

Ordination and Installation Policy

Authority

Ordinations and installations in the Presbytery shall be governed by the relevant provisions of the *Book of Order* and this policy.

Presbytery Responsibilities

Presbytery is responsible for setting the date, time, and location of the service. Presbytery may conduct the service as a called meeting of the Presbytery; or Presbytery (or COM on its behalf) may elect an Administrative Commission (AC) to assume all responsibility and conduct the service.

The Administrative Commission

The AC shall be composed of at least seven persons, teaching elders and ruling elders in numbers as nearly equal as possible, with not more than one of the ruling elders from any one church in the Presbytery and the teaching elders representing at least three different churches or ministers within the Presbytery. Moderator of the Presbytery shall be invited to serve on the AC, and if elected shall act as moderator of the AC. If the moderator isn't elected to the AC, moderator of the AC shall be appointed by the Presbytery moderator. The AC shall open and close all meetings with prayer; it shall elect a secretary to keep a record of its proceedings which shall be communicated to the Presbytery at the next stated meeting. The AC may meet or confer as needed prior to the date of the service either in person, by conference call, or by electronic meeting. It shall convene as a commission prior to the ordination and installation service and shall vote whether or not to proceed with the service as planned. It should vote to adjourn the meeting upon the conclusion of the service.

The Service of Ordination and/or Installation

The AC shall have sole and final authority concerning the service of ordination and installation. It shall have the authority, on behalf of Presbytery, to approve the celebration of the sacrament of the Lord's Supper as part of the service if it so chooses. It should consult with the host session through its moderator concerning arrangements for the service, including musicians and (if authorized by the AC) the administration of the sacrament of the Lord's Supper.

The AC shall consult with the person to be ordained and/or installed regarding the person's wishes and desires concerning preachers, liturgists, and other participants in the service. However, the approval of such participants and their roles rests with the AC. Costs related to the participation of persons outside the Presbytery are not the responsibility of the Presbytery and will not be reimbursed by the Presbytery. The AC may assign responsibility for selection of scriptures, composition of elements of liturgy, and other details to the person to be ordained/installed, the pastor of the host congregation, or other parties, if they are willing, subject to the final approval of the AC.

The service shall include an offering, which shall be designated by COM to either the care and support of candidates or the emergency needs of pastors (Pastor Emergency Fund). Contact the Presbytery office to find out which fund the money will be sent to. The offering will need to be sent to the Presbytery office as soon as possible after the ordination/installation. Ordinarily, the service shall conform to the model found in *The Book of Common Worship* and *The Book of Occasional Services*. At the time of the ordination prayer, the Presbytery shall lay hands on the ordinand, who shall kneel (if able). "The Presbytery" consists of continuing members of Presbytery who are present, corresponding members seated by the AC, and ruling elders serving on the AC. (If the service is conducted as a called meeting of Presbytery, the Presbytery consists of all continuing members, elected members, corresponding members, and commissioners.)

Selected *Book of Order* Provisions for the Service of Ordination

- The ordination of candidates to the ministry of the Word and Sacrament shall ordinarily take place in the presence of the congregation in which the candidate is a member, and in the place for the regular worship of that congregation.
- A service of installation shall be held by the presbytery within whose bounds the candidate has been called to ministers.
- The Presbytery or commission appointed for this purpose shall convene and shall call the congregation to worship. The service shall focus upon Christ and the joy and responsibility of the mission and ministry of the church, and shall include a sermon appropriate to the occasion. The member named to preside shall state briefly the proceedings of the Presbytery preparatory to the ordination and shall point out its nature and importance.
- The constitutional questions shall be asked
- The candidate, having answered the questions in the affirmative, shall kneel, if able, and the Presbytery shall, with prayer and the laying on of hands, ordain the candidate to the office of minister of the Word and Sacrament. The member presiding shall then say: **Name**, you are now ordained a minister of the Word and Sacrament in the Church of Jesus Christ. Whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.
- Then the members of the Presbytery, and others as may be appropriate, shall welcome the new minister into the ministry of the Word and Sacrament. At the conclusion of the ordination service, the new minister may make a brief statement and shall pronounce the benediction.

Selected *Book of Order* Provisions for the Service of Installation

- On the day designated for the installation, the Presbytery or commission appointed for this purpose shall convene and shall call the congregation gathered to worship. The service shall have the same focus and form as the service of ordination and the person being installed shall be asked to answer the questions asked at the time of ordination. Following the affirmative answers to the questions asked of the person being installed, a ruling elder shall face the congregation along with the pastor-elect and shall ask them to answer the constitutional questions
- The members of the congregation having answered the questions in the affirmative, a candidate being ordained and installed shall kneel, if able, and the Presbytery shall, with prayer and the laying on of hands, ordain the candidate to the office of minister of the Word and Sacrament and install him or her in the particular pastoral responsibility. A teaching elder, previously ordained, who is being installed ordinarily shall stand, if able, for the prayer of installation.
- The member presiding shall then say: **Name**, you are now a minister of the Word and Sacrament in the Church of Jesus Christ and for this congregation. Whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him. (For a teaching elder previously ordained say only: You are now a minister of the Word and Sacrament in and for this congregation. Whatever you do, . . . etc.)
- Then members of the Presbytery, and others as may be appropriate, shall welcome the newly ordained and installed or newly installed teaching elders into their fellowship in the ministry of the Word and Sacrament.
- Persons invited by the Presbytery may then give brief charges to the pastor and to the congregation to be faithful in their relationship and in their reciprocal responsibilities.
- At the conclusion of the service, the newly installed minister may make a brief statement and shall pronounce the benediction.