

## APPENDIX C

# HANDBOOK FOR AN ADMINISTRATIVE COMMISSION & CHURCH FOR THE INSTALLATION AND/OR ORDINATION OF A CALLED PASTOR

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### **Three Important Reminders**

- Committee Approval:** The Committee on Ministry (COM) or the Committee on Preparation for Ministry must approve your ordination and/or installation commission and this approval must pre-date the ordination/installation.
- Moderator Availability:** One of the first things you'll want to do is clear the time and date of the ordination/installation service with the PGR moderator.
- Offering:** The offering collected during the worship service is added to the PGR's scholarship fund for candidates.

## CHECKLIST FOR PLANNING AN ORDINATION/INSTALLATION SERVICE

- Set date and time mutually agreeable with moderator of PGR, candidate or minister and church which can be acted upon by the **COM** at its next meeting.
- Select a commission to include the moderator of the PGR (or her/his designee) and at least four other members equally balanced between clergy and elders (no two elders from the same congregation).
- Contact members of proposed commission regarding their willingness and availability to attend.
- Invite other interested parties to attend.
- Submit names, addresses and churches of commission members with date, place and time of service to the **Committee On Ministry** and the PGR office at least two weeks prior to the **Committee On Ministry meeting** in which action is expected.
- Write the service of installation and/or ordination and send it to the moderator of the PGR for review and approval before it is printed for use.
- The offering collected during these services is added to the PGR scholarship fund for candidates. Be prepared with ushers to receive the offering.
- Make arrangements to pay for the commission members expenses, (pay at the IRS current reimbursable amount for volunteers) and meals or lodging if appropriate.
- Plan for a reception after the service.

## Motion to Create a Commission to Install and/or Ordain a Minister

THAT presbytery appoint the following a commission to install/ordain the Rev. \_\_\_\_\_  
as (pastor) (associate pastor) of the \_\_\_\_\_ (Church)  
\_\_\_\_\_ (City) on \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time)

### Information for those participating in Ordination/Installation Commissions

Before ordination/installation service is planned, contact the moderator of the presbytery (ordinarily to be the commission moderator) to establish a date for the service. The ordination/installation service will have a minimum of five members including the moderator and be as equally balanced as possible with elder and clergy participants.

**Commission Members**

**Address**

Elder/Rev. \_\_\_\_\_  
(Commission Moderator)

\_\_\_\_\_  
\_\_\_\_\_

Rev. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Rev. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Elder \_\_\_\_\_  
Church \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Elder \_\_\_\_\_  
Church \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Elder \_\_\_\_\_  
Church \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Corresponding Members:**

Rev./Elder \_\_\_\_\_  
Presb. or Denom. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Rev./Elder \_\_\_\_\_  
Presb. or Denom. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Person supplying data: \_\_\_\_\_

**Please return this form the presbytery office:  
Presbytery of Great Rivers, Attn Patti Parrish, 1230 W Candletree Dr, Suite D, Peoria, IL 61614**

## REPORT OF AN ADMINISTRATIVE COMMISSION TO ORDAIN/INSTALL A MINISTER OF THE WORD AND SACRAMENTS

The Administrative Commission appointed by the Presbytery of Great Rivers to:

Ordain / Install: \_\_\_\_\_

as Pastor / Co-Pastor / Associate Pastor of \_\_\_\_\_ (CITY)

\_\_\_\_\_ (CHURCH) on \_\_\_\_\_ (DATE)

was convened with prayer by the Commission Moderator \_\_\_\_\_ (NAME)

at \_\_\_\_\_ (TIME) a.m. / p.m

**PRESENT WERE:**

Ministers:

Elders - Church

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BY SPECIAL INVITATION:**

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(PRESBYTERY/DENOMINATION)

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(PRESBYTERY/DENOMINATION)

\_\_\_\_\_ (NUMBER) were absent. A quorum was declared present. Members of the Commission proceeded to the service of Ordination/Installation. \_\_\_\_\_ (NAME) preached the sermon. The constitutional questions were propounded by the moderator. The commission declared \_\_\_\_\_ (NAME) duly ordained/installed. The service of worship was concluded and the commission was adjourned with the benediction pronounced by the Rev. \_\_\_\_\_ (NAME)

Respectfully Submitted, \_\_\_\_\_ (Commission Moderator)

## Sample Invitations for Ordination/installation Services

The Presbytery of Great Rivers  
of the Presbyterian Church (U.S.A.)

and

The session and congregation of  
(name of church) Church  
of (city), Illinois

cordially invite you to attend

the installation of  
The Reverend (insert name)  
as pastor of this church

at a Service of Installation  
to be held on Sunday, (date)  
at (time)

at

the (name of church) Church  
(street address)  
(city), Illinois

A reception for the pastor and his family will be held in  
the church parlor immediately following the service.

The Presbytery of Great Rivers  
of the Presbyterian Church (U.S.A.)

and

The session and congregation of  
(name of church) CHURCH  
(city), Illinois

**CORDIALLY INVITE YOU TO ATTEND**

**THE INSTALLATION OF**  
The (name of pastor)  
(church name) Church  
(street address)  
(city), Illinois

**SUNDAY, (date)**  
at (time).

A reception will be held in Parish Hall  
immediately following the Service of Installation.

## **SAMPLE FOR THE PUBLIC WORSHIP OF GOD**

### **A SERVICE OF ORDINATION and/or INSTALLATION**

Service for the ordination to the Ministry of the Word and/or for the installation of the pastor and is conducted by a commission of the Presbytery of Great Rivers, Presbyterian Church (U.S.A.). The service shall focus upon Christ and the joy and responsibility of the mission and ministry of the church.

#### **PRELUDE**

#### **WELCOME - Moderator**

The commission moderator shall state briefly the proceeding of the presbytery preparatory to the ordination/installation and shall point out its nature and importance.

The commission moderator could say:

Good Morning/Afternoon/Evening. My name is \_\_\_\_\_ and I am the moderator of the Presbytery of Great Rivers. In this role I am the chairperson of the commission which has the privilege of (ordaining and) installing your new pastor at this special service of worship.

This event is one of the unique features of the Presbyterian connectional system. So I want to bring you greetings from the other 444 churches that make up the Presbytery of Great Rivers. In part they are represented today by the lay persons and ministers who are on the installation (ordination) commission. We look forward to meeting many of you in the time of fellowship which will follow the service.

Your participation in this installation is very important also, as you affirm your call to this new pastor to share with you the ministry and work of Jesus Christ. As the Presbytery of Great Rivers we all share as a significant part of Christ's church. Let us pray that this special worship event today will mark a new beginning of what God will be doing through the Presbyterian Christians in this place.

Let us worship God.

#### **CALL TO WORSHIP**

The commission appointed for the Ordination and or Installation shall call the congregation to worship.

\*HYMN

#### **PRAYER OF CONFESSION**

#### **ASSURANCE OF PARDON**

#### **SPECIAL MUSIC**

#### **SCRIPTURE**

#### **SERMON**

\*HYMN

#### **THE OFFERING**

## **THE SERVICE OF ORDINATION AND/OR INSTALLATION**

Leader: There are different gifts,

**People: but it is the same spirit who gives them.**

Leader: There are different ways of serving God,

**People: but it is the same lord who is served.**

Leader: God works through different people in different ways,

**People: but it is the same god who achieves divine purpose through them all.**

Leader: Each one is given a gift by the Spirit,

**People: to use it for the common good.**

Leader: Together we are the body of Christ.

**People: and individually members of Christ.**

Leader: Though we have different gifts, together we are a ministry of reconciliation led by the risen Christ.

**People: We work and pray to make his church useful in the world, and we call men and women to faith, so that, in the end, every knee shall bow and every tongue confess that Jesus the Christ is Lord, to the glory of God.**

Leader: Within our common ministry, some members are chosen for particular work as ministers of the word and sacrament, elders or deacons. In ordination, we recognize these special ministries, remembering that our Savior Jesus said: Whoever among you wants to be great must become a servant, and whoever wants to be first among you must be the servant of all.

**People: Just as our savior came not to be served, but to serve, and to give his life to set others free.**

## **CONSTITUTIONAL QUESTIONS** (BOO W-4.4002-.W-4.4004)

### **MODERATOR to candidate or installee:**

- a. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
- b. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you?
- c. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
- d. Will you fulfill your office in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?

- e. Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
- f. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
- g. Do you promise to further the peace, unity, and purity of the church?
- h. Will you seek to serve the people with energy, intelligence, imagination, and love?

**ELDER to Congregation:** (People standing)

- Do we, as members of the church, accept (Name) \_\_\_\_\_ as our pastor (associate pastor), chosen by God through the voice of this congregation to guide us in the way of Jesus Christ?
- Do we agree to encourage him/her, to respect his/her decisions, and to follow as he/she guides us, serving Jesus Christ, who alone is Head of the church?
- Do we promise to pay him/her fairly and provide for his/her welfare as he/she works among us; to stand by him/her in trouble and share his/her joys? Will we listen to the word he/she preaches, welcome his/her pastoral care, and honor his/her authority as he/she seeks to honor and obey Jesus Christ our Lord?
- The members of the congregation having answered these questions in the affirmative, a candidate being ordained and installed shall kneel and the presbytery shall, with prayer and laying on of hands, ordain the candidate to the office of minister of the Word and install him/her in the particular pastoral responsibility. A minister, previously ordained, who is being installed may kneel for the prayer of installation.

**PRAYERS OF ORDINATION AND/OR INSTALLATION** (Ordinand will kneel for the Laying of the Hands)

**MODERATOR:** Let us pray.

*Almighty God: in every age you have chosen servants to speak your word and lead your servant people. We thank you for this man/woman whom you have called to serve you. Give him/her special gifts to do his/her special work; and fill him/her with the Holy Spirit, so he/she may have the same mind that was in Christ Jesus, and be a faithful disciple as long as he/she may live.*

The candidate(s) may say the following brief prayer (or a similar prayer):

**Candidate or Installee:**

- *God, you have chosen me. Now give me strength, wisdom and love to work for the Lord Jesus Christ.*

Let all the people join in the following prayer:

**People:** **God of grace, who called us to a common ministry as ambassadors of Christ, trusting us with the message of reconciliation: give us courage and discipline to follow where your servants rightly lead us; that together we may declare your wonderful deeds and show your love to the world; through Jesus Christ the lord of all. Amen.**

**Then the moderator shall say to the candidate (s):**

*(Name) \_\_\_\_\_, you are now (ordained)\* a minister of the Word in the church of Jesus Christ and for this congregation. Whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God. Amen.*

**\*(For a minister previously ordained** say only: *You are now a minister of the Word in and for this congregation. Whatever you do, ...etc.)*

Charge to the pastor (given by a commission member).

Charge to the congregation (given by a commission member).

(Charges emphasize the need for the pastor and congregation to be faithful in their relationship and in their reciprocal responsibilities).

Welcome the new minister into the ministry of the Word - the moderator

Closing Hymn

Benediction (given by newly ordained/installed pastor)

## Constitutional Questions and Acceptance and Subscription to Obligations Undertaken in Ordination Vows

In accordance with the Form of Government, (BOO W-4.4002-.W-4.4004) the Presbytery of Great Rivers requires all candidates being ordained at its hands to subscribe to the vows taken. This subscription shall be kept on permanent file by the presbytery.

- a. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
- b. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you?
- c. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
- d. Will you fulfill your office in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
- e. Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
- f. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
- g. Do you promise to further the peace, unity, and purity of the church?
- h. Will you seek to serve the people with energy, intelligence, imagination, and love?

I do sincerely receive and subscribe to the above obligation as a just and true exhibition of my faith and its principles, and do resolve and promise to exercise my ministry in conformity thereunto.

Subscribed on the \_\_\_\_\_ Day of \_\_\_\_\_ In the year of our Lord \_\_\_\_\_

Signature: \_\_\_\_\_

In the presence of: \_\_\_\_\_