

TO: Stated Clerk and Committee on Ministry Chairperson

PROPOSED ORDINATION/INSTALLATION PLANS

Person to be Ordained/Installed _____

Place _____ City _____ Day and Time _____

The first step in making ordination plans is to contact the Moderator of the Presbytery. Call the Presbytery office (888-815-6718) or e-mail (riversidepresbytery.info@verison.net) for contact information.

MEMBERS OF ADMINISTRATIVE COMMISSION TO ORDAIN/INSTALL - A minimum of 5 members with as equal a number of teaching elders and ruling elders as possible. You may have a larger commission. The commission should include some racial ethnic representation and a balance of men and women. You may not have more than one elder commissioner from any one church. The administrative commission includes the Presbytery Moderator or his/her appointee.

Presbytery Moderator or his/her appointee _____ Church _____

Minister _____ Church _____

Minister _____ Church _____

Minister _____ Church _____

Elder _____ Church _____

Elder _____ Church _____

Elder _____ Church _____

Other ministers and/or elders to participate in the service who are NOT MEMBERS OF THE COMMISSION - Indicate if Minister (M) or Ruling Elder (E).

Minister _____ Church _____

Minister _____ Church _____

Elder _____ Church _____

Elder _____ Church _____

Optional: corresponding members - from other presbyteries:

_____ Presbytery _____

_____ Presbytery _____

Signature of Ordained/Installed _____

Proposed plans must be presented to the Committee on Ministry for approval at least two weeks before the meeting at which you are seeking approval of your plan. Please return one copy to the Stated Clerk and one copy to the Chairperson of the Committee on Ministry.

PRESBYTERY ORDINATIONS/INSTALLATIONS

Ordinations and installations of Teaching Elders are held within the context of the complete service of Reformed worship. The order for that service of worship in the Directory for Worship (W- 4.4000 and following) shall be followed (G-2.0703; G-20805).

The service shall focus upon Christ and the joy and responsibility serving Christ through the mission and ministry of the church, and shall include a sermon appropriate to the occasion.

The presiding officer shall state at the opening of the service the purpose of the service and that the commission is acting for the Presbytery of Riverside to ordain/install.

The order for ordinations/installations is as follows:

ASSEMBLE IN GOD'S NAME

Call to Worship

Hymn

Prayer of Confession

Assurance of Pardon

Response (sung response, passing of the peace, doxology, Gloria, or other)

PROCLAIM GOD'S WORD

Prayer for Illumination

Scripture: OT

Epistle

Gospel

Responses may be used between or after scriptures, (Psalm, Doxology, Gloria)

Sermon

Service of Ordination/Installation (see the Directory for Worship W-4.4000 and following)

Presentation of the Candidate/Pastor

The moderator of the Presbytery of Riverside shall ask her/him to stand before the body and answer the constitutional questions.

Constitutional questions by a ruling elder to the congregation (for installation)

Laying on of hands (ordinations only)

Prayer

Statement to minister

Welcome

Charge to minister (optional)

Charge to Congregation, installation only (optional)

Optional presentation of stoles, robes, or other liturgical/ecclesiastical gifts.

Offering (Offerings received at ordinations and installations are given to the Presbytery to be used to support the needs of students under care of our Committee on Preparation for Ministry assisting them with school, travel, and other personal needs.) Include mention of this in the bulletin.

An act of thanksgiving (which may include prayer, doxology, or other response)

GIVE THANKS TO GOD

Eucharist may be celebrated at this point

Hymn

Benediction (by person being ordained/installed)

REMINDERS

- _ It is the presbytery that ordains and installs ministers. The service of installation of a pastor or associate pastor shall be conducted at a convenient time to enable the substantial participation of the presbytery (W-4.4002).
- _ Persons invited to participate in the service should be told several weeks in advance what they are expected to do (particularly if there is any preparation involved.)
- _ Participants should be mailed or e-mailed a copy of the order of worship in advance.
- _ If vestments are to be worn this should be indicated along with suggestions about colors appropriate for the season.
- _ A reminder to participants of our denominations commitment to inclusive language is appropriate.
- _ If copyrighted material is used, copyright permissions must be honored and fees paid if required.
- _ It is appropriate to include persons of other communions or faiths in leading worship.