



*Hampshire Association*  
of the  
*United Church of Christ*  
*Massachusetts Conference*

*Amherst*  
*First*  
*North*  
*South*  
*Belchertown*  
*Chester*  
*Chesterfield*  
*Cummington*  
*Easthampton*  
*Granby*  
*Hadley*  
*First*  
*North*  
*Hatfield*  
*Haydenville*  
*Huntington*  
*Leverett*  
*Northampton*  
*First*  
*Edwards*  
*Pelham*  
*Plainfield*  
*Southampton*  
*South Hadley*  
*Falls*  
*First (Center)*  
*West Cummington*  
*Westhampton*  
*Williamsburg*  
*Worthington*

Dear Friends,

Below is the “Order for Installation of a Pastor” from the *Book of Worship United Church of Christ*. We are providing it to make it easier for you to prepare the worship bulletin for the installation of your new pastor. You will need to insert the names of your local church, your local church’s representative (under the presentation), and the pastor(s), and other chosen participants as needed. Since it will likely be known beforehand, you can also insert the name(s) of the individuals who are filling the Association Representative and other slots. At least one of the Association Representative slots often will be filled by one of the Associate Conference Ministers of the Mass. Conference UCC who serve in the Western Region.

This order was typed in Bookman 12 pt because it is a good sized, readable font. You may wish to change this to a different font and size.

If you have any questions please feel free to contact the liaison person appointed to assist you from the Association’s Church and Ministry Committee.

We look forward to celebrating this installation with you and your church.

Hampshire Association UCC  
Committee on Church and Ministry



## BULLETIN TEMPLATE

### Order for Installation of a Pastor

#### ***GREETING***

ASSOCIATION REPRESENTATIVE:

The Hampshire Association of the Massachusetts Conference of the United Church of Christ greets you in the name of Jesus Christ, the head of the church in heaven and on earth. Therefore, since we are surrounded by so great a cloud of witnesses, let us also lay aside every weight and sin which clings so closely, and let us run with perseverance the race that is set before us.

#### **PEOPLE:**

**Let us look to Jesus, the pioneer and perfecter of our faith, who for the joy that was waiting, endured the cross, despising the shame, and is seated at the right hand of the throne of God.**

#### ***PRESENTATION***

LOCAL CHURCH REPRESENTATIVE:

\_\_\_\_\_ United Church of Christ, under the guidance of the Holy Spirit, has called \_\_\_\_\_ as its pastor and teacher and respectfully requests that the Hampshire Association install her/him in this ministry among us, according to the faith and order of the United Church of Christ.

ASSOCIATION REPRESENTATIVE:

The Hampshire Association has reviewed the request of \_\_\_\_\_ United Church of Christ. We have prayerfully examined \_\_\_\_\_, and we are pleased to install him/her as your pastor and teacher.

ASSOCIATION REPRESENTATIVE:

Servant of God, we invite you to come forward as a sign of your acceptance of the call to this office.

ASSOCIATION REPRESENTATIVE:

Installation is the action of an association of the United Church of Christ in cooperation with a local church. Installation confirms and celebrates the covenantal relationship among a local church, its pastors and teachers, and the United Church of Christ. Installation is a sign that these covenantal partners are committed to share mutually in the mission of the United Church of Christ and of the ecumenical church.

## ***EXHORTATION***

ASSOCIATION REPRESENTATIVE *addressing the congregation:*

Hear these words from the apostle Paul:

We beg you, our brothers and sisters, to pay proper respect to those who work among you, who guide and instruct you in the Christian life.

Treat them with the greatest respect and love because of the work they do.

Be at peace among yourselves.

ASSOCIATION REPRESENTATIVE *addressing the pastor:*

We urge you, our sister/brother, warn the idle, encourage the timid, help the weak, be patient with all.

ASSOCIATION REPRESENTATIVE *addressing all:*

See that no one pays back wrong for wrong, but at all times make it your aim to do good to one another and to all people. Be joyful always, pray at all times, be thankful in all circumstances. This is what God wants of you, in your life in Christ Jesus. Amen.

## ***COVENANT***

ASSOCIATION REPRESENTATIVE *addressing the congregation:*

Dear friends,

\_\_\_\_\_ United Church of Christ has declared that, having gathered under the guidance of the Holy Spirit, it has called \_\_\_\_\_ to minister in this place as pastor and teacher and that it now receives him/her as appointed by God for this ministry.

The Hampshire Association of the United Church of Christ has declared that she/he has met all the necessary conditions for installation to this office.

ASSOCIATION REPRESENTATIVE *addressing the pastor:*

Seeing that you are called to ordained ministry by the grace of God and that

\_\_\_\_\_ United Church of Christ has been led to call you as pastor and teacher, are you willing to enter this covenant with its members who are one in Christ with us in the Hampshire Association?

PASTOR:

I am willing, and I promise to serve this church faithfully, preaching and teaching the word of God, administering the sacraments, and fulfilling the pastoral office, according to the faith and order of the United Church of Christ.

ASSOCIATION REPRESENTATIVE *addressing the congregation:*

Members of \_\_\_\_\_ United Church of Christ, will those who are able rise and affirm your covenant with your pastor and teacher?

*Members of the church who are able please stand for the remainder of the covenant.*

**LOCAL CHURCH MEMBERS:**

**We, the members of \_\_\_\_\_ United Church of Christ, receive \_\_\_\_\_ as our pastor and teacher, promising to labor with him/her in the ministry of the gospel and to give him/her due honor and support. We gather with her/him and with the United Church of Christ as a sign of our mutual ministry in Christ's name.**

ASSOCIATION REPRESENTATIVE *addressing association members:*

Members of Hampshire Association, will those who are able, rise and affirm your covenant with \_\_\_\_\_ United Church of Christ and its pastor(s) and teacher(s)?

*Other members of the Hampshire Association who are able, please stand for the remainder of the covenant.*

**ASSOCIATION MEMBERS:**

**We, the members of the Hampshire Association of the United Church of Christ, gather with you, the people and the pastor and teacher of \_\_\_\_\_ United Church of Christ, as a sign of our covenant and in celebration of our mutual ministry in Christ's name.**

**PRAYER OF INSTALLATION**

*All who are able may stand as a representative of the association prays in these or similar words.*

ASSOCIATION REPRESENTATIVE:

Almighty God, you have called your servants to make promises before you; now enable us to keep our vows that we may remain steadfast in faith and fruitful in every good work. Bless, we pray, your servant, \_\_\_\_\_ to whom the care of your people in this church is now committed. Pour out your Holy Spirit on him/her, on the people of \_\_\_\_\_ United Church of Christ, and on all the churches of the Hampshire Association that our mutual ministry may be served with all faithfulness, diligence, and courage. Grant us the spirit of power and of love and of a sound mind.

Make our ministry a means of awakening the careless, strengthening the faithful, comforting the afflicted, building up your church, and converting sinners to you.

Guard us against the snares of temptation that we may be kept pure in heart, fervent in spirit, and valiant against evil.

And at the last, by your grace, receive us in your eternal home, where, with you and the Holy Spirit, Christ reigns in glory, one God, for ever and ever.

**ALL:**

**Amen.**

***DECLARATION***

ASSOCIATION REPRESENTATIVE:

In the name of Jesus Christ, and on behalf of the Hampshire Association of the Massachusetts Conference of the United Church of Christ, I declare you duly installed as pastor and teacher of \_\_\_\_\_ United Church of Christ.

**ALL:**

**Thanks be to God.**

# Order for Installation of a Pastor

from the *Book of Worship United Church of Christ* p. 412-421

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## INTRODUCTION

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In this order the association, at the request of a local church, confirms and celebrates the covenant between a local church and a newly called pastor and teacher and reaffirms the covenantal relationship of all the churches in the association. In planning the service, set the time so that people from other churches within the association, representatives of other Christian communions, and guests from synagogues or other communities of faith may participate. Services of installation held on Sunday mornings prohibit the enrichment afforded by this participation.

Representatives of the association committee on the ministry, in full consultation with the pastor to be installed and the local church requesting the service, plan the service of installation. Conference representatives may participate in the planning. Lay and ordained people may share in the leadership of the service.

This order may be incorporated within a Service of Word and Sacrament or a Service of the Word. It is fitting that a sermon be preached concerning the ministry of all the people of God and the particular ministry of a pastor and teacher within the life of the church. The service may be enriched by the generous use of music. Plans should be made in consultation with the music leaders of the local church.

When the order for installation is part of a service of ordination, only the covenant, prayer, and declaration need to be used.

The person to be installed may sit with the congregation until requested to come forward at the presentation.

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## OUTLINE

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***This order may be incorporated into a Service of Word and Sacrament or a Service of the Word following the sermon. An affirmation of faith and a hymn may precede this order. When it is used immediately following the Order for Ordination to Ministry, begin with the covenant.***

***Greeting, Presentation, Exhortation,  
Covenant, Prayer of Installation, Declaration***

***A hymn may be sung. A Service of Word and Sacrament or a Service of the Word continues, omitting the affirmation of faith.***

***Following the sermon, all who are able may stand and unite in an affirmation of faith and a hymn. After the hymn, all may be seated except the representative(s) of the local church, the representative(s) of the association, and the pastor who is to be installed. The pastor to be installed may remain among the congregation.***

***The greeting may be used at the opening of the service rather than at the opening of this order.***

***When the Order for Installation of a Pastor is part of a service of ordination, begin with the covenant on page 417.***

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#### GREETING

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***The moderator or another representative of the association may greet the people, and they may respond in these or similar words.***

ASSOCIATION REPRESENTATIVE

**The Hampshire Association of the Massachusetts Conference of the United Church of Christ greets you in the name of Jesus Christ, the head of the church in heaven and on earth. Therefore, since we are surrounded by so great a cloud of witnesses, let us also lay aside every weight and sin which clings so closely, and let us run with perseverance the race that is set before us.**

PEOPLE

Let us look to Jesus the pioneer and perfecter of our faith, who for the joy that was waiting, endured the cross, despising the shame, and is seated at the right hand of the throne of God.

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#### PRESENTATION

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***A representative of the local church that is requesting the installation may address a representative of the association in these or similar words. The pastor's full name may be used in the first reference. Thereafter, the first name only may be used.***

LOCAL CHURCH REPRESENTATIVE ***addressing the association representative***

\_\_\_\_\_ United Church of Christ, under the guidance of the Holy Spirit, has called \_\_\_\_\_ as its pastor and teacher and respectfully requests that the Hampshire Association install her/him in this ministry among us, according to the faith and order of the United Church of Christ.

ASSOCIATION REPRESENTATIVE ***addressing the congregation***

**The Hampshire Association has reviewed the request of Church of Christ, Congregational, United Church of Christ. We have prayerfully examined**

\_\_\_\_\_, and we are pleased to install him/her as your pastor and teacher.

ASSOCIATION REPRESENTATIVE *addressing the pastor*

**Servant of God, we invite you to come forward as a sign of your acceptance of the call to this office.**

*The pastor may leave his or her place in the congregation and may stand, if able, before the representative(s) of the association.*

ASSOCIATION REPRESENTATIVE

**Installation is the action of an association of the United Church of Christ in cooperation with a local church. Installation confirms and celebrates the covenantal relationship among a local church, its pastors and teachers, and the United Church of Christ. Installation is a sign that these covenantal partners are committed to share mutually in the mission of the United Church of Christ and of the ecumenical church.**

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EXHORTATION

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*Representative(s) of the association may read these or other words from scripture.*

ASSOCIATION REPRESENTATIVE *addressing the congregation*

**Hear these words from the apostle Paul:**

**We beg you, our brothers and sisters, to pay proper respect to those who work among you, who guide and instruct you in the Christian life.**

**Treat them with the greatest respect and love because of the work they do.**

**Be at peace among yourselves.**

ASSOCIATION REPRESENTATIVE *addressing the pastor*

**We urge you, our sister/brother, warn the idle, encourage the timid, help the weak, be patient with all.**

ASSOCIATION REPRESENTATIVE *addressing all*

**See that no one pays back wrong for wrong, but at all times make it your aim to do good to one another and to all people. Be joyful always, pray at all times, be thankful in all circumstances. This is what God wants of you, in your life in Christ Jesus.** (1Thes

5:12-18 *Good News Bible*)

**Amen.**

*When this order immediately follows the Order for Ordination to Ministry, begin this order with the covenant.*

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COVENANT

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*The pastor may remain before the representative(s) of the association.*

ASSOCIATION REPRESENTATIVE *addressing the congregation*

**Dear friends,**

**\_\_\_\_\_ United Church of Christ has declared that, having gathered under the guidance of the Holy Spirit, it has called \_\_\_\_\_ to minister in this place as pastor and teacher and that it now receives him/her as appointed by God for this ministry.**

**The Hampshire Association of the United Church of Christ has declared that she/he has met all the necessary conditions for installation to this office.**

ASSOCIATION REPRESENTATIVE *addressing the pastor*

**Seeing that you are called to ordained ministry by the grace of God and that Church of Christ, Congregational, United Church of Christ has been led to call you as pastor and teacher, are you willing to enter this covenant with its members who are one in Christ with us in the Hampshire Association?**

PASTOR

I am willing, and I promise to serve this church faithfully, preaching and teaching the word of God, administering the sacraments, and fulfilling the pastoral office, according to the faith and order of the United Church of Christ.

ASSOCIATION REPRESENTATIVE *addressing the congregation*

**Members of \_\_\_\_\_ United Church of Christ, will those who are able rise and affirm your covenant with your pastor and teacher?**

*Members of the church who are able stand for the remainder of the covenant.*

LOCAL CHURCH MEMBERS

We, the members of Church of Christ, Congregational United Church of Christ, receive \_\_\_\_\_ as our pastor and teacher, promising to labor with him/her in the ministry of the gospel and to give him/her due honor and support. We gather with her/him and with the United Church of Christ as a sign of our mutual ministry in Christ's name.

ASSOCIATION REPRESENTATIVE *addressing association members*

**Members of Hampshire Association, will those who are able, rise and affirm your covenant with Church of Christ, Congregational United Church of Christ and its pastors and teachers?**

*Members of the association who are able stand for the remainder of the covenant.*

ASSOCIATION MEMBERS

**We, the members of the Hampshire Association of the United Church of Christ, gather with you, the people and the pastor and teacher of \_\_\_\_\_ United Church of Christ, as a sign of our covenant and in celebration of our mutual ministry in Christ's name.**

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PRAYER OF INSTALLATION

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*All who are able may stand as a representative of the association prays in these or similar words.*

ASSOCIATION REPRESENTATIVE

**Almighty God, you have called your servants to make promises before you; now enable us to keep our vows that we may remain steadfast in faith and fruitful in every good work. Bless, we pray, your servant, \_\_\_\_\_ to whom the care of your people in this church is now committed. Pour out your Holy Spirit on him/her, on the people of \_\_\_\_\_ United Church of Christ, and on all the churches of the Hampshire Association that our mutual ministry may be served with all faithfulness, diligence, and courage. Grant us the spirit of power and of love and of a sound mind.**

**Make our ministry a means of awakening the careless, strengthening the faithful, comforting the afflicted, building up your church, and converting sinners to you. Guard us against the snares of temptation that we may be kept pure in heart, fervent in spirit, and valiant against evil.**

**And at the last, by your grace, receive us in your eternal home, where, with you and the Holy Spirit, Christ reigns in glory, one God, for ever and ever.**

ALL

**Amen.**

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DECLARATION

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ASSOCIATION REPRESENTATIVE

**In the name of Jesus Christ, and on behalf of the Hampshire Association of the Massachusetts Conference of the United Church of Christ, I declare you duly installed as pastor and teacher of \_\_\_\_\_ United Church of Christ.**

ALL

**Thanks be to God.**

*The people may show their approval and support by applause, a hymn, or some other means. The association representative(s) may make a gesture of Christian love to the newly installed person, such as a handshake with appropriate words. The congregation and newly installed person may be seated.*

*Separate charges or one common charge may be given the pastor and congregation. The charge to the pastor and teacher may be presented dramatically by symbolically illustrating diverse pastoral functions. At the font and table, the sacramental ministries may be reviewed; at the pulpit, the preaching of the word. A key to the church building, a copy of the church constitution, a stole, a Bible, or other symbols may be used in a similar way.*

*If representatives from other Christian communions or from synagogues or other communities of faith have been invited and are present, a representative from among them may be given an opportunity to bring greetings to the local church and the newly installed pastor and teacher following the charge. The same courtesy may be extended to a representative of the civic community.*

***At the conclusion of this order, a hymn may be sung. A Service of Word and Sacrament or a Service of the Word continues, omitting the affirmation of faith. It is appropriate that the newly installed pastor serve communion and give the benediction.***