



- Bishop-elect
- Worship Planners

CHECKLIST: ESSENTIALS FOR PLANNING WORSHIP

A companion to the article "Planning Worship for the Installation of a Bishop"

Worship Planning Committee

Assemble the planners and clearly delineate responsibilities.

Worship Leaders

Identify and invite *all* worship leaders.

Principal leaders include the presiding minister, preacher, assisting minister.

Determine if a master of ceremonies (a non-speaking role) is desired or needed.

Schedule rehearsals and clearly communicate rehearsal times.

Music and Musicians

Identify and invite musicians.

Communicate all necessary information, including rehearsal times.

Vestments

Determine what vestments will be used and by whom. If participants are required to provide their own, they should be notified. If vestments will be provided, make sure you have necessary measurements (usually height is sufficient).

Worship Space

Address issues related to floor plan, furnishings (font, pulpit, table, cross, torches/candles), paraments, banners and art, plants, sound system, projection equipment (if needed).

Keep in mind that the means of grace (Word and Sacraments) are central to the gathering.

Worship Supplies/Items

Acquire and prepare communion vessels and linens.

Arrange for sufficient bread and wine. Include non-alcoholic wine and gluten-free bread if needed.

Prepare leader books, worship folders, and other necessary print material.

Acquire all copyright permissions.

Security and First Aid

Arrange for necessary personnel and equipment.

Schedule and Facilities

Provide adequate rehearsal times well in advance of the service.

Schedule sound checks and projection testing.

Assign preparation spaces, including: sacristy; vesting area for principal worship leaders; other vesting areas as needed; procession gathering space; storage for coats, instrument cases, and valuables; clean-up area (with water).

Procession

Sketch/list the procession on paper so that participants can *see* their place in the sequence.

Ecumenical and Inter-faith Guests

Be particularly attentive to providing clear information and expectations for ecumenical guests.

Make them feel welcome among us.

Liturgical Review

Provide complete draft of worship service to Office of the Presiding Bishop no later than four weeks before local printing deadline. (Consider consultation with ELCA worship staff early in the process.)