

Ordination/Installation Service Procedure

The service of ordination/installation is a joyful celebration of the Presbytery held in conjunction with your congregation. Therefore, it needs Presbytery approval as well as your planning. Below is a list of steps that should make your planning easier. Keep in mind the need to present your plans to both the Committee on Ministry and the Presbytery, which meets only four times a year.

1. Because an ordination/installation service is a service in conjunction with Presbytery, please avoid Sunday mornings since most members have Sunday morning commitments. You may wish to check with the Presbytery office to see if there are any date conflicts with other services or Presbytery-wide programs.
2. The Moderator or the Vice Moderator of the Presbytery should be invited to preside for the purpose of convening the commission and posing the constitutional questions. Therefore, he/she should be consulted regarding availability.
3. The date, time and place for the service should be approved by the session.
4. Please ask 5 to 7 members to serve on the commission to ordain or install, in numbers of clergy and elders as equal as possible. There must be at least two (2) clergy members of the Presbytery and two (2) elders representing two different churches in the Presbytery plus one more minister or elder. More elders from the same church may participate in the service; but only one elder per church is permitted on the commission. Clergy and elders from other presbyteries may also be invited to participate as corresponding members of the commission.
5. Complete the *Request for Administrative Commission to Ordain or Install* and return to the Stated Clerk and your Committee on Ministry liaison for recommendation to the Presbytery for approval.
6. Following Presbytery approval, the Stated Clerk will send invitations to the members of the commission and corresponding members of the commission as provided on the *Request for Administrative Commission to Ordain or Install*.
7. The Stated Clerk will also send a letter to the session of the church where the service is to be held requesting that the offering received during the service be designated for the Presbytery Ministerial Relief Fund. The



offering should be sent to the Presbytery after the service identified as such.

8. Invitations should ordinarily be sent to family, friends, clergy, and colleagues in the Presbytery and to each church in the Presbytery. Invitations to Presbytery of Southern New England churches and colleagues can be coordinated with the Presbytery Office Administrator and sent through *Getting Connected*. Alternatively, hard copy invitations can be sent through the United States Post Office. Labels for clergy colleagues including specialized clergy, and churches are available from the Presbytery office. A minimum of three weeks' notice inviting churches to attend is recommended. A sample invitation is attached.
9. After the service, the acting clerk of the commission will file the report of the commission with the Stated Clerk who will report it to the next meeting of Presbytery. Upon receiving the report of the commission, the State Clerk will send a certificate of ordination, if appropriate. If you do not hear the report of the commission cited at Presbytery or do not receive a certificate of ordination, please contact the Stated Clerk.

Approved by COM on October 12, 2016