

PEACE RIVER PRESBYTERY

6.1460 thru 6.1462 Ordination-Installation Guidelines

6.1460 Ordination- Installation Guidelines.

When the Pastor Nominating Committee (PNC) of a church has completed its task, and when the teaching elder has been called by the congregation, and when the teaching elder-elect has signified his/her intention to accept the call, it is time to plan a service of installation/ordination. The ordinary date and time for the service shall be 4:00 PM on a Sunday afternoon.

A commission for ordination/installation will be elected by the COM and consists of five (5) or more persons having authority to act for the Presbytery. The teaching elder-elect and the calling church have the privilege to nominate the persons who will comprise the Commission. Members of the Presbytery staff will welcome invitations to participate in the Ordination/Installation service (W-4.4000). Section 1461 should be completed and forwarded to the Presbytery Office for COM action.

1. Before the date of the service is set, the Moderator of the Presbytery should be consulted. The Moderator of the Presbytery shall be the Moderator of the Commission, but if unavailable on the desired date, the Vice-Moderator or former Moderator can fulfill the duties.
2. There shall be at least 5 ruling elders and ministers from the Presbytery including the Moderator in as balanced a ratio as possible. No more than one ruling elder may come from a single church. The Commission shall include both men and women. Presbytery permits the teaching elder-elect to invite ministers and ruling elders from another Presbytery to participate in the service as corresponding members. Expenses for such should be paid by the church, not the Presbytery.
3. The Commission gathers one-half hour before the service and is convened in prayer by the Moderator. It is dismissed by the act of Benediction at the conclusion of the worship service.
4. Sample Order of Worship for an Installation Service: (Additionally, the Book of Occasional Services, PCUSA website is a good resource.)

<p>Call to Worship (Moderator):</p> <p>“Peace River Presbytery is assembled here in the persons of this Commission for the worship of God and the installation of the Rev. _____ as teaching elder (associate teaching elder) of _____ Presbyterian Church.”</p> <p>Welcome from Peace River Presbytery: offered by either the General Presbyter or Stated Clerk</p>	<p>Offering:</p> <p>“The offering today will be used to help seminary students from Peace River Presbytery who are preparing for ministry.”</p> <p>Installation Questions (Moderator) (from W-4.4003)</p> <p>Questions to members of Peace River Presbytery</p> <p>Questions to the Congregation</p> <p>(a Ruling Elder)</p> <p>“Prayer and laying on of hands.</p>
<p>Hymn</p> <p>Prayer of Confession</p> <p>Assurance of Pardon</p> <p>Scripture Reading</p> <p>Sermon</p>	<p>Charge to Teaching Elder</p> <p>Charge to Congregation</p> <p>Hymn</p> <p>Benediction (Teaching Elder being Installed)</p>

5. After the Ordination or Installation service is concluded, the commission should complete section 6.1462 and submit it to the Presbytery office.

6.1461 Ordination and/or Installation Commission

Instructions: There must be a total of at least five (5) ruling elders and ministers from Peace River Presbytery in as balanced a ratio as possible. No more than one (1) ruling elder may come from any single church. The commission shall include both men and women. An offering will be taken for the theological education fund (candidates' fund) of the Presbytery. Please return this form to the Presbytery office.

On behalf of Peace River Presbytery, the following people constituted the commission for

ordination installation of _____ as

Teaching Elder or Associate Teaching Elder of _____ Presbyterian Church located in _____, Florida on the ____ day of _____, year ____ at ____ o'clock.

The ordinary date and time for the service shall be 4:00 PM on a Sunday afternoon.

Name of teaching elder being ordained/installed: _____

Daytime telephone: (____) _____ Evening telephone: (____) _____

Members of the Commission

1. _____ Moderator of Presbytery (or Moderator's designee.)

Ministers from Peace River Presbytery:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Ruling Elders from Peace River Presbytery:

- 1. _____ Church: _____
- 2. _____ Church: _____
- 3. _____ Church: _____
- 4. _____ Church: _____

Note: Ministers and Ruling Elders from other Presbyteries or denominations may be invited to participate in the service; however, they are not included in the official commission.

Please complete this form and return it to the Presbytery office at 5600 Peace River Road, North Port, Florida 34287.

6.1462 Minutes of the Administrative Commission to Ordain and/or Install

The Reverend _____

as the Pastor _____ Associate Pastor _____ (check one)

Name of Church _____

Address _____ City _____

Date: _____ Time _____

Ministers Present:

Ruling Elders Present:

Others Participating:

Who opened Commission meeting with prayer? _____

Who was elected Secretary? _____

Moderator or Designee _____

Elder who propounded questions to congregation _____ (Book of Order W-4.4004)

Motion: to dissolve commission with the benediction of the Service of Ordination/Installation

Motion made by _____, seconded by _____, action _____.

Closing Prayer and Benediction _____

If guest ministers or elders who are *not* members of Peace River Presbytery; please indicate Presbytery to which they belong or church in which they serve as ruling elders (in spaces above.)

A commission shall keep a full record of its proceedings and shall submit that record to the council or councils for incorporation into its record. Actions of a commission shall be regarded as actions of the council or councils that created it. (Book of Order G-3.0109b(6))

Please attach a copy of the printed program and mail it to: Stated Clerk, Peace River Presbytery, 5600 Peace River Road, North Port, FL 34287.

Signature of Secretary of Commission _____

Signature of Moderator _____
