



RITE OF INSTALLATION FOR PARISH PASTORAL ADMINISTRATOR

(Pastoral Administrator comes forward in the opening procession and is seated in the sanctuary for the duration of Mass. After the homily the Vicar Forane proceeds with the installation service)

Vicar Forane (whenever possible, makes a connection with the scriptures of the day, e.g. "We hear in the readings today that talents are given by God and used for others..."):

PRESENTATION OF THE ADMINISTRATOR

Dear Parishioners of [Parish Name]: All Christians, by virtue of their baptism, share in the mission entrusted by Christ to the apostles and their successors. Some are called to use their particular gifts within the Church as leaders in our community. [Name] has been appointed by our Bishop as pastoral administrator of this parish. As [she/he] begins this ministry among us, let us all consider [his/her] role in this parish community.

It is [Name's] duty to provide leadership rooted in faith, hope and charity, so that all may know Christ, and so that this community will become a vibrant sign of Catholic Faith. As a servant among you, [Name] will partner with parish leaders to plan and make effective use of parish resources to address pastoral needs. [Name] will lead prayer, coordinate sacraments and invite all parishioners to a life of holiness. [Name] will extend caring, hospitality and healing for all who approach the Church. [Name] will do everything in the example of Christ the Good Shepherd who came to serve rather than to be served, to seek and save all who have gone astray.

Keep [Name] in your prayers as [she/he] undertakes this new ministry on our behalf. Ask the Lord to bless [her/him] with the fullness of His love, and to be a genuine sign of Christ's loving presence among us.

PROCLAMATION OF THE APPOINTMENT

(The Vicar Forane asks the pastoral administrator to come forward and then reads the Letter of Appointment. Following the reading of the letter, the people express their approval and support for the parish administrator. The Vicar Forane turns to address the congregation.)

The ministry of leadership has been a constant in the Church's official ministry from the beginning. Leadership of the People of God enhances the process of becoming a Christian community. The ministry of leadership finds its basis in the Sacrament of Baptism. The Holy Scripture reveals this fundamental truth in many ways, particularly in the letter to the Corinthians:

"Now there are different gifts but the same Spirit, and there are different ministries but the same Lord, and there are different activities but the same God who activates all of them in everyone. To each has been given the manifestation of the Spirit for the common good... You, then, are the body of Christ. Every one of you is a member of it. And, God has set up in the church first apostles, second prophets, third teachers, then workers of powerful deeds, healers, assistants, administrators and those who speak in tongues." (1 Corinthians 12: 4-7, 27-28)

PROMISE OF THE ADMINISTRATOR

(Vicar Forane returns to address the Pastoral Administrator.)

Vicar Forane: And so I ask you, [Name], will you serve the people of [Parish Name] by living to the best of your ability the life of faith demanded by the Gospel and by fulfilling your role as Pastoral Administrator?

Pastoral Administrator: I will.

Vicar Forane: Will you serve the needs of this community through the ministries of Word, Worship, Service and Administration in accord with your responsibilities as Pastoral Administrator?

Pastoral Administrator: I will.

Vicar Forane: Will you work with the members of this community, the priest(s), who will assist with their pastoral care, your priest moderator, myself, to promote a spirit of shared responsibility and respect for one another?

Pastoral Administrator: I will.

Vicar Forane: [Name], you have expressed your willingness to serve as pastoral administrator for this parish. I invite you now to receive these symbols of your ministry.

PRESENTATION OF SYMBOLS FOR MINISTRY

Vicar Forane (Scripture): Receive this copy of the Sacred Scripture, that you may share this faith with all who hunger for words of life.

Pastoral Administrator: In a spirit of humility, I receive this Book of the Scriptures. May I proclaim and live its message in this community so that our lives will be governed by God's Holy Word.

Vicar Forane (Bowl of water): Receive this sign of our common baptism in the Lord.

Pastoral Administrator: I joyfully receive this symbol of baptism. May I continually call forth the gifts of this baptized community in service to one another.

Vicar Forane (Financial Records): Receive the financial records of this parish in which the gifts of this community are counted and recorded.

Pastoral Administrator: In a spirit of stewardship I accept these records as a sign of the generosity of God's people and of my service of administration within this community.

Vicar Forane: [Name], we celebrate today the ministry of leadership of Pastoral Administrator to which you have been called and appointed. But we also celebrate the Body of Christ which is [Parish Name, City]. And so I invite you now to receive the symbols of the ministry of the various groups which make up this Body of Christ.

After all the symbols have been brought forward the Vicar Forane invites the pastoral administrator to remain in the sanctuary and face the community):

WELCOME BY COMMUNITY

Vicar Forane: I ask you, representatives and all the members of [Parish Name], will you receive [Name] as Pastoral Administrator and give [her/him] the support of your prayers and your cooperation?

Leaders: We will.

PRAYER OF BLESSING

(Vicar Forane comes forward, joins the assembly, and invites all to extend their hands as he imparts the following blessing)

My sisters and brothers, pray with me that God will give special blessings to [Name], your pastoral administrator who has been chosen for leadership within this community.

Loving God, Source of all we have and are, we praise you. Give your blessing to [Name] that s/he may be an instrument of your care for the people of this parish.

By [his/her] life and faith may s/he show forth your Word of Truth and celebrate your presence in love and joy.

Through prayer and good works may s/he grow in knowledge of you.

May [s/he] call forth the gifts of this community, allowing others to offer their services and to minister as they have been called to do.

We make our prayer through Jesus Christ your Son, our Lord, who lives and reigns with you and the Holy Spirit, one God, forever and ever.

People: Amen.

Pastoral Administrator returns to [his/her] seat in the sanctuary. After the Profession of Faith, the Pastoral Administrator comes forward to offer the intercessions in the prayer of the faithful for the community)

*Approved for use in the Diocese of Buffalo, NY
Bishop Richard J. Malone
October 2, 2013*