

Guidelines for Planning Services of Installation and Ordination



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Commissions to Ordain and/or Install

Book of Order, Presbyterian Church (U.S.A.)

Administrative and judicial commissions of presbytery, synod and the General Assembly, shall be composed of ministers and elders in numbers as nearly equal as possible.

G-90504 b (3)

for a presbytery, not fewer than seven (7) members, with not more than one of its elder members from any one of its constituent churches. For the performance of functions set forth in G-9.0503a(1), a presbytery may reduce the number to five (5) members with not more than one of the elders from any one church.

Presbytery of Carlisle Leadership Handbook

Standing Rules #16 and Direction of Committee on Ministry

Administrative Commissions to ordain and/or install ministers of the Word and Sacrament shall consist of not fewer than (5) members, including the Moderator or Vice-Moderator, who shall preside. The members of the commission shall be as nearly an equal number as possible of ministers and elders from within the Presbytery with not more than one (1) of the elder members from any one constituent church. All members of the commission shall participate in the service. Additional ministers and elders may be invited to participate in the service, including persons from outside the Presbytery, taking care that the balance of ministers and elders is maintained.

The candidate is responsible for checking on the availability of the Moderator or Vice Moderator as well as the other participants in the service(s) on the chosen date.

Invitations

Since it is the Presbytery that ordains and installs ministers of the Word and Sacrament, other members of the Presbytery (ministers and elders in addition to the Commission) are expected to attend.

Address labels are available by contacting the Presbytery office (717-737-6821).

All bulletins and announcements for ordination or installation services should say (example page 9):

Presbytery of Carlisle
Presbyterian Church (U.S.A.)
Service of Ordination
of

(Individual's Name)
to the Ministry of the Word and
Sacrament

Presbytery of Carlisle
Presbyterian Church (U.S.A.)
Service of Installation
of
The Rev. _____
(Individual's Name)
as (Associate) Pastor of
_____ Church

Presbytery of Carlisle
Presbyterian Church (U.S.A.)
Service of Ordination and
Installation
of

(Individual's Name)
to the Ministry of the Word
and Sacrament
as
as (Associate) Pastor of
_____ Church

An ordination/installation service provides an opportunity for a congregation to extend the ministry of hospitality to others. Extending invitations to the worship service is an appropriate expression of hospitality.

This may be done in the following ways:

- printed cards sent to members of the Presbytery Coordinating Council, colleagues in ministry, interested friends and community leaders,
- a notice printed in the church bulletin inviting members of the congregation, and
- announcements in local newspapers.

Invitations and/or announcements should always indicate that the service is under the aegis of the Presbytery of Carlisle.

Reception

Following the worship service, holding a reception with refreshments provides a time for everyone to give personal greetings, congratulations and best wishes to the new pastor.

Order of Worship for Installation and Ordination Services

The minister-elect is responsible for developing the worship service for the ordination and/or installation service. The presbytery office has samples of bulletins that can be viewed. Those who may serve as resource persons are the Stated Clerk, Moderator, and the Pastor Nominating Committee Counselor.

The service of ordination/installation should include the following elements (Note: see G-14.0405 and G-14.0510)

*Explanation follows

Prelude

Procession of Commission (optional)

Convening of the Commission/Presbytery by Moderator or Vice Moderator

Call to Worship

Hymns of Praise and Thanksgiving

Prayer of Confession and Assurance of Pardon

Prayer for Illumination and Scripture Reading(s)

Sermon

Offering*

Prayers of Thanksgiving, Intercession and Supplication

Presentation of the Ordinand and/or Pastor Elect by PNC Chair

Constitutional Questions*

- to pastor-elect/ordinand

- to the congregation and Presbytery

Laying on of Hands for the Ordinand

Prayer of Ordination/Installation

Moderator (Vice Moderator) Announces Ordination/Installation

Members of Presbytery Welcome and Greet Individual*

Charges (optional)*

- to the pastor-elect

- to the congregation

Investiture of the Symbols of Office (optional)*

Celebration of the Lord's Supper (optional)*

Benediction

Recessional and/or Postlude

Notes About Order of Worship

Offering

In ordination the church recognizes the offering of a person's life in service to Jesus Christ as a response to Christ's self-offering. Receiving an offering of material goods is an appropriate during the worship service.

In the Presbytery of Carlisle, this offering shall be designated for the Emergency Fund for Ministers and Christian Educators. This fund is administered through the Clergy Care Committee of the Committee on Ministry and used to provide emergency assistance to ministers and their families.

Individual churches receiving Presbytery funds at an ordination or installation service should deposit the funds in their church account and transmit the funds to the Presbytery office by check. Donor checks at special services should be made payable to the host church. Notice of the purpose of the offering shall appear in the bulletin. On those occasions when the offering is mixed with the other gifts of the people, (pledges and other specially designated gifts) the loose offering shall be designated for the Ministers' Emergency Fund. The church shall be responsible for forwarding funds to the presbytery office within two weeks following the service of ordination and/or installation.

Constitutional Questions - G-14.0405b (pastor elect) G-14.0510a (questions to congregation at an installation)

When an installation of a Minister of the Word and Sacrament involves a new member of Carlisle Presbytery, the Moderator (Vice-Moderator) shall ask the members of the Presbytery the questions noted below following the questions to the pastor-elect and the congregation.

Questions for the presbytery

Do we, the members of the Presbytery of Carlisle, welcome _____ into the Presbytery of Carlisle as a sister/brother in Christ and as one authorized by us to exercise ministry at _____ Church?

Do we promise to support him/her in prayer, fellowship, and collegiality as she/he pursues her/his ministry as a pastor and presbyter in this place?

Do we agree to welcome her/him to share in the work and deliberations of this presbytery as one God has called to labor together with us and we listen for God to speak among us through her/his voice?

Questions for the Congregation (if an installation in a church)

Do we the members of the church accept (candidate) as our Pastor, chosen by God to guide us in the way of Jesus Christ?

Do we agree to encourage him, to respect hi decisions, and to follow as he guides us, serving Jesus Christ, who alone is Head of the church?

Do we promise to pay her/him fairly and provide for his welfare as he works among us; to stand by him in trouble and share his joys? Will we listen to the word he/she preaches,

Questions to the Congregation, cont.

welcome his pastoral care, and honor his authority as she/he seeks to honor and obey Jesus Christ our Lord?

Welcome and Greetings

The Book of Order directs that the members of the presbytery and others as may be appropriate shall welcome the new minister into the Ministry of the Word and Sacrament. (cf. G-14.0405e and G-14.0510d) Provision for this should be made during the service.

Charges to the Pastor and/or Congregation

The Book of Order (cf. G-14.0510e) makes provision for brief charges to be given as part of an installation service. Since the sermon focuses on the nature and gifts for ministry and calls everyone in attendance to renewed faithfulness, a charge is an option, not a necessary element.

However, the inclusion of a charge does present an opportunity for comments of a more personal nature which can be directed to the pastor and/or congregation. A charge also provides a way to include others who have a close relationship with the pastor-elect or with the congregation in the worship service. Care should be taken that the sermon does not turn into a charge and that the charge does not turn into a sermon.

Investiture of Symbols of Office

Another option for the service is the investiture of the symbols of office by a representative of the congregation and/or of the Administrative Commission. The Moderator of the Session or the PNC Counselor should discuss with the session of the particular church those symbols to be presented. If the ministry is other than parish ministry (i.e. chaplaincy, presbytery staff, etc.) other appropriate persons would be involved in the discussion. Suggested symbols are:

Bible: Receive what we have received from the church, the scriptures of the Old and New Testaments. Study to show yourself approved, a worker who need not be ashamed, rightly dividing the Word of Truth. Proclaim this truth in our midst as you teach, preach and care for the members of this congregation.

Water: Receive this water as a symbol of privilege that is yours by virtue of this office to baptize in the name of the triune God. Go and make disciples of all peoples, baptizing them in the Name of the Father and of the Son and of the Holy Spirit.

Bread and wine: Receive this bread and wine as symbols of the privilege of presiding at our Lord's table as we gather to be nurtured by the Risen Christ. Feed us with the Bread of Life that none among us shall know hunger or thirst.

Stole: Receive this symbol of your pastoral office, to oversee on behalf of the Presbytery and to care for the members of the congregation. May your labor be such that you find this yoke easy and this burden light.

The Moderator (Vice-Moderator) may add: Receive these gifts as symbols of the Mysteries of Grace over which you are now steward on our behalf and as a sign of our welcome to you in this ministry.

Celebration of the Lord's Supper

The celebration of the Lord's Supper is another significant, but optional, addition to the order of worship for an ordination or installation service. The newly ordained pastor may officiate at the Communion celebration. If the candidate or pastor-elect desires to include a Communion celebration in his or her ordination or installation service prior approval must be obtained from the Presbytery or from the Committee on Ministry acting on the Presbytery's behalf.

Appendix
(Sample Invitation)

*The Presbytery of Carlisle
Presbyterian Church (U.S.A.)
invites you to the
ordination and installation of*

*Jane H. Doe
as Pastor of
Namely Presbyterian Church*

*Ordination to be held at
Another Presbyterian Church
Another Town, State
on Sunday, Month, 1, 200?, at 3:00 p.m.*

*Installation at
Other Presbyterian church
Other Town, State
on Sunday, Month, 1, 200? At 3:30 p.m.*

A Reception will follow each service.

**Report of a Commission to Install
The Presbytery of Carlisle
(Sample)**

Date _____

We, the undersigned Commissioners, appointed on behalf of the Presbytery of Carlisle to Install (give the name of the Candidate/Minister), _____ at it's (give the date of the action of Presbytery that formed the Installation Commission) _____, do hereby certify that the Service of Installation took place on (give date and time) _____, and that the Constitutional Questions from the Book of Order of the Presbyterian Church (U.S.A.) (G-14.0405.b.) were answered in the affirmative. A copy of the Service of Worship from that Installation is attached. The members appointed to the Commission were (print your name and sign):

Presiding Officer (Moderator, Vice-Moderator or Stated Clerk)

Sample Order of Worship

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



Service of Ordination and Installation of **John/Jane Doe**

to the office of

Minister of the Word and Sacrament

Date, Time

Presbyterian Church
Street Address
Town, State

A Presbyterian Church

*Those who are able may stand.

Instrumental Preludes Selections by Musical Ensemble

Organ Prelude *Rejoice, Rejoice Believers* arr. Composer
Jane Doe

Words of Welcome The Rev. Individual

*Call To Worship

Leader: Come, let us praise the Lord! Let us sing for joy
to the rock of our salvation!
Let us come before God with thanksgiving
and sing joyful songs of praise.

**People: For the Lord is a great God,
and a great King above all gods,
who rules over the whole earth,
from the deepest caves to the highest hills.**

Leader: Come, let us bow down and worship God;
let us kneel before the Lord, our Maker!

**People: For this is our God,
and we are the people, of God's pasture,
the well-tended flock.
Let us offer to God our worship.**

***Processional** *O Come, O Come, Emmanuel*
Hymn #9 Beadle, The Rev. So and So
(If necessary, repeat verse 1 after the hymn until all have processed.)

*Prayer of Confession The Rev. Whatever
(Offered by the pastor on behalf of the people)

*Silence for Personal Reflection

*Assurance of Pardon

*Gloria Patri # 579

***Passing of the Peace** "The peace of Christ be with you"
"And also with you"

Prayer for Illumination Elder Person

Old Testament Scripture Psalm 100

Anthem *Here I Am, Lord* Schutte/Courtney

New Testament Scripture

Epistle: Philippians 4:4-7

The Rev. Individual

Gospel: John. 16:16-24

Sermon

"Did Someone Take Our Bells?"

The Rev. Person

***Hymn of Response # 464**

"Joyful, Joyful, We Adore Thee"

***Statement of Belief** (read together)

Elder Whatever

In life and in death we belong to God.

**Through the grace of our Lord Jesus Christ,
the love of God,**

**and the communion of the Holy Spirit,
we trust in the one triune God, the Holy One of Israel.
whom alone we worship and serve.**

We trust in God the Holy Spirit,

everywhere the giver and renewer of life.

**The Spirit justifies us by grace through faith,
sets, us free to accept ourselves and, to love God and
neighbor; and binds us together with all believers
in the one body of Christ, the Church.**

The same Spirit,

**who inspired the prophets and apostles
rules our faith and life in Christ through Scripture,
engages us through the Word proclaimed,
claims us in the waters of baptism,
feeds us with the bread of life and the cup of salvation
and calls women and men to all ministries of the church.**

**In a broken and fearful world the Spirit gives us courage
to pray without ceasing,**

**to witness among all peoples to Christ as Lord and Savior,
to unmask idolatries in church and culture,
to hear the voices of people long silenced,
and to work with others for justice, freedom and peace.**

In gratitude to God, empowered by the Spirit,

**we strive to serve Christ in our daily tasks
and to live holy and joyful lives,
even as we watch for God's new heaven and new earth,
praying, "Come, Lord Jesus!"**

With believers in every time and place,

**we rejoice that nothing in life or death
can separate us from the love of God in Christ Jesus our Lord. Amen.**

Call for Offering of Gifts and Self

The Rev. Whatever

*This afternoon's offering is for the Ministers' Emergency Fund administered by the Committee
on Ministry to ministers and their families in a time of need.*

Offertory Anthem

How Lovely Is Thy Dwelling Place

Johannes Brahms

***Doxology #592**

Prayer of Thanksgiving and Intercession

Rev. Whatever

Service of Ordination and/or Installation

Introduction

The Rev. Person

Presentation of the Candidate

Elder Jane Gooch

The Nature and Importance of Ordination

Rev. So and so

Constitutional Questions to the Candidate

Rev. Whatever

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?

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 holy word to you?

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?

Will you be a minister of the Word and Sacrament in obedience to Jesus Christ, under the authority of Scripture, and continually guided by our Confessions?

Will you be governed by your 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?

Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?

Do you promise to further the peace, unity, and purity of the Church?

Will you seek to serve the people with energy, intelligence, imagination and love?

Will you be a faithful minister, proclaiming the good news in Word and Sacrament, teaching faith and caring for people? Will you be active in governing bodies of the Church; and in your ministry, will you try to show the love and justice of Jesus Christ?

Questions to the Congregation (if installation in a church)

Do we the members of the church accept (candidate) as our Pastor, chosen by God to guide us in the way of Jesus Christ?

Do we agree to encourage him, to respect his decisions, and to follow as he guides us, serving Jesus Christ, who alone is Head of the church?

Do we promise to pay her/him fairly and provide for his welfare as he works among us; to stand by him in trouble and share his joys? Will we listen to the word he/she preaches, welcome his

pastoral care, and honor his authority as she/he seeks to honor and obey Jesus Christ our Lord?

Questions to the Presbytery

Person

Do we, the members of Carlisle Presbytery, welcome (candidate) into the Presbytery of Carlisle as a sister in Christ and as one we authorize to exercise ministry in the Presbytery of Carlisle?

Do we promise to support her in prayer, fellowship, and collegiality as she pursues her ministry as a pastor and presbyter in this place?

Do we agree to welcome her to share in the deliberations and work of this presbytery as one called by God to labor together with us, and will we listen for God to speak among us through her voice?

The Laying On Of Hands And Prayer Of Ordination

The Pronouncement

Investiture of the Symbols of Office

The Rev. Individual

The Charge to the Pastor

The Rev. Person

The Charge to the Congregation

The Rev. So and So

***Hymn #466**

O For A Thousand Tongues To Sing

(people wishing to join the choir in singing the Hallelujah Chorus please come forward during the last verse of the hymn. Music is available on the piano.)

*The Benediction

The Rev. So and So

*Postlude

The Commission of The Presbytery of Carlisle

The Rev.

Elder

The Rev.

The Rev.

Elder

Elder

The Rev.

Other Participants in the Service