

PRESBYTERY OF PHILADELPHIA

**GUIDELINES FOR
ORDINATION AND INSTALLATION
OF MINISTERS**

Committee on Ministry
rev. March, 2007

PRESBYTERY OF PHILADELPHIA

GUIDELINES FOR ORDINATION AND INSTALLATION

Ordination is a service of the Presbytery of Philadelphia to ordain a Candidate as a Minister of Word and Sacrament.

Installation is a service of the Presbytery of Philadelphia to install a minister for service in a particular church or for other validated service for which a call has been approved by the Presbytery. The service should be held as soon as is feasible following the effective date of the call, but in no event later than three months thereafter.

The Administrative Commission

The Administrative Commission is appointed by the Presbytery and must meet certain guidelines, which are as follows:

1. *Convener:* The Administrative Commission is convened by the Moderator of the Presbytery or by her or his designee, normally the Vice Moderator or a former Moderator.

2. *Members of the Commission:* The Commission consists of a minimum of five to a maximum of seven persons, as equally balanced as possible between elders and ministers, appointed by the Presbytery, having the following composition:

- Elders from at least three different churches of the Presbytery
- The balance of members are to be ministers of the Presbytery
- Women and racial ethnic members must be included (the Moderator-Convener does not count to fulfill diversity requirements)

The Presbytery of Philadelphia, through its Committee on Ministry, appoints the Commission but welcomes your suggestions of additional persons who may be invited to participate in the service.

Please feel free to contact the Committee on Ministry or the Associate for Pastoral Ministry for suggestions of persons who may be willing to participate. The members of the Commission, while present at the service, are not required to participate as worship leaders.

Planning the Service

It is the responsibility of the person being ordained or installed to plan the service according to these guidelines, in careful consultation with the Moderator of the commission. The first steps in planning the service are to consult with the Moderator to reserve a date and time which are available on her or his calendar, to clear the proposed date and time on the church calendar, and to obtain approval of your ordination/installation plans by the Session and by the Committee on Ministry.

Normally, the service should be held at a time other than the regular Sunday morning worship service. It should run approximately one and one-quarter hours, which means that the sermon should be no longer than 15 minutes, the charge to the person being ordained (and to the congregation, if applicable), should be limited to five minutes, and the special musical selections should be limited to no more than two. A suggested order of service appears below, as do some suggestions for a well planned service.

With approval of the Presbytery, members of other presbyteries and elders of churches in other presbyteries may be invited to participate in the service.

As a sign of our oneness in Christ, you are encouraged to invite to attend or participate members and ministers of churches in full communion with the Presbyterian Church (U.S.A.) (Evangelical Lutheran Church in

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America, Reformed Church in America, United Church of Christ), those who join us in Churches Uniting in Christ, or other Christian denominations.

The proposed administrative commission and other participants should be listed on the “Form for Ordination/Installation Plans.” This form should be filed with the Associate for Pastoral Ministry in time for submission to the Committee on Ministry, which normally meets on the first Thursday of each month. Upon approval of your plans, the Stated Clerk will notify the participants of their election by mail.

The Offering

An offering is received at each ordination/installation service which is used to supplement the budget of the Presbytery’s Committee on Preparation for Ministry. The church has the responsibility for counting the offering and depositing it in the church’s account, and then sending a check for the full amount collected to the Presbytery, to the attention of the Business Administrator, in a timely fashion. Please mark the check to indicate that it comes from an installation/ordination service, and the date of the service.

Suggestions for a Successful Service

1. One week before the service, confirm the date and time with all participants. Assure that each participant understands her or his role. Discuss any preferences as to ecclesiastical wear for ministers.
2. Provide a room where the Moderator can convene the Administrative Commission, constitute it with prayer, and review service details without interruption. Have an usher on hand to greet participants and show them to the room.
3. Provide adequate seating in or near the chancel for the entire Administrative Commission, so that all may stand with the Moderator during the actual service of ordination or installation, thereby signifying the Presbytery’s role in the service.
4. Consider printing in the worship bulletin the constitutional questions to the person being ordained or installed (G-14.0405b) and, for an installation service, the questions to the congregation (G14.0510b).
5. Do what you can to impress on participants any time limits on their part of the service.
6. Consider inviting any Pastor Emeriti/ae to participate in the service or join the procession.

Suggestions to the Host Congregation

1. Encourage young parents to attend by providing child care.
2. It is appropriate that flowers in the sanctuary be designated in honor of former pastors, with the dates of their pastorates acknowledged.
3. The Session should arrange a reception at the conclusion of the service so that the congregation may greet and welcome its pastor.

PRESBYTERY OF PHILADELPHIA

SUGGESTED ORDER OF WORSHIP SERVICE OF INSTALLATION

Prelude
Call to Worship and Welcome
Processional Hymn
Prayer of Confession
Assurance of Pardon
Gloria Patri or Response of Praise

Scripture
Anthem or Solo
Scripture
Sermon
Creed

Announcement of the Offering and Its Purpose
Offertory Anthem
The Doxology or Other Congregational Response
Prayer of Dedication

Preface to the Service of Installation	The Moderator
Presentation of Minister Being Installed	Clerk of Session or Chair of PNC
Constitutional Questions to the Minister	The Moderator
Constitutional Questions to the Congregation	Representative of Congregation
Questions to the Members of the Presbytery	The Moderator
Prayer of Installation and The Lord's Prayer	The Moderator
Declaration of Installation	The Moderator
Extending the Right Hand of Fellowship by the Commission and Ministers and Elders who are present	
Charge to the Pastor	
Charge to the Congregation	
Hymn	

Comments by Newly Installed Pastor (if desired)
Benediction by Newly Installed Pastor
Postlude

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SUGGESTED ORDER OF WORSHIP SERVICE OF ORDINATION

Prelude
Call to Worship and Welcome
Processional Hymn
Prayer of Confession
Assurance of Pardon
Gloria Patri

Scripture
Anthem or Solo
Scripture
Sermon
Creed

Announcement of the Offering and Its Purpose
Offertory Anthem
The Doxology or Other Congregational Response
Prayer of Dedication

Preface to the Service of Ordination	The Moderator
Presentation of Person Being Ordained	Clerk of Session or Chair of PNC
Constitutional Questions	The Moderator
Laying on of Hands	The Commission and other Ministers and Elders present
Prayer of Ordination and The Lord's Prayer	The Moderator
Declaration of Ordination	The Moderator
Extending the Right Hand of Fellowship	The Commission and other Ministers and Elders present
Charge to the Pastor	
Hymn	

Comments by Newly Ordained Pastor (if desired)
Benediction by Newly Ordained Pastor
Postlude

PRESBYTERY OF PHILADELPHIA

SUGGESTED ORDER OF WORSHIP COMBINED SERVICE OF ORDINATION AND INSTALLATION

Prelude
Call to Worship and Welcome
Processional Hymn
Prayer of Confession
Assurance of Pardon
Gloria Patri

Scripture
Anthem or Solo
Scripture
Sermon
Creed

Announcement of the Offering and Its Purpose
Offertory Anthem
The Doxology or Other Congregational Response
Prayer of Dedication

Preface to the Service of Ordination and Installation
Presentation of Person Being Ordained and Installed
Constitutional Questions to the Candidate
Constitutional Questions to the Congregation
Questions to the Members of the Presbytery
Laying on of Hands

Prayer of Ordination and Installation and The Lord's Prayer
Declaration of Ordination and Installation
Extending the Right Hand of Fellowship

Charge to the Pastor
Charge to the Congregation
Hymn

Comments by Newly Ordained and Installed Pastor (if desired)
Benediction by Newly Ordained and Installed Pastor
Postlude

The Moderator
Clerk of Session or Chair of PNC
The Moderator
Representative of the Congregation
The Moderator
The Commission and other Ministers and Elders
present
The Moderator
The Moderator
The Commission and other Ministers and Elders
present