



**Whitewater Valley**  
— PRESBYTERY —

**WHITEWATER VALLEY PRESBYTERY  
RECOMMENDATION FOR AN ORDINATION and/or INSTALLATION  
COMMISSION**

1. Consider possible dates and contact the Moderator of Presbytery and the Transitional Lead Presbyter first to make sure they are available to serve. If the Moderator is not available, a Moderator's Designee (usually the Vice Moderator of the Presbytery) will be appointed by the Moderator.
2. Contact other people you'd like to serve on your commission. If you are new to the Presbytery, your COM Liaison will be helpful in recommending people to serve on your commission. Guest Ministers and/or Elders from other presbyteries may be invited to participate in the Service, but are not part of the Commission.
3. Complete the form and submit it to the Moderator of the Presbytery at least two weeks prior to the service of installation or ordination.

Name of person being installed or ordained: \_\_\_\_\_

This will be a:  Service of Installation OR  Service of Ordination

Name of City & Church where service will be conducted: \_\_\_\_\_

Date of Service: \_\_\_\_\_ Time of Service: \_\_\_\_\_

**MEMBERS OF THE ORDINATION COMMISSION (5 REQUIRED):**

**Required** 1. Presbytery Moderator or his/her designee: \_\_\_\_\_

**Required** Two Ruling Elders - one from calling church, one from another church in the Presbytery

2. Ruling Elder: \_\_\_\_\_ Church Name & Location: \_\_\_\_\_

3. Ruling Elder: \_\_\_\_\_ Church Name & Location: \_\_\_\_\_

**Required** Two Teaching Elders (Ordained Ministers of Word and Sacrament) both from Whitewater Valley Presbytery. When a church has multiple pastors, one pastor may be from that church:

4. Teaching Elder: \_\_\_\_\_ Church Name & Location: \_\_\_\_\_

5. Teaching Elder: \_\_\_\_\_ Church Name & Location: \_\_\_\_\_

We encourage commissions to include an Ecumenical Representative, an ordained minister or lay person representing another denomination.

Name: \_\_\_\_\_ Church Denomination & Location: \_\_\_\_\_

Other persons in the Installation/Ordination service:

\_\_\_\_\_  
Name/church/presbytery

\_\_\_\_\_  
Name/church/presbytery

\_\_\_\_\_  
Name/church/presbytery

**WHITEWATER VALLEY PRESBYTERY**  
**SERVICE OF ORDINATION/INSTALLATION GUIDELINES**

When planning the Ordination/Installation of a pastor or a minister to another called work, first read in the **BOOK OF ORDER:**

G-2.06, W-4.404	Ordination of Minister of Word and Sacrament
W-4.0404	Installation of Minister of Word and Sacrament

The Presbytery appoints an Administrative Commission of its members to conduct the installation and/or ordination. In addition, ministers and elders from outside the Whitewater Valley Presbytery may be invited to participate in the service. To the extent possible, all Commission members should be involved in the leadership of the service, reading Scripture, leading prayers, etc.

The moderator of the Commission, designated by Presbytery, convenes the Commission before the service. The candidate for ordination/installation should attend this meeting. The Commission can adjourn with the benediction. Minutes are forwarded by the Secretary of the Commission to the Stated Clerk via the Moderator.

**The order of service should proceed as follows:** (from W.4.0404)

See: <https://www.presbyterianmission.org/resource/teaching-elderpastor-installation-and-ordination-service/>

1. The Service for the Lord's Day or the normal order of service shall focus on Christ and the joy and responsibility of the mission and ministry of the church, with a sermon appropriate to the occasion. The Commission calls the congregation to worship.
2. The Ordination/Installation Service should proceed as follows:
  - A. Statement on the Nature and Importance of Service - Moderator of Commission
  - B. Constitutional Questions to Candidate/Minister- Moderator of Commission
  - C. Constitutional Questions to Congregation - Member of Commission from the installing/ordaining congregation.
  - D. When all questions have been answered in the affirmative, those to be ordained will kneel, if able, for the laying on of hands and the prayer of ordination.
  - E. The presbytery commission lays on hands at the ordination of minister of the Word and Sacrament.
  - F. The moderator may invite other ministers of the Word and Sacrament and ruling elders to participate.
  - G. Declaration of Ordination/Installation - Moderator of Commission
  - H. Welcome (handshake) by Commission and others as appropriate
  - I. Signs and symbols of blessing may be conferred on the newly ordained, installed or commissioned person.
  - J. Charges:           To Pastor/Associate Pastor- Member of Commission  
                          To Congregation - Member of Commission
  - K. The newly installed minister may make a brief statement and shall pronounce the benediction
  - L. After the installation service, the officers and members of the church should come forward to their Pastor /Associate Pastor and give him/her an appropriate expression of cordial reception and affectionate regard.
3. **The Presbytery recommends that an offering be taken and that the monies be given to the Presbytery for discretionary use by the Preparation for Ministry Committee in providing support for ministerial candidates. Notice of this action should be prominently included in the bulletin.**

December 2024