

Pastor Installation Invitation Guidelines and Wording Sample

A Pastor's installation service is an important event for both the pastor and his or her congregation. It is a festive, welcoming ceremony to recognize the calling of the pastor, to acknowledge his responsibilities and duties, and to celebrate the end of the interim period, and a new chapter in a congregation's life.

Designing the invitation is an honorable job, and one that needs to be done right to ensure members of the congregation are encouraged to come. Start by thinking about the basic information of the installation service:

When: Installations are usually scheduled at a time other than Sunday morning. An installation provides an opportunity for area pastors and other church leaders to welcome the new pastor, and show support. The congregation can feel the presence of a community of congregations working together. This also provides a time for the entire congregation to worship together if you typically have two or more services.

Who should be invited: This is an important occasion in the life of your congregation and in the life of the pastor and his/her family. In addition to members of your congregation, the following members should also be invited:

- The congregations in your Conference, along with any other local congregations.
- Neighboring ministers of other denominations
- Community leaders
- Friends and family of your new pastor

Where: The invitation should clearly states the address and direction of your worship place. Large congregations often create a diagram of where everyone is sitting and mark bulletins for key leaders in order to provide maximum hospitality to guests who will not be acquainted with your worship place.

Short, yet detailed and sweet, below are some of the Sample Invitations to pastor's installation services for your reference.

LETTER OF INVITATION to PASTOR'S RECEPTION AND INSTALLATION SERVICE

"Lord, here I am, send me..."

The members of [Name of the Church] invite you to share with us in the joy of welcoming [Pastor's Name] as the senior pastor of our church. This celebration will be held on [the exact time and date of the installation service] in our worship center. We are excited about the future

ministry of our church under the leadership of our new pastor. We desire that you join with us as we welcome him to our church and to the community.

Rejoicing in new ministry opportunities,

The Search Committee

Invitation to Our Pastor's Installation

(Bible Verse and/or Church Mission Statement)

The Members of [Name of the Church] proudly invites you to join us as we celebrate the Installation of Our New Pastor [Pastor's Name]. We will celebrate this blessed occasion through worship and with God's Word. Your presence will make this event a memorable experience for [New Pastor's Name] and congregation.

Date and Time of the Installation Service

Name of the Church

Address of the ceremony

Telephone Number of the Contact Person

Reception will be held immediately following the service.

Sample Installation Invitation

Let the people of God Rejoice at the installation of our new pastor

We, the Deacon Board and Members of [Name of the Church], are pleased to invite you to the Installation Service for our new pastor, [Name of the Pastor]. We rejoice that the Lord has led our new pastor to lead our congregation and we are looking forward to celebrating this occasion as the family of God.

With great expectations from God, [Name of the Congregation] invites you to come join us as we install our Pastor Elect [Name of the Pastor], [Date and Time of the Installation Service].

Name of the Deacon, Chairman Deacon Board

Address of the Worship Place

Contact information of the Church Clerk