

## GUIDELINES FOR INSTALLATION & ORDINATION

The Committee on Ministry welcomes you to service in the Presbytery of Whitewater Valley. This guide will assist you in planning a meaningful ordination and/or installation service in compliance with the *Book of Order* and the Presbytery.

### **DUTIES OF THE PRESIDING OFFICER**

- A. The Moderator of the Presbytery, or the person designated by the Moderator, shall be the presiding officer of the Administrative Commission.
- B. The presiding officer shall:
  - Convene the Administrative Commission a reasonable time (15-30 minutes) prior to the scheduled time for worship, including participants who are not members of the Commission.

### **SUGGESTED AGENDA**

- a. Open with prayer.
  - b. Call the Commission to order; review logistics of the service; if necessary, seat corresponding members.
  - c. Receive motion to constitute the installation commission and take action to dissolve the installation commission following the benediction in worship.
  - d. Close with prayer.
2. Call the congregation to worship. This may be done by another member of the commission (at the discretion of the ordained/installed).
  3. Make a statement establishing the ordination/installation as a Presbytery event.
  4. Ask the constitutional questions as set forth in the *Book of Order* W-4.4003, W-4.4006B
  5. Give the invitation to members of Presbytery to come forward for the laying on of hands (if ordination).
  6. Offer the prayer of ordination/installation.
  7. Pronounce the declaration of ordination/installation.
- C. The presiding officer should send or cause to be sent to the Stated Clerk of the Presbytery, a copy of the Order of Worship for inclusion in the appropriate file along with the minutes of the installation commission signed by the presiding officer and including the names of participants and the churches they represent. (*Information for Installation/Ordination Commissions Form* of Committee on Ministry is acceptable).

### **GENERAL**

- A. The basic document governing ordinations and installations is the *Book of Order* of the Presbyterian Church (U.S.A.).
- B. The prescribed constitutional questions are those stated in the *Book of Order*. Changes in wording, additions to or deletions from these questions are not to be made as they could bring into question the validity of the ordination/installation. *Always consult the current Book of Order for the questions.*  
*Specialized Clergy may include in worship questions appropriate to the community they will be serving, but must do so apart from the above.*

- C. Ordinations and installations are acts of the Presbytery on behalf of the whole church. The Committee on Ministry expects such services to be at times other than during regular hours of worship.
- D. Printed orders of worship should prominently indicate the involvement of the Presbytery in the event and should list the names of the Commission members and other participants in the order of worship.
- E. 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.
- F. The person to be ordained/installed shall make arrangements with all participants for reimbursement of travel with the exception of the Presbytery Moderator, who is reimbursed by the Presbytery.

**THE "INFORMATION FOR INSTALLATION/ORDINATION COMMISSIONS" FORM NEEDS TO BE RETURNED TO THE PRESBYTERY OFFICE IN TIME FOR THE COMMISSION TO BE APPROVED BY THE COMMITTEE ON MINISTRY PRIOR TO THE ACTUAL INSTALLATION/ORDINATION. COM MEETS THE LAST WEDNESDAY OF MOST MONTHS.**

DUTIES OF THE ORDAINED/INSTALLED

- A. It is the responsibility of the one being ordained/installed to oversee the details of the planning and arrangements for the worship service.
- B. **FIRST ORDER OF BUSINESS**  
Check with the Moderator of Presbytery to establish a date and time for the service. In the event the Moderator is unable to preside, an alternate will be designated by the Moderator to perform that function. **Do not set firm dates without the Moderator's concurrence!**
- C. It is the responsibility of the person being ordained/installed to arrange for participation in the service by all those who will be appointed to the Administrative Commission.

The Administrative Commission is to be comprised of not fewer than five members (including the Moderator) with as nearly equal a number of clergy and elders, and not more than one of the elders from any one church. (This Presbytery expects at least one minister to be from a church other than the one where the service takes place.) Ordination and Installation Commissions should reflect the diversity of the Presbytery.

This Presbytery strongly encourages the participation in the service of at least one ecumenical representative (lay or ordained).

- D. The ordained/installed is responsible for arranging for participants in the service. Participants may be (and customarily do include) members of the Administrative Commission.
  - 1. to proclaim the Word;
  - 2. to deliver the charge to the ordained/installed (*optional*);
  - 3. to deliver the charge to the congregation (*optional*);
  - 4. to read scripture;
  - 5. to lead in prayer.
- E. Plans for ordination/installation need to be approved prior to the actual service by the Committee on Ministry (who appoint the Commission) through its Moderator or the Stated Clerk. The Committee on Ministry meets the last Wednesday of most months.

|              |
|--------------|
| January 2015 |
|--------------|