

PRESBYTERY OF BLACKHAWK INSTALLATION / ORDINATION SERVICE GUIDELINES

An Administrative Commission for Ordination / Installation shall be composed of at least seven members (**G-3.0109b**). Membership should be divided as equally as possible between clergy and laity (elders). Care should be taken in regard to gender representation among the clergy as well as the laity. Minority representation is desirable. There should be no more than one elder from any given congregation. It is strongly recommended that there be an ecumenical representative. Generally, the Moderator of Presbytery is invited to chair the commission. Minister members from outside the bounds of the Presbytery of Blackhawk must be seated as a corresponding member of the commission. All or most members of the Commission participate in the service of ordination / installation.

The Commission must be approved by vote of the Presbytery of Blackhawk preferably at the time the candidate is examined / received by the Presbytery (see form below).

An offering is received during the service. The gifts help to support the work of the Committee on Preparation for Ministry. The following line should appear in the Order for Worship:

The offering received is used to support the work of the Committee on Preparation for Ministry.

The Service of Ordination / Installation generally follows the form of the Service for the Lord's Day in the congregation of call with the addition of the Service of Ordination / Installation. The outline for the service below uses the order found in the **Book of Order / Directory for Worship**.

Gathering

Call to Worship
Hymn of Praise
Confession and Assurance of Grace

The Word

Prayer for Illumination or Collect
First Reading
Second Reading
Gospel
Sermon
Affirmation of Faith

Thanksgiving

Offering
Prayers of the People (Intercessions, Thanksgivings) (*if the Lord's Supper is not to be served*)
Service of Ordination / Installation
Words of Introduction (Moderator of Presbytery or designee)
Constitutional Questions to the Pastor (Moderator of Presbytery or designee)
Constitutional Questions to the Congregation (Elder from the calling congregation)

Prayer of Installation (Prayer for the Holy Spirit and the Laying on of Hands for an Ordination)

Welcome to Ministry (Ordained Pastors and Elders)
Charge to the Pastor

Charge to the Congregation

(The Lord's Supper, if it is to be served)

Sending

Hymn

Charge

Benediction (by Installed / Ordained Pastor)

Resources:

Book of Interim Ordination Rites

Louisville, KY: Congregational Ministries Division and Presbyterian Publishing House, 1994.

(800)-227-2872

Book of Occasional Services

Louisville, KY: Westminster / John Knox Press, 1999

Proposed Commission:

Clergy/Teaching Elders:

Position and Title:

Ruling Elders:

Congregation Represented:

Ecumenical Representative:

Congregation and Denomination:

Corresponding Members:

Presbytery:
