

**TO: Stated Clerk and Committee on Ministry Chairperson**

**PROPOSED ORDINATION/INSTALLATION PLANS**

Person to be Ordained/Installed \_\_\_\_\_

Place \_\_\_\_\_ City \_\_\_\_\_ Day and Time \_\_\_\_\_

MEMBERS OF ADMINISTRATIVE COMMISSION TO ORDAIN/INSTALL - [see G-9.0504b and b(3)] - A minimum of 5 members with as equal a number of ministers and elders as possible. You may have a larger commission. The commission should include some racial ethnic representation and a balance of men and women. You may not have more than one elder commissioner from any church. The administrative commission ordinarily includes the Presbytery Moderator or his/her appointee.

Presbytery Moderator or his/her appointee \_\_\_\_\_ Church \_\_\_\_\_

Minister \_\_\_\_\_ Church \_\_\_\_\_

Minister \_\_\_\_\_ Church \_\_\_\_\_

Minister \_\_\_\_\_ Church \_\_\_\_\_

Elder \_\_\_\_\_ Church \_\_\_\_\_

Elder \_\_\_\_\_ Church \_\_\_\_\_

Elder \_\_\_\_\_ Church \_\_\_\_\_

**Other ministers and/or elders to participate in the service who are NOT MEMBERS OF THE COMMISSION - Indicate if Minister (M) or Elder (E).**

\_\_\_\_\_ Church \_\_\_\_\_

\_\_\_\_\_ Church \_\_\_\_\_

\_\_\_\_\_ Church \_\_\_\_\_

\_\_\_\_\_ Church \_\_\_\_\_

OPTIONAL: CORRESPONDING MEMBERS - From other presbyteries:

\_\_\_\_\_ Presbytery \_\_\_\_\_

\_\_\_\_\_ Presbytery \_\_\_\_\_

Signature of Ordained/Installed

\_\_\_\_\_

Proposed plans must be presented to the Committee on Ministry prior to the Presbytery meeting when Administrative Commission is elected by the Presbytery.

Please return one copy to the Stated Clerk and one copy to the Chairperson of the Committee on Ministry.

# **PRESBYTERY ORDINATIONS/INSTALLATIONS**

**Ordinations and installations of Ministers of Word and Sacrament are always held within the context of the complete service of Reformed worship including congregational participation and a variety of forms.**

*G-14.0405 Ordination Service 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 order for ordinations/installations is as follows:

*G-14.0405 a. The presbytery or commission appointed for this purpose shall convene and shall call the congregation to worship. 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.*

## **ASSEMBLE IN GOD'S NAME**

\* Call to Worship

Hymn

\* Prayer of Confession

Assurance of Pardon

Response (sung response, passing of the peace, doxology, Gloria, or other)

## **PROCLAIM GOD'S WORD**

Prayer for Illumination

Scripture: OT

Epistle

Gospel

Responses may be used between or after scriptures, (psalm, doxology, gloria)

Sermon

## Service of Ordination/Installation

- Presentation of the Candidate/Pastor
- Constitutional questions by the moderator to candidate or pastor G-14.0405b
- Constitutional questions by an elder to the congregation - for installation G-14.051 Oa
- Laying on of hands (ordinations only)
- Prayer

### *Prayer and Laying on Of Hands*

*b. 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 minister, previously ordained, who is being installed may kneel, if able, for the prayer.*

### *GA(1991. 390)*

*Persons other than presbytery commissioners may be invited to lay hands on the candidate and pray.*

## Declaration

*G 14.0510c c. 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. Amen.*

*(For a minister previously ordained say only: You are now a minister of the Word and Sacrament in and for this congregation. Whatever you do....etc.*

## Welcome

*d. Then the members of the presbytery, and others as may be appropriate, shall welcome the newly ordained and installed or newly installed minister into their fellowship in the ministry of the Word and Sacrament.*

- Brief charge to minister

*e. Persons invited by the presbytery may then give brief charges to the pastor (associate pastor) and to the congregation to be faithful in their relationship and in their reciprocal responsibilities.*

- Brief charge to congregation/governing body (for installation only)
- Optional presentation of stoles, robes, or other liturgical/ecclesiastical gifts.

Offering (Offerings to be taken at ordinations and installations are given to the presbytery to be used to support the needs of students under care of our Committee on Preparation for Ministry assisting them with school, travel, and other personal needs.) Include mention of this in the bulletin.

An act of thanksgiving (which may include prayer, doxology, or other response)

## **GIVE THANKS TO GOD**

- Eucharist may be celebrated at this point Hymn

Benediction (by persons being ordained/installed)

## **REMINDERS**

- \_ It is the presbytery that ordains and installs ministers. Ordinations and/or installations should not be scheduled on Sunday morning since this prevents full participation on the part of the presbytery.
- \_ Persons invited to participate in the service should be told several weeks in advance what they are expected to do (particularly if there is any preparation involved.)
- \_ Participants should be mailed a copy of the order of worship in advance.
- \_ If vestments are to be worn this should be indicated along with suggestions about colors appropriate for the season.
- \_ A reminder to participants of our denominations commitment to inclusive language is appropriate.
- \_ If copyrighted material is used, copyright permissions must be honored and fees paid if required.
- \_ It is appropriate to include persons of other communions or faiths in leading worship. \*these may be responsive, unison, litany, or a bidden prayer of responses and silences.