor _____

Communion Assistants _____

Reception coordinator _____

Liturgy

Setting _____

Lessons _____

Hymns _____

Offering will be given to _____

Will there be an installation as well? _____

Order of service: