

Diocese of Yakima
INSTALLATION OF A PASTOR / ADMINISTRATOR

- I. No Master of Ceremonies will accompany Bishop Tyson when he comes to your parish to install you as Pastor / Administrator.

- II. Before the Mass, in the rectory or the sacristy of the church or some other convenient location in the parish:
 - A. The new Pastor / Administrator and the Bishop sign the Profession of Faith (cf. enclosure)

 - B. Two copies of the Attestation of Installation (cf. enclosures) should be signed by:
 1. The new Pastor / Administrator
 2. Bishop Tyson
 3. Two witnesses

These two copies of the Attestation of Installation should be marked with the Parish Seal. Please have it available in the place where the Attestation will be signed. One copy should be given to Bishop Tyson; the other is for the archives of the parish.

- III. In the sanctuary of the Church at the ambo (in English and Spanish, if applicable) there should be:
 - A. A copy of the Letter(s) of Appointment (in both English and Spanish, if appropriate) sent by Bishop Tyson to the new Pastor / Administrator

 - B. The text of Profession of Faith (in English and Spanish, if appropriate) (cf. enclosures)

 - C. The text of Priestly Promises (in English and Spanish, if appropriate) (cf. enclosures)

 - D. The stole which Bishop Tyson will use for the investiture of the new Pastor/ Administrator

 - E. A tray containing the key to the tabernacle

- IV. Prior to the day of the installation or on the day when the installation takes place, Bishop Tyson will summarize briefly for the new Pastor / Administrator, in the rectory or in the sacristy (whichever may be more helpful), the sequence of the ceremonies of installation. Here is a preview:

Mass is celebrated as usual until:

- A. Gospel read by new Pastor / Administrator or a deacon
- B. Homily by Bishop
- C. During the homily:
 - 1. Bishop's letter of Appointment to new Pastor / Administrator is read by the Bishop
 - 2. Profession of Faith by new Pastor / Administrator
 - 3. Renewal of Priestly Promises by new Pastor / Administrator
 - 4. Bishop gives key to tabernacle to new Pastor / Administrator
 - 5. Bishop invests new Pastor / Administrator with stole
 - 6. Bishop introduces new Pastor / Administrator to his parishioners
- V. The Bishop will invite the Pastor / Administrator to address the congregation, either immediately after the ceremonies of installation or just before the final prayer and dismissal.
- VI. If a reception and/or meal are planned after the installation, please give Bishop Tyson a week's notice.