

INSTALLATION SERVICE SAMPLE

Pre-Service Planning

Planning Team

- Form a team including:
 - 1-2 members from the Pastor Search Committee
 - Worship/Music leader
 - New pastor (for appropriate input)
 - Deacon representative
 - Staff representative (if applicable)

Invitations

- Send formal invitations to:
 - Area pastors and churches
 - Denominational representatives (BGCT, local association)
 - Community leaders
 - Former pastors (when appropriate)
 - Pastor's family and special guests
 - Former churches of the pastor

Service Elements to Prepare

- Printed order of service
- Installation certificates or commemorative items
- Special gift presentations (Bible, church key, etc.)
- Ministry covenant document
- Audio/visual needs (presentations, microphones, recording)
- Reception preparations

Music Selection

Choose hymns and special music that reflect:

- God's faithfulness and guidance

- Biblical leadership themes
- Church unity and mission
- New beginnings and commitment

Complete Order of Service

PRELUDE (15 minutes before service)

- Musical selections that reflect themes of journey, arrival, and celebration
- Consider instrumental arrangements of hymns like:
 - "Great Is Thy Faithfulness"
 - "How Firm a Foundation"
 - "To God Be the Glory"

WELCOME & CALL TO WORSHIP (5 minutes)

- Chair of Pastor Search Committee offers brief welcome highlighting:
 - The journey God has led the church through
 - Gratitude for God's faithfulness in providing a pastor
 - Recognition of special guests
- Congregational Reading: Psalm 100
 - Consider printing in bulletin for all to read together
 - Or use responsive reading format

OPENING PRAYER (2 minutes)

- Led by Deacon Chair or Church Elder
- Focus on:
 - Thanksgiving for God's guidance
 - Request for blessing on the service
 - Dedication of this time to God's glory

HYMN OF PRAISE (4 minutes)

- "Great Is Thy Faithfulness" or another hymn celebrating God's guidance
- Other appropriate hymns:
 - "Come, Thou Fount of Every Blessing"

- "To God Be the Glory"
- "How Firm a Foundation"

SCRIPTURE READINGS (5 minutes)

- Old Testament: Joshua 1:1-9 (God's commissioning of Joshua after Moses)
 - Read by a respected church leader
- New Testament: 1 Thessalonians 5:12-13 (Honoring those who lead)
 - Read by a different church leader
- Additional appropriate passages:
 - Ephesians 4:11-16 (Christ's gifts to the church)
 - 1 Timothy 3:1-7 (Qualifications for overseers)
 - Acts 20:28-32 (Paul's charge to the Ephesian elders)

SPECIAL MUSIC (4 minutes)

- Choir, ensemble, or soloist
- Appropriate selections:
 - "The Church's One Foundation"
 - "Find Us Faithful"
 - "I Will Serve Thee"
 - "Here Am I, Send Me"

RECOGNITION OF THE JOURNEY (10 minutes)

- Brief presentation of the church's interim period journey:
 - Key milestones in the transition
 - Lessons learned during the wilderness journey
 - God's faithfulness through challenges
- Acknowledgment of Interim Pastor's service:
 - Invite interim pastor to stand if present
 - Express appreciation for leadership during transition
 - Present token of appreciation if appropriate
- Recognition of Pastor Search Committee members:
 - Call each member by name to stand
 - Acknowledge their diligence and commitment
 - Consider presentation of certificates or small gifts

- Optional: Brief video or slideshow (3-4 minutes) of highlights from the transition period

CHARGE TO THE PASTOR (5 minutes)

- Delivered by mentor pastor, former pastor, or denominational representative
- Based on 1 Peter 5:1-4 (shepherd God's flock willingly)
- Key elements to include:
 - Remind of the sacred calling to pastoral ministry
 - Emphasize servant leadership in Christ's model
 - Encourage faithfulness to Scripture and prayer
 - Challenge to equip saints for ministry
 - Remind of accountability to the Great Shepherd
- Presentation of Bible or other symbolic gift:
 - Consider a study Bible with church signatures
 - Or church key symbolizing trust and responsibility
 - Pulpit Bible with inscription

PASTOR'S RESPONSE (5 minutes)

- Brief testimony of God's leading to this church
- Expression of vision and commitment to serve
- Commitment to biblical preaching and teaching
- Acknowledgment of dependence on God's strength
- Gratitude to family for their support
- Anticipation of ministry partnership with congregation

CHARGE TO THE CONGREGATION (5 minutes)

- Delivered by respected church leader (deacon chair, elder, or former pastor)
- Based on Hebrews 13:17 (follow your leaders)
- Key elements to include:
 - Remind of congregation's responsibility to pastor
 - Encourage prayer support and encouragement
 - Challenge to serve alongside in ministry
 - Emphasize unity and mutual submission
 - Call to grace and patience during adjustment
- Emphasize mutual commitment to ministry partnership

ACT OF INSTALLATION (10 minutes)

- Pastor and family invited to platform
- Moderator explains significance of installation
- Laying on of hands by deacons/elders:
 - Invite deacons and elders to gather around pastor
 - Pastor kneels if comfortable with this tradition
- Prayer of dedication by denominational representative:
 - BGCT representative or Director of Missions
 - Emphasize calling, anointing, and commissioning
 - Include both pastor and congregation in blessing

COVENANT OF MINISTRY (5 minutes)

- Reading of covenant between pastor and congregation:
 - Can be read by moderator or church leader
 - Should include mutual commitments and expectations
- Congregational affirmation (responsive reading):
 - Consider printed responsive covenant in bulletin
 - Leader: "Will you as a congregation support..."
 - Congregation: "We will, with God's help."
 - Pastor: "Will I faithfully serve as your pastor..."
 - Pastor: "I will, with God's help."

INSTALLATION PRAYER (3 minutes)

- Led by former pastor or respected ministry leader
- Include:
 - Blessing on the new relationship
 - Prayer for wisdom and strength
 - Request for unity and fruitfulness
 - Thanksgiving for God's provision

WELCOME FROM COMMUNITY (5 minutes)

- Brief words from local ministerial alliance:
 - Representative of area pastors
 - Welcome to ministerial community

- Offer of collegiality and support
- Greetings from BGCT representative:
 - Welcome to denominational family
 - Offer of resources and support
 - Blessing on the new ministry

HYMN OF DEDICATION (4 minutes)

- "Here I Am, Lord" or another hymn of commitment
- Other appropriate hymns:
 - "Take My Life and Let It Be"
 - "I Surrender All"
 - "O Jesus, I Have Promised"
 - "Wherever He Leads I'll Go"

PASTOR'S INAUGURAL MESSAGE (10-15 minutes)

- Brief meditation on shared vision for the future
- Key elements to consider:
 - Scripture-based message of vision
 - Heart for ministry and service
 - Desire for church health and growth
 - Commitment to Great Commission and Great Commandment
 - Invitation to join in ministry partnership

CLOSING HYMN (4 minutes)

- "Blest Be the Tie That Binds" or another hymn of unity
- Other appropriate hymns:
 - "We Are Called to Be God's People"
 - "The Bond of Love"
 - "They'll Know We Are Christians By Our Love"

BENEDICTION (2 minutes)

- Delivered by newly installed pastor
- Consider using a biblical benediction:
 - Numbers 6:24-26 (The Lord bless you and keep you...)

- 2 Corinthians 13:14 (The grace of the Lord Jesus Christ...)
- Hebrews 13:20-21 (Now may the God of peace...)

RECEPTION FOLLOWING

- Fellowship celebration with refreshments
- Consider:
 - Guest book for well-wishes
 - Receiving line with pastor and family
 - Photo display of pastor's family and journey
 - Simple gift presentation from congregation
 - Light refreshments or meal depending on time of day

Additional Elements to Consider

Installation Certificate

- Create a formal certificate of installation
- Include:
 - Pastor's name
 - Church name
 - Date of installation
 - Signatures of church officers
 - Biblical verse or charge

Commemorative Bulletin

- Design a special bulletin as keepsake
- Include:
 - Pastor's photo and brief biography
 - Search journey timeline
 - Order of service
 - Special acknowledgments
 - Space for signatures and well-wishes

Visual Elements

- Consider meaningful visual symbols:

- Cross prominently displayed
- Church banner or logo
- Arrangement of Bibles
- Seasonal decorations appropriate to church tradition

Photography/Recording

- Assign someone to take quality photographs
- Consider video recording the service
- Prepare a commemorative album or video for the pastor

Special Guests

- Reserve seating for pastor's family
- Acknowledge former churches or mentors
- Recognize denominational representatives
- Welcome community leaders

Follow-Up After Installation

Thank You Notes

- Send appreciation to all participants
- Acknowledge special guests
- Thank planning team members

Documentation

- Add installation to church records and history
- Include photos in church newsletter
- Share highlights on church website or social media
- Present pastor with commemorative album

Congregational Communication

- Share installation highlights with those unable to attend
- Provide video or bulletin to homebound members

- Include summary in next church communication

Anniversary Recognition

- Consider marking the pastor's first anniversary
- Plan an annual recognition of installation date
- Use as opportunity to celebrate ministry milestones
- sing candidates

Simplified Evaluation Process

Use streamlined approaches to candidate review:

- Adapt the rubric to focus on essential qualifications for your context
- Create a simple comparison template for your top candidates
- Focus evaluation on the 3-5 most critical factors for your church
- Consider using a basic spreadsheet rather than complex tracking systems
- Evaluate candidates through the lens of your specific church culture

Application Volume Management

Targeted Outreach

Focus on quality rather than quantity of applications:

- Be specific about church size and compensation in your postings
- Clearly communicate if the position is bi-vocational
- Emphasize your church's unique culture and community
- Be upfront about resource limitations and realistic expectations
- Target your outreach to sources likely to yield appropriate candidates

Manageable Process Development

Plan for a reasonable number of applications:

- Develop simple tracking methods appropriate for fewer applications
- Create response templates that can be easily customized
- Consider reviewing applications as they arrive rather than in batches
- Establish regular but less frequent committee meetings

- Design a process that volunteer committee members can manage while maintaining their other responsibilities