

PRESBYTERY OF OHIO VALLEY
PREPARATION FOR ORDINATION OR INSTALLATION

The Basics

The services of ordination and/or installation are conducted by the presbytery. Ordination establishes the status of Minister of Word and Sacrament. Installation is the service that officially establishes the relationship between the pastor and the congregation. While the service is planned by the pastor, all details, including time, order of service, and offering are established by the presbytery.

Selecting the date:

Ordinarily, installations should occur in their own time and not in conflict with regular worship services. It is customary to invite the POV moderator and executive presbyter to participate in the ordination or installation. For that reason, they shall be consulted before a date is finalized. Also notify the presbytery office and have the date put on the official presbytery calendar.

Invitations:

Since this is a service of the presbytery, please send invitations to all the other pastors and churches in the presbytery. Mailing labels are available from the Presbytery office.

Selecting the administrative commission:

By virtue of office, the presbytery moderator moderates all installations and ordinations. If the moderator is unable to attend, he or she will designate a moderator. If you have a strong desire to have a specific person moderate, this may be arranged with the moderator. It is the responsibility of the presbytery moderator to name the moderator of the administrative commission.

The commission also needs two ministers and two elders in addition to the moderator, bringing the total number of commission members to at least five.

Any number of people may be asked to participate in the service in addition to the Commission of 5. List all in the bulletin with an asterisk identifying the Commission.

The candidate for installation or ordination requests particular ministers and elders to be on this commission. The candidate then communicates his/her choices to the moderator. It is the moderator who will actually appoint the official commission.

One of the elders selected should be a member of the candidate's congregation, who will ask the constitutional questions of the congregation during the service. The other elder must represent a different congregation in the presbytery.

Candidates are also encouraged to include a minister from another denomination in the service. (This is one of the statistics General Assembly keeps.) That person will not be counted in the numbers of ministers/elders on the commission.

The work of the commission:

When the administrative commission meets to ordain and/or install, the moderator records the proceedings, and obtains appropriate signatures. This form is sent to the Stated Clerk who will make and distribute copies as needed. After the installation is over and the written report is received, the commission is dismissed through the Stated Clerk's report.

Planning the service:

Who designs the service? The Lord, the *Book of Order*, the Committee on Ministry, the Preparation for Ministry Committee (if applicable), the moderator of presbytery, the church, and the pastor. The order of service must be reviewed by the Moderator of presbytery (or the moderator's designee, if the moderator will not attend) and the Executive Presbyter before being printed.

Offering:

Please remember a monetary offering is received at each installation/ordination. These gifts are our opportunity to participate with love and thanksgiving in preparing others for pastoral service in congregations of all sizes. The offering will be divided with two-thirds going to Committee on Preparation for Ministry and one-third to the Commissioned Lay Pastor Committee for direct assistance to students in preparation. Usually the money is deposited in the church's general fund, then a check is written to the presbytery and sent to the presbytery treasurer. A congregation may have a special offering for another purpose at some other time in honor of the ordinand or their new pastor.

SCHEDULE

- 1) Date taking into account the schedules of the following
 - a) POV Moderator
 - b) Executive Presbyter
 - c) Family Schedules
 - d) Congregational Schedules
 - e) Presbytery Calendar
 - f) Commissioners Schedules

- 2) Select Commission Members
 - a) Two elders (from different congregations, 1 usually is from the congregation being served)
 - b) Two ministers
 - c) Moderator or Designee

Give names to Moderator for appointment if between presbytery assembly scheduled dates. May be given to Stated Clerk if there is an upcoming assembly before the installation/ordination.

Other people may be invited to participate in the service. The Executive Presbyter likes to bring greetings and will be involved otherwise if you request.

- 3) Invite participants and guest
 - a) All POV congregations (mailing labels from POV office)
 - b) Ministers (we can do electronically from the office, ask Gayle), local ecumenical representatives (pastors of other churches, particularly, but not limited to, ELCA, UCC, Episcopal).

- 4) Plan Order of Worship
 - a) See *Book of Order* G-14.0400 and W-4.4000 for requirements and guidance on order. See The Book of Occasional Services (PCUSA) or The Worship Book as a reference.
 - b) The ordination vows found in the *Book of Order*, G-14.0405b shall be used.
 - c) Offering is taken to support those preparing to be Ministers of Word and Sacraments and Commissioned Lay Pastors
 - d) Assign parts to participants
 - e) Have Moderator or Executive Presbyter review the bulletin for completeness.

- 5) Celebrate and give thanks!