

RITE OF INSTALLATION OF A PASTOR WHEN THE BISHOP PRESIDES  
DIOCESE OF LEXINGTON 2025

Notes:

1. The new Pastor concelebrates. Two Deacons assist, if parish has them (one if parish has only one). If parish has more than 2 deacons, parish may choose which 2 deacons assist. Generally, at least 5 servers are needed (cross, 2 candles and miter and crosier bearers), 6 if incense is used. Number of servers may also be affected by the size of the parish, but no less than three should be assigned to serve.
2. Non-clergy members of Parish staff, Pastoral Council and Finance Council (School Council) should be seated in/near the sanctuary of the church.
3. The Mass of the day is celebrated.
4. Because this is a formal ritual, the new Pastor's name should be used formally: that is, "Father Smith" rather than "Father John".
5. Those included in the presentations to the new Pastor are those who are from the parish staff (including any Deacons assigned to the parish), the parish pastoral council, the parish finance council and the parish school council only. If a parish does not have any particular members of any of the groups to be presented, that particular presentation is omitted. **All those who will participate should be briefed at the parish on what they are to do prior to the day of the liturgy!**
6. When the new Pastor also has a mission church, the presentation may include the parties from both the parish and the mission, and the text should be adapted appropriately to include the name of both the parish and the mission church (es). The Worship Office will assist with these text changes.
7. New Pastor will briefly address the assembly after the Prayer After Communion. This address may include the pastor's vision and desires for the parish as he begins his tenure there but should not be a homily.
8. According to pastoral circumstances, the Bishop may adapt or omit elements of the Installation Rite.
9. Worship Office will assign an MC.
10. A planning sheet for the Worship Office (attached) must be completed and sent no later than 2 weeks prior to the celebration.
11. Parish is responsible for any worship aids for the assembly if necessary for their participation. Worship Aids should be sent to the Worship Office 2 weeks prior for approval prior to printing. Worship Office will assist with this if needed – contact [bkeenon@cdlex.org](mailto:bkeenon@cdlex.org) or 859-253-1993 ext. 1028.

**PLEASE COMPLETE ALL THE INFORMATION HIGHLIGHTED BELOW  
ON THE FOLLOWING PAGES:**

# PLAN FOR THE ORDER OF INSTALLATION WITHIN MASS WHEN THE BISHOP PRESIDES

Please complete the following:

NAME OF PASTOR TO BE INSTALLED:

PARISH:

DATE OF MASS OF INSTALLATION AND TIME:

DEACON(S):

CONCELEBRANT(S):

SERVERS (number and names):

SACRISTAN/SET UP FOR MASS:

CONTACT PERSON:

CELL PHONE:

EMAIL:

WORK PHONE:

PERSON RESPONSIBLE FOR MUSIC:

## INTRODUCTORY RITES

GATHERING SONG/PROCESSION (Choose from the following/check if using/fill in

Gathering Hymn:

Book and Number:

\_\_\_\_\_ Incense (optional)

\_\_\_\_\_ Processional Cross

\_\_\_\_\_ Processional Candles \_\_\_\_\_ Number of Candles

\_\_\_\_\_ Book of Gospels carried by:

Second Assisting Deacon

New Pastor

Other concelebrating priest(s) if applicable

MC

The Bishop

Miter and Crosier Bearer(s)

GREETING

PENITENTIAL ACT \_\_\_\_\_ First Form (Confiteor) Kyrie is spoken sung by: \_\_\_\_\_  
OR \_\_\_\_\_ Third Form

(SPRINKLING RITE DURING EASTER SEASON)

GLORIA (Sung on Sundays except during Advent and Lent: should be sung) SETTING:

COLLECT

## LITURGY OF THE WORD

FIRST READING:

LECTOR:

RESPONSORIAL PSALM (should be sung):

CANTOR:

SECOND READING:

GOSPEL ACCLAMATION/ALLELUIA SETTING:

Procession w/Incense : yes no Candles: yes no

**GOSPEL** (Read by the Deacon, who asks for and receives a blessing prior to the Gospel procession and/or proclamation and who then brings the Book for the Bishop to kiss) **Note: If there is no deacon, the new pastor asks for and receives the blessing prior to proclamation, and then brings the Book for the Bishop to kiss. The Book of Gospels is then placed back on the altar.**

READ BY:

PRESENTATION OF THE NEW PASTOR (*All are seated except the new Pastor, who stands before and faces the Bishop, who addresses the people in these or similar words*)

**Bishop:**

**My dear friends,**

**Because I am aware of your pastoral needs and am confident of Father N\_\_\_\_\_’s qualifications for the office of pastor, I now commend Father N\_\_\_\_\_ to you as your new pastor. Please welcome him.**

*Assembly applauds. The pastor returns to his seat.*

HOMILY (*The Bishop in the homily, based on the sacred text and pertinent to the particular place and the people involved, explains the meaning of the celebration.*)

*At the end of the period of silence after the homily, the Bishop invites the Pastor to come forward again, and invites the parish clergy and staff to come forward, standing before the pastor)*

## **PRESENTATIONS**

### **PARISH CLERGY AND PASTORAL STAFF**

#### **NAMES OF THOSE TO BE PRESENTED:**

*The parish clergy and staff come forward and stand facing the pastor. The Bishop introduces the Parochial Vicar(s), deacons and all the members of the parish staff with the following or similar words.*

**Clergy and staff members of N\_\_\_\_\_ parish, please come forward.**

**N\_\_\_\_, my brother,**

**[Insert names here of priests, deacons and staff] , \_\_\_\_\_, will assist you in the pastoral care of this parish. Share this ministry in a spirit of mutual trust, common prayer, and genuine concern.**

***The pastor goes to greet the clergy and parish staff, who then return to their seats***

### **PASTORAL COUNCIL**

#### **NAMES OF THOSE WHO WILL BE PRESENT:**

*The members of the Pastoral Council come forward facing the pastor as the Bishop introduces them with the following or similar words:*

**Pastoral Council please come forward.**

**Father N\_\_\_\_, this is the Pastoral Council of N\_\_\_\_\_ parish. It is the voice of your people and will assist and counsel you as you minister to this parish. Always be attentive to the needs they express.**

***The Pastor replies:***

**My friends, I pledge to seek your counsel, guidance, and advice in the spiritual and temporal care of my pastorate.**

***The pastor goes to greet the members of the Pastoral Council, who then return to their seats.***

FINANCE COUNCIL

**NAMES OF THOSE WHO WILL BE PRESENT:**

*The members of the Finance Council come forward facing the pastor as the Bishop introduces them with the following or similar words:*

**Finance Council members, please come forward.**

**Father N\_\_\_, these are the members of the Finance Council of N\_\_\_ parish. They will advise you in matters pertaining to the financial affairs of the parish (and school).**

*The pastor goes to greet the members of the Finance Council, who, then return to their seats.*

SCHOOL COUNCIL

**NAMES OF THOSE WHO WILL BE PRESENT:**

*The members of the School Council come forward as the Bishop introduces them with the following or similar words:*

**School council members, please come forward.**

**Father N\_\_\_\_\_, these are the members of the School Council of N\_\_\_ (name of school). They will work to assist in developing policies for the educational programs of the school, as well as offer you counsel regarding the strategic planning regarding the parish school.**

*The pastor greet the members of the School Council, who, then return to their seats.*

*The new pastor faces the Bishop.*

PROFESSION OF FAITH AND OATH OF FIDELITY

**Bishop:**

**Remember, my brother N\_\_\_\_\_, always be a loving father, a gentle shepherd, and a wise teacher of your people, so that you may lead them to Christ who will strengthen all that you do.**

**As a teacher of that faith, I ask you now to lead your people in the profession of their faith.**

*The pastor then faces the people and leads them in the Profession of Faith (Nicene Creed).*

**I, N\_\_\_, with firm faith believe and profess each and everything that is contained in the Symbol of faith: namely:**

**I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages.**

**God from God, Light from Light, true God from true God,  
begotten, not made, consubstantial with the Father; through him all things were made.  
For us men and for our salvation he came down from heaven,**

*At the words that follow up to and including and became man, all bow.*

**and by the Holy Spirit was incarnate of the Virgin Mary, and became man.  
For our sake he was crucified under Pontius Pilate, he suffered death and was buried,  
and rose again on the third day in accordance with the Scriptures.  
He ascended into heaven and is seated at the right hand of the Father.  
He will come again in glory to judge the living and the dead  
and his kingdom will have no end.**

**I believe in the Holy Spirit, the Lord, the giver of life,  
who proceeds from the Father and the Son,  
who with the Father and the Son is adored and glorified,  
who has spoken through the prophets.  
I believe in one, holy, catholic and apostolic Church.  
I confess one Baptism for the forgiveness of sins  
and I look forward to the resurrection of the dead  
and the life of the world to come. Amen.**

*At the conclusion of the profession of faith, the pastor recites the following:*

**With firm faith I also believe everything contained in the Word of God, whether written or handed down in Tradition, which the Church, either by a solemn judgment or by the ordinary and universal Magisterium, sets forth to be believed as divinely revealed.**

**I also firmly accept and hold each and everything definitively proposed by the Church regarding teaching on faith and morals.**

**Moreover, I adhere with religious submission of will and intellect to the teachings which either the Roman Pontiff or the College of Bishops enunciate when they exercise their authentic Magisterium even if they do not intend to proclaim these teachings by a definitive act.**

*Bishop then gives an explanation of the Oath of Fidelity to the people, as the pastor goes to the altar (book bearer goes with him and holds his binder) to place his right hand on the Book of Gospels. The pastor then says the following:*

**I, N., in assuming the office of Pastor of N\_\_\_\_\_ Church, promise that in my words and in my actions I shall always preserve communion with the Catholic Church.**

**With great care and fidelity I shall carry out the duties incumbent on me toward the Church, both universal and particular, in which, according to the provisions of the law, I have been called to exercise my service.**

**In fulfilling the charge entrusted to me in the name of the Church, I shall hold fast to the deposit of faith in its entirety; I shall faithfully hand it on and explain it, and I shall avoid any teachings contrary to it. *(Continued on next page)***

**I shall follow and foster the common discipline of the entire Church and I shall maintain the observance of all ecclesiastical laws, especially those contained in the Code of Canon Law.**

**With Christian obedience I shall follow what the Bishops, as authentic doctors and teachers of the faith, declare, or what they, as those who govern the Church, establish. I shall also faithfully assist the diocesan Bishop, so that the apostolic activity, exercised in the name and by mandate of the Church, may be carried out in communion with the Church.**

**So help me God, and God's Holy Gospels on which I place my hand.**

*(The pastor and book bearer return to their places. Deacon or lector goes to ambo for the Universal Prayer )*

UNIVERSAL PRAYER

**PETITIONS READ BY:**

**Bishop:**

**Let us now pray for the Church and its leaders, especially the new Pastor of this parish, and for the needs of all people.**

**Deacon (if present, if not - the lector, cantor...):**

- 1. For Francis, our Pope, for John, our Bishop, and all the bishops of the Church, that they may lead us to a more faithful living of the gospel, we pray to the Lord. R. "Lord hear our prayer"**
- 2. For Father N.\_\_\_\_, our new Pastor, that he may always show us love and compassion, we pray to the Lord. R. "Lord hear our prayer"**
- 3. For all who contribute their time and talent to this parish, that their service to the Church may help us to know the message of Christ, we pray to the Lord. R. "Lord hear our prayer"**
- 4. For peace and justice in the world and for the conversion of those who have hardened their hearts to the needs of their brothers and sisters, we pray to the Lord. R. "Lord hear our prayer"**
- 5. For the poor of our community and throughout the world, that we may be responsive to their needs and share with them from our bounty, we pray to the Lord. R. "Lord hear our prayer"**

6. For ourselves, that we who form the parish of N.\_\_\_\_, may work together to proclaim the good news of Christ's love, we pray to the Lord. R. "Lord hear our prayer"

*Additional intentions may be added here, if desired:*

7. For those who have died, [especially \_\_\_\_\_], that they may have eternal life with God, we pray to the Lord. R. "Lord hear our prayer"

**Bishop:**

**Gracious God, you have nourished and protected your Church by providing it with pastors who are stewards of your word and sacraments. Strengthen our brother, N. \_\_, as he begins a new ministry among us, and help all to follow your Son, Jesus Christ, who is Lord for ever and ever. R. Amen**

**LITURGY OF THE EUCHARIST**

PREPARATION OF GIFTS

**SONG:**

**BOOK AND NUMBER**

Incense  yes  no

**GIFT BEARERS:**

PRAYER OVER THE OFFERINGS

THE EUCHARISTIC PRAYER

SANCTUS ACCLAMATION (should be sung) Setting:

MEMORIAL ACCLAMATION (should be sung) Setting:

GREAT AMEN (should be sung) Setting:

COMMUNION RITE

LORD'S PRAYER  RECITED  SUNG : Setting:

SIGN OF PEACE

BREAKING OF THE BREAD/LAMB OF GOD SETTING: (should be sung):

COMMUNION SONG  BOOK AND NUMBER

AFTER COMMUNION  Sacred Silence or  Hymn of Praise:

PRAYER AFTER COMMUNION

**CONCLUDING RITE**

ADDRESS BY THE NEW PASTOR

ANNOUNCEMENTS (*may be announced by the new pastor*)

GREETING/BLESSING/DISMISSAL ,

**CLOSING SONG/RECESSIONAL :**

**OTHER CONSIDERATIONS:**

IS THE BISHOP REQUESTED TO COME TO A RECEPTION?

YES: What time?  Where?  NO