

Planning the Ordination/Installation Service

1. The bulletin should list the members of the Presbyter's Commission and their affiliations.
2. A suggested order of worship for a service of ordination and/or installation may be found on pages 89-95 of the *Worshipbook*. That order includes:

Service of the Word (including a sermon)
Presentation of the Candidate
Constitutional Questions
Prayer (accompanied by laying on of hands in ordination service)
Declaration of Ordination/Installation
Charge to the Newly Ordained/Installed Minister
Charge to the Congregation
Sacrament of the Lord's Supper (optional)
Benediction

A sample of a complete order of worship is attached.

3. The Moderator of the Presbytery, or designee, shall ask the Constitutional questions found in the current Book of Order to the ordinand/pastor-elect:

The ordinand/pastor-elect should be seated in the congregation to that point in the service as a sign of having been chosen by the congregation for that ministry. An elder, representing the congregation, shall present the candidate to the Moderator of the Presbytery for the questions. It is appropriate for an elder of the congregation to address the constitutional question to the congregation.
4. The Moderator shall lead the congregation in prayer, as the ordinand kneels for the laying on of hands. The Moderator should invite all ministers of the Presbytery, elders of the Presbytery, elders of the church, and other clergy from other Christian denominations present to come forward.
5. The Moderator will declare that the person is ordained as a Teaching Elder and/or installed as pastor of the particular church. Clergy and elders who have come forward should greet the newly ordained/installed minister. The newly ordained/installed minister may be invested with the signs of the office: a stole, robe, Bible, or other appropriate gifts from the congregation to minister will serve or from the minister's "home" congregation, which may be presented at this time with a brief interpretation of their significance.

6. Brief, specific charges to the responsibilities involved in the commitments just made may be given to the newly ordained/installed minister and to the congregation.
7. It is appropriate the Lord's Supper be celebrated. The newly ordained/installed minister should preside, and may invite other members of the commission to share in the liturgy. If the Lord's Supper is to be celebrated, it must be approved and stated by either the Presbytery or the session of the host church. Normally, the approval of the Presbytery may be secured by the Committee on Ministry when it presents plans for the ordination/installation and the commission is established. If for any reason this is not possible, the session may act to approve the celebration of the Lord's Supper and so note in its minutes.
8. The Presbytery has a policy of employing inclusive language in its services of worship, thus witnessing to the universality of the Gospel of Jesus Christ.
9. If a reception is to be held for the newly ordained/installed minister, it is generally the responsibility of the host church. It is suggested that a church of care in the same Presbytery be invited to share in providing the reception and participating as members of the commission, if possible.
10. Generally there are no honoraria given to participants in services of ordination/installation. Those invited from outside the Presbytery to participate should be paid travel expenses and this is the responsibility of the person to be ordained/installed.

Original Presbytery of Southern New England Policy, July 1988
Re-affirmed by COM, April 2000; revisions May, 2003
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