

PRESBYTERY OF RIVERSIDE  
ORDINATION/INSTALLATION  
PROCEDURES

1. The selection of an administrative commission for an ordination or an installation is a Presbytery function delegated to the Committee on Ministry. Care should be given to insure that more than local representation is included. The person to be ordained or installed should submit to the Committee on Ministry the names of the persons he/she would like to serve on the commission at least two weeks before the meeting at which the commission is to be appointed. The committee will take these suggestions into consideration when it appoints the commission.
2. The service (whether ordination or installation) is a function of the Presbytery which is carried out by an administrative commission. The service shall take place at a time that is most significant first for the calling body and second the Presbytery.
3. The commission must include at least five members with as nearly as possible and equal number of teaching elders and ruling elders. Each of the ruling elders must be from a different church in the Presbytery. Although not specified in the Form of Government, this Presbytery expects that each of the minister members of the commission represent different ministries within the Presbytery. This Presbytery expects the moderator, or his/her appointee, to be named chairperson of the commission.
4. The chairperson of the commission shall preside at the service and should be involved in the planning. The chairperson shall lead the call to worship/invocation portion of the service, and shall normally ask the constitutional questions and make the declaration of ordination or installation.
  - a. The opening of the service shall include a statement similar to the following:

"Ordinations/ Installations are the responsibility of the Presbytery. Being unable to convene in full here today, the Presbytery of Riverside has established an administrative commission to conduct a service of worship for (ordaining/installing) (name) on its behalf. I am (name), (Presbytery Moderator and Chairperson of the Commission). The members of the commission are\_\_\_\_\_. (Commission members may stand as named.) The commission (or a quorum of it) is present and prepared to proceed to (ordain/install) (name) to the office of Teaching Elder (Minister of the Word and Sacrament)." Let us join together in prayer to constitute the commission and begin our worship."
  - b. Declaration
    - 1) Declaration of Ordination: Normally said by the commission chairperson:

"(name), you are now ordained a Teaching Elder (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. Amen."
    - 2) Declaration of Installation (for a minister previously ordained): Normally said by the commission chairperson:

"(name), you are now a Teaching Elder (Minister of the Word and Sacrament) 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."
    - 3) If both ordination and installation are taking place at the same service the first sentence of the declaration should be modified to read:

" (name), you are now a Teaching Elder (Minister of the Word and Sacrament) in the Church of Jesus Christ and for this congregation. Whatever you do, in word. . ."

5. Welcome: Members of the Presbytery, and others, shall welcome the newly ordained and installed or installed minister into their fellowship
6. The Directory for Worship states that, "Persons invited by the Presbytery may then give brief charges to the pastor or associate pastor and to the congregation to be faithful in their relationship and in their reciprocal responsibilities." (W-4.4006f.)
7. The newly ordained and/or installed minister may make a brief statement and shall pronounce the benediction.
8. The Directory for Worship requires the following elements of the service for both ordinations and installations, but others may be added at the discretion of the individual and commission chairperson:
  - a. Explanation of purpose and nature of the service,
  - b. A sermon,
  - c. The constitutional questions to the candidate or minister (W-4.4003 and W-4.4004a ),
  - d. [For Installation] questions (W-4.4006b) to the congregation,
  - e. [For Ordination] prayer of ordination including laying on of hands,
  - f. [For Installation] prayer of installation (minister may kneel),
  - g. Declaration of ordination or installation,
  - h. Welcome by members of Presbytery and others as appropriate,
  - i. Benediction.
9. The "Proposed Ordination/Installation Plans" form should be completed and returned to the chairperson of the Committee on Ministry or the Stated Clerk. (See above for time constraints.)