

**Information: Ordination / Installation**  
(Book of Order)

**The Order of Worship**

1. The order of worship is to be planned by the person to be ordained or installed, in consultation with the COM. It shall then be submitted in working form (not the printed bulletin) to the presiding officer of the Administrative Commissions for approval no less than two weeks before the service is to be held. The presiding officer will make any necessary suggestions, additions, or corrections before the bulletins are printed.
2. The order of worship shall be consistent with The Directory for the Service of God and The Form of Government, paying particular attention to the appropriate section of the Book of Order. The following elements must be included in the service:
  - a. Call to worship
  - b. Opening statement by the presiding officer
  - c. Scripture reading(s)
  - d. Sermon appropriate to the occasion
  - e. The questions as given in The Book of Order
  - f. The laying on of hands with prayer (ordination service)
  - g. Prayer of installation (installation service)
  - h. Statement of ordination or installation by the presiding officer
  - i. A welcome by members of Presbytery and others
  - j. A benediction by the person being ordained and /or installed
  - k. Other elements may be added to the service, as appropriate, such as hymns by the congregation or a choir, prayers, a charge to the minister and /or the congregations, and a brief statement by the person being ordained or installed before the benediction is given.
3. A helpful order of worship, prayers and scripture readings suitable for ordination and installation may be found in "The Worshipbook, A Service of Ordination and Installation".
4. Questions from The Form of Government "must be used.
5. Particular care must be taken to assure that language used throughout the service is inclusive.

**The Administrative Commission**

1. The Administrative Commission will consist of not fewer than seven members, as nearly equal in number of ministers and elders as possible; no two elders shall be from the same church. Presbytery will reimburse travel expenses for these commissioners.
2. The candidate or congregation may invite others to participate in the service. Their expenses, however, will be the responsibility of the inviting party.
3. Ministers/elders of other presbyteries or other denominations (holding the PC(U.S.A.) in correspondence) must be seated as corresponding members by the Presbytery or the Administrative Commission acting for the Presbytery. Other laity must be given privilege of the floor in the same manner.