

**A Guide For Planning An  
ORDINATION / INSTALLATION  
in  
Presbytery of Great Rivers**



**April 2015**

## Key Resources

*Book of Order G-2.07; W-4.4000ff*  
*Book of Common Worship/Occasional Services, pages 45ff.*

You as a Candidate are ready for ordination/[installation](#) and may need some insight in planning this important event in your life. This guide is simply that – a guide which outlines the procedures to be followed in preparation for the occasion.

**Ordinarily**, the presbytery placing the call to the candidate will examine, ordain, and install the candidate (G-2.0702). If given adequate reason, the Presbytery of Great Rivers Committee on Ministry may be willing to consider an exception. **Please note:** such a request will likely affect the schedule of the service. If ordination occurs in the presbytery of care, the installation will occur subsequently in the presbytery of call. Many persons are available to assist you in the planning of the service and fulfilling of particular requirements of the denomination (see W-4.4000).

### **1. CONTACT THE KEY PERSONS IN THE PRESBYTERIES**

- Chair of Committee on Ministry
- Stated Clerk
- Moderator of Presbytery
- Pastor of church where ordination/[installation](#) will be held.

#### **Committee on Ministry:**

- Obtains Presbytery approval of the Administrative Commission. This Commission acts as the Presbytery at your ordination/installation. In Presbytery of Great Rivers, the Commission must be composed of **five** persons:
  - Two teaching elders from different congregations
  - Two ruling elders, from different congregations
  - A fifth person who may be a ruling or teaching elder, from yet another congregation.
- All of these persons must be from the Presbytery performing the ordination/[installation](#). Others of the candidates choosing will be seated as guests pending COM approval.

#### **The Chair of the Committee on Ministry:**

- Will know the meeting dates of the Committee on Ministry and the Presbytery, and aid in the most expedient time-table possible.

#### **Stated Clerk:**

- Often the Committee on Ministry chairperson and Stated Clerk keep each other informed of the Commission, but **a note** to the Stated Clerk with the information will be helpful.
- The Stated Clerk informs your Commission and any other participants of their appointment plus the place, time and date of your ordination/installation, so **supply full names, addresses, etc. as well as the presbytery affiliation.**

#### **Moderator:**

- The Moderator (or someone appointed by the Moderator in his/her stead) presides at your service.
- Confirm the Moderator's calendar **before** scheduling the service.
- Keep the Moderator informed as plans progress.
- The Moderator presides at the meeting of the Commission 45 minutes prior to the service.
- At the Commission's meeting:
  - ALL participants' assignments will be confirmed: **have bulletins on hand.**
  - Be prepared to supervise seating, etc. along with guidance from Moderator and the pastor of the church.
- COMMUNICATE, COMMUNICATE, COMMUNICATE!

**Pastor:**

- The pastor will be your guide at the church (for ordination)
- Get the date and time cleared, plus a meeting area for the Commission.
- Clarify needs (or desires) for particular music/organist, etc.
- Prepare a seating arrangement for all participants in the service
- Plan reception (the decision to be simple or elaborate is yours)

**2. The Day Arrives for Ordination/Installation**

- Flowers, bulletins, ushers are in place.
- The Commission and participants gather in the meeting room for the purpose of ensuring all is in order to ordain/install.
- The congregation, representatives of Presbytery, your friends, and family have come to share the joy of the occasion and are seated in the Sanctuary.

**3. The Service of Worship for the Ordination/Installation Begins**

All elements of worship as designated by the Book of Order should be included in the service. (W-4.4000) [see the suggested Order of Service – Appendix A, from the Book of Common Worship/Occasional Services].

- The sermon and the charges should be reasonable in length
- The entire service should not exceed 90 minutes.
- The offering's purpose should be noted (**in the bulletin**) as designated for the Presbytery scholarships to seminarians pursuing ordination in the PC(USA).
- Teaching Elders usually wear robes while others wear appropriate street attire. Red is an apt color for the day, signifying the Spirit's role in call and ministry.
- The service is to be one of joy and reflection.
- It may be creative while adhering to particular requirements.
- The Constitutional Questions are updated from time to time; use the **latest** edition of the Book of Order for your ordination/installation (currently W-4.4001 and following).

**Ordinations and Installations** are a special occasion for you, your family and friends as well as for your congregation, the Presbytery and God. As a member of Presbytery of Great Rivers, we welcome you into our fellowship. If you have been called to serve in another Presbytery, we send you with our prayers as you go to labor among God's people.

## APPENDICES

### **Administrative Commissions**

G-3.0109b Administrative Commissions

Functions that may be entrusted to administrative commissions include...ordaining and installing teaching elders.

In Presbytery of Great Rivers, administrative commissions of presbytery called for the purpose of ordination/installation shall be composed of teaching elders and ruling elders in numbers as nearly equal as possible. When the commission consists of an odd number of members, the additional member may be either a ruling elder or teaching elder. The minimum number and distribution of members shall be no fewer than five members, with not more than one of its elder members from any one of its constituent churches. The decision of an administrative commission shall be the action of the appointing governing body such decision shall be transmitted in writing to the Stated Clerk who shall report it to the governing body at its next meeting.

### **Ordination** (see W-4.4001)

The presbytery or commission appointed for this Ordination Service 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, using the following (or similar) words:

Ordination to the ordered ministry of teaching elder is an act of the whole church carried out by the presbytery, setting apart a person to ordered ministry. Such a person shall have fulfilled the ordination requirements and received the call of God to service.

In ordination the church sets apart with prayer and the laying on of hands those who have been called through election by the church

**and/or**

In installation the church sets apart with prayer those previously ordained, and called anew to service in ministry.

## **The Appendices:**

### A – Suggested Order of Service for Ordination/Installation

- This material has been compiled from the Book of Order
- W-4.4000 and the Book of Common Worship/Occasional Services beginning on page 45.

### B – The Constitutional Questions

- To candidate (by Moderator)
- To congregation (by a Ruling Elder)
- Ordination Prayer (Moderator or Pastor)
- Declaration (Moderator)

### C – A Service for Ordination/Installation including

- Litany for Ordination/Installation

## APPENDIX A

### SUGGESTED ORDER OF SERVICE FOR ORDINATION/INSTALLATION

Call to Worship

Opening Prayer

Hymn

Confession, Pardon, and Peace

Prayer for Illumination

Scripture

Sermon

Hymn

Ordination/Installation to the Ministry of Word and Sacrament

Statement on Ordination and Installation

Reaffirmation of the Baptismal Covenant (optional)

Constitutional Questions (See Appendix B)

Prayer of Ordination

Laying On of Hands

*(for ordination, kneel if able; for installation only, stand)*

*(Moderator invites the members of Presbytery, teaching and ruling elders, and may also invite visiting teaching elders to come forward for ordination and the laying on of hands.)*

Declaration of Ordination (and Installation)

Welcome (W-4.2007)

*(Those who have come forward are now invited to welcome the newly ordained)*

*Brief Charge to the Newly Ordained/Installed*

Presentation of Symbols of Ministry (optional)

Brief Charge to the Congregation

The Lord's Supper (optional)

Offering (identified orally and in writing for Presbytery scholarships for Seminary students pursuing ordination in the PCUSA)

Lord's Prayer

Hymn

Brief comments by the newly ordained/installed

Charge and Benediction by the newly ordained/installed

Musical Postlude

## APPENDIX B

### A SUGGESTED LITURGY FOR ORDINATION/INSTALLATION

#### SENTENCES OF SCRIPTURE

There are varieties of gifts, 1 Cor. 12:4–7, 27  
but it is the same Spirit who gives them.

**There are different ways of serving God,  
but it is the same Lord who is served.**

God works through each person in a unique way,  
but it is God's purpose that is accomplished.

**To each is given a gift of the Spirit  
to be used for the common good.**

Together we are the body of Christ,  
and individually members of it.

#### STATEMENT ON ORDINATION

The following or similar interpretation of ordination shall be given.

We are all called into the church of Jesus Christ by baptism, and marked as Christ's own by the Holy Spirit.

This is our common calling, to be disciples and servants of our servant Lord.

Within the community of the church, some are called to particular service as ministers of Word and Sacrament, as elders, and as deacons.

Recognizing the importance of each office, the church ordains in order to assure fulfillment of the primary responsibilities of preaching the Word and administering the sacraments, ordering the governance of the church, and providing for ministries of care and compassion in the world.

Representing the one, holy, catholic, and apostolic church, the Presbytery of Great Rivers, by means of this commission, now ordains \_\_\_ to the ministry of Word and Sacrament,  
(use when appropriate) and installs him/her as pastor/associate pastor of the \_\_\_ Church.

*[Then, let the ruling elder come forward, bringing the candidate(s).]*

*[Let the ruling elder say to the Moderator:]*

Speaking for the people of the church, I bring \_\_\_ to be ordained as a minister of the Word and Sacrament.

*[or for installation]*

Speaking for the people of the church, I bring \_\_\_ to be installed as minister of the Word and Sacrament.

*Then, the Moderator shall ask those questions required by the Constitution*

## **CONSTITUTIONAL QUESTIONS**

### **Book of Order W-4.4003 [For Ordination or Installation]**

#### ***The Moderator asks the Candidate***

1. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit? Do you?  
**(I do.)**
2. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you? Do you?  
**(I do.)**
3. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our Church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God? Do you and will you?  
**(I do and I will.)**
4. Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions? Will you?  
**(I will.)**
5. Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit? Will you?  
**(I will.)**
6. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world? Will you?  
**(I will.)**
7. Do you promise to further the peace, unity, and purity of the Church? Do you?  
**(I do.)**
8. Will you pray for and seek to serve the people with energy, intelligence, imagination, and love? Will you?  
**(I will.)**
9. Will you be a faithful teaching elder, proclaiming the good news in Word and Sacrament, teaching faith, and caring for people? Will you be active in government and discipline, serving in the councils of the Church; and in your ministry will you try to show the love and justice of Jesus Christ? Will you?  
**(I will.)**

#### ***To the Congregation***

A ruling elder shall face the congregation, standing alongside the pastor-elect and shall ask the congregation the following questions:

1. Do we, the members of the church, accept \_\_\_ as our pastor (or associate pastor), chosen by God through the voice of this congregation to guide us in the way of Jesus Christ? Do you?  
**(We do.)**
2. Do we, agree to pray for him (her), to encourage him (her), to respect his (her) decisions, and to follow as he (she) guides us, serving Jesus Christ, who alone is Head of the Church? Do you?  
**(We do.)**
3. Do we, promise to pay him (her) fairly and provide for his (her) welfare as he (she) works among us; to stand by him (her) in trouble and share his (her) joys? Will we listen to the word he (she) preaches, welcome his (her) pastoral care, and honor his (her) authority as he (she) seeks to honor and obey Jesus Christ our Lord? Do you and will you?  
**(We do and we will.)**

Prayer and laying on of hands: **[W4.4005b]: [W4.4006c]**

(for ordination, kneel if able; for installation alone, stand)

(Moderator invites the members of Presbytery, teaching and ruling elders, and may also invite visiting teaching elders to come forward for ordination and the laying on of hands.)

### **Ordination/Installation prayer**

Almighty God: in every age you have chosen servants to speak your word and lead your loyal people. We thank you for \_\_\_ whom you have called to serve you. Give \_\_\_ special gifts to do her/his special work; fill her/him with the Holy Spirit so she/he may have the same mind that was in Christ Jesus, and be a faithful disciple as long as she/he shall live. Amen.

### **Declaration**

#### **W-4.4006d**

The Moderator shall then say:

(to one being ordained and installed)

\_\_\_\_\_ you are now **a teaching elder** 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.

(to a **teaching elder** previously ordained)

\_\_\_\_\_ you are now a teaching elder in 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.

### **Welcome (W-4.2007) W4.4005c**

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. Persons other than presbytery commissioners may be invited to lay hands on the candidate and pray. [GA 1991, 390].

### **The service continues**

As indicated in Appendix A, a series of brief charges are generally offered, to the newly ordained/installed and to the congregation. The newly ordained/installed also frequently concludes the service with comments of gratitude prior to offering the benediction. In the interest of not exceeding 90 minutes, charges and remarks should be kept short.

### **Presentation of Symbols of Ministry (optional)**

Symbols may include a Bible, Communion cup and plate, and stole. These may be gifts to person, or articles belonging to the church.

### **The Lord's Supper (optional)**

**Offering** (identified orally and in writing for Presbytery scholarships to seminarians pursuing ordination in the PCUSA)

### **Welcome by the church**

After the installation service, the officers and members of the church should come forward to their pastor (associate pastor) and give him or her an appropriate expression of cordial reception and affectionate regard.