

Guidelines for Services of Ordination/Installation of Teaching Elder

adopted by Presbytery, Oct.17,2009
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The ordination and installation of a Teaching Elder is an act of the whole church carried out by the presbytery on behalf of the particular church. However, the style and order of that service should reflect that of the particular church wherein the candidate is being ordained and/or installed. Thus, the planning of that service is delegated to that candidate with the following guidelines and subject to the approval of the administrative commission appointed by the presbytery.

I. The Responsibilities of the Ordained/Installed

- a. Oversee the details, planning, and arrangements for the service and submit the order of worship to the moderator of the administrative commission no later than 14 days before the date of the service.
- b. Arrange for the participation of all those who will be appointed to the administrative commission, including any presbyters from other presbyteries, and submit those names to the presbytery office so that it may be included in the packet to be distributed prior the convening of the presbytery meeting that will appoint the commission.
 - i. The administrative commission shall have at least five (5) presbyters from within the Presbytery of the Pines including at least two (2) Teaching Elders and two(2) Ruling Elder. Each Ruling Elder must be from a different congregation.
 - ii. The presbytery will designate the moderator and secretary of the commission when it is appointed.
 - iii. It is appropriate to invite ecumenical witnesses to be seated with the commission and take part in the service. Those names should be submitted along with the names of the commissioners.
 - iv. Presbyters from other presbyteries do not count towards the required number of members on the commission.
 - v. The composition of the commission shall reflect the diversity of the presbytery (F-1.0403, G-3.0103)
- c. Determine if the Sacrament of the Lord's Table will be celebrated as part of the service and request that the presbytery order the sacrament when the commission is appointed.
- d. Provide the members of the administrative commission with the following information:
 - i. Directions to the church;
 - ii. The time they are expected to arrive;
 - iii. What vestments the clergy will wear (ordinarily, red is the liturgical color for ordinations and installations).

II. The Responsibilities of the Administrative Commission

- a. Review the proposed order of worship once it is received from the ordained/installed to make sure that it satisfactorily meets the requirements outlined in section IV.
- b. Convene at a convenient time (generally 15-30 minutes) prior to the start of the service to perform the official duties of the commission:
- c. Open with prayer.
- d. Call the commission to order; review the logistics of the service, and seat any corresponding members.
- e. Receive a motion to constitute the commission.
- f. The moderator of the administrative commission shall serve as the presiding officer of the commission and be responsible for the statement of the nature of the office, the asking

- of the constitutional questions, and the declaration of ordination and/or installation.
- g. Convene after the service to close with prayer after reading and approving the minutes.
- h. The secretary of the commission shall file the minutes of the administrative commission, including a copy of the order of worship, with the Stated Clerk of the Presbytery no later than 14 days before the next stated presbytery meeting.

III. Responsibility of the Congregation

- a. Bear the full cost of the service including (but not limited to)
 - i. Reimbursing the expenses of the administrative commission, if needed.
 - ii. Acquiring the rights for any music or liturgy in the order of worship.
- b. Appoint ushers to assist in the service.

IV. The Service

- a. The style and order of worship shall be consistent with the Directory for Worship and the style and order of worship of the particular congregation wherein the candidate is being ordained and/or installed (W-4.0403).
- b. *The Book of Occasional Services* includes a liturgy for the ordination and installation of Ministers of Word and Sacrament which the presbytery commends as a guide.
- c. All services of ordination and/or installation within the Presbytery of the Pines shall include (but are not limited to):
 - i. A Call to Order;
 - ii. The reading and proclaiming of scripture;
 - iii. The collection of an offering to be used to assist candidates for ministry;
 - iv. A statement of the nature of the office;
 - v. The asking of the Constitutional Questions to the candidate (W-4.4000);
 - vi. The asking of the Questions for the Congregation;
 - vii. A Prayer and the Laying on of Hands;
 - viii. A Declaration of Ordination/Installation;
 - ix. A welcome by the presbytery and other appropriate persons;
 - x. A benediction given by the newly ordained and/or installed minister.
- d. Services of ordination and installation may also include (but are not required to do so):
 - i. The singing of hymns, songs, and spiritual songs;
 - ii. Reaffirmation of the Baptismal Covenant;
 - iii. The Sacrament of the Lord's Table;
 - iv. The presentation of the symbols of ministry;
 - v. Charges given to the new minister and to the congregation;
 - vi. A statement by the new minister.
- di. The service of ordination and/or installation shall be conducted at a time that will facilitate the participation of the presbytery to the fullest extent possible. Therefore, it shall not be scheduled for Sunday morning or any other time when a substantial number of presbyters are otherwise engaged. Generally, a Sunday afternoon is best suited.
- dii. The offering received at this service will be shared with all current inquirers and candidates of the Presbytery of the Pines.
- diii. The order of worship shall be submitted for approval to the moderator of the administrative commission no less than 14 days prior to the service of ordination.