

## Guideline: Presbytery Service of Ordination and /or Installation

### Background and Responsibility

These Guidelines have been prepared so that Presbytery's Service of Ordination and /or installation for Pastors or Associate Pastors will reflect the provisions of the *Book of Order* and the best wisdom of the Committee on Ministry. Responsibility for integrating these guidelines into the Service lies with the **Liaison** appointed by the COM to the particular church, working with the Moderator of the Commission to Ordain and / or install and the person being ordained and / or installed. The **Liaison** shall consult with the Moderator of the Committee on Preparation for Ministry when planning for an ordination. As soon as possible after congregational election, the **Liaison** shall contact the person elected and, with the Moderator of the Commission, discuss and decide on the best way to integrate these guidelines into the actual service.

### Book of Order Provisions

The Book of Order provides the provisions for the Service. The **Liaison** shall guide the person to be Ordained and / or Installed and the Moderator of the Commission through these sections. Attached to these guidelines is a copy of the current form of these sections to facilitate this process.

It will be helpful to note the following:

1. This is a service of the Presbytery. The Pastor / Associate Pastor is being placed into a position of ministry in a particular congregation in the name and by the authority of the Presbytery. The form of this Service is a recognition of who is doing what.
2. According to the *Directory of Worship*, this Service is a CELEBRATION of God's call to a person to serve a particular congregation. The focus of this Service is the same as in all Christian worship, namely the glory and goodness of God.
3. The Service should make clear to the worshipping congregation the significance and meaning of #1 and #2 above, so that everyone may have a clearer view and understanding of what is being done and why.
4. Please refer to Services for Ordination and Installation section in *The Book of Occasional Services: A Liturgical Resource Supplementing the Book of Common Worship*, 1993. (A copy is available in the Resource Center).

### Specific Guidelines

The following Specific Guidelines are listed in order that they may be given particular attention in planning the Service.

1. There are similarities and differences between a Service of Ordination/Installation, and a Service of Installation only. In both services the questions of ordination (Book of Order) shall be asked.
  - a. For Ordination, the candidate kneels, if able, for the prayer, the laying on of hands by representatives of the Presbytery, followed by the Declaration of Ordination.
  - b. For Installation of a previously ordained minister, such person shall ordinarily stand, if able, for the prayer, without the laying on of hands, followed by the Declaration of Installation.

The Declarations are listed in the Book of Order. The Liaison and Moderator of the Commission should be particularly aware of these similarities and differences in the Book of Order references. (Book of Order).

2. Because this is an act of the Presbytery, the Commission should be clearly visible and vocally integrated into the liturgy. This might mean that the Commission processes at the beginning of the service to seats in the chancel and is introduced at the beginning of the Service by the Moderator of the Commission.
  - a. It is appropriate for the church where the ordination and /or installation is being held to mail out to the churches of Presbytery invitations to the Service on behalf of Presbytery. Samples may be secured from the Presbytery Office.
  - b. Copies of sample liturgies for Ordination and /or Installation may be secured from the Presbytery Office.
3. Appropriate official garb for participants, such as robes, albs, hoods, stoles, etc, and visual symbols for the church, such as banners, etc. should be indicated by the Moderator of the Commission. Clergy garb should appropriately symbolize the office of Minister of Word and Sacrament, and highlight both the dignity and the celebrative nature of this event.
4. Typically there will be a reception after the Service, hosted by the local church. In order to contain the Service in a limited time frame, these Guidelines ask that the following parameters be given to and followed by those asked to speak:
  - a. The Sermon by no longer than 15 minutes.
  - b. The Charge to the Person be no longer than 7 minutes.
  - c. The Charge to the Congregation be no longer than 7 minutes.

Taken together, these three elements, contained within the time limits, will usually take about half of the Service, leaving the other half for the other equally important and necessary elements of the Service.

5. An Offering is received at a Service of Ordination / Installation. The offering is for the Katie Allen Scholarship Fund which provides scholarship money for candidates under care of this Presbytery who are studying for ministry. The Moderator of the Commission or his / her designee shall explain the purpose of the offering and receive it from the ushers on behalf of

the Presbytery.

6. In considering who the participants in the Service will be, these Guidelines encourage consideration of the following.
  - a. members of the Presbytery Commission;
  - b. clergy and / or Elders from neighboring Presbyterian Churches;
  - c. clergy from neighboring non-Presbyterian congregations if the local church has special ecumenical ties to such congregations;
  - d. family or friends.

If the Service is for Installation, these Guidelines encourage using participants who will be new friends in the new place of ministry, and honoring friends from the past by asking them to assist in the fellowship time after the Service.

### **The Point of These Guidelines**

The point of these Guidelines is to help those who carry responsibility for shaping Presbytery's Service of Ordination and /or Installation. When the Service is done with thought and understanding it not only honors God, the focus of the Service, but it helps those in attendance to understand better who we are as Presbyterians, and how we order our life as a Presbyterian church. To that end we commend their use.