

## **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), unless delegated to the Commission on Ministry.

For Installation of an ordained pastor, the Administrative Commission may be approved by the Commission on Ministry if installation is to occur between Presbytery Meetings.

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 of 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 Common Worship

Louisville, KY: Westminster / John Knox Press, 2018

Book of Occasional Services

Louisville, KY: Westminster / John Knox Press, 1999