



# New Castle Presbytery

## Guidelines for Ordination/Installation of Teaching Elders/Pastors

May 25, 2016

*The service of ordination and installation, or commissioning, may take place during the Service for the Lord's Day as a response to the proclamation of the Word. (W-3.3503). Ordination and installation, or commissioning, may also take place in a special service that focuses upon Jesus Christ and the mission and ministry of the church and which includes the proclamation of the Word. The service of ordination or installation of a teaching elder shall be conducted at a convenient time to enable the substantial participation of the presbytery.*

*Book of Order 2015 - 2017, W-4.4002 Setting of the Service*

1. In consultation with the Moderator of Presbytery, the COM liaison and the Session, the Teaching Elder to be installed or the Candidate to be Ordained sets the date and time for the ordination/installation service.
2. A Service of Ordination/Installation should be held at 3 PM on Sundays to enable significant participation from members of Presbytery, OR it may take place at a regular meeting of the Presbytery. Other times must be approved by Presbytery Council.
3. The Minister asks between four to eight persons to serve on the Administrative Commission for Ordination/Installation. One must be the Moderator or Vice Moderator, or their designee, who will chair the commission. The stated clerk, presbytery executive or COM liaison can advise on elders from neighboring churches or others who will be available. The moderator appoints the commission. The commission:
  - Must have an equal number of Ruling and Teaching Elders. If there is an odd number of commissioners, the extra can be either.
  - Must have at least one woman and at least one man.
  - Must have at least one racial ethnic member.
  - Must be Teaching Elder members of this presbytery or Ruling Elder members of New Castle Presbytery churches.
  - May have no more than one Ruling Elder and one Teaching Elder from one church.
  - May have additional people, from other presbyteries, denominations or churches who can serve as corresponding members.
4. The date of Installation and the membership of the Commission must be approved by the COM at least one month BEFORE the date of installation. The Minister emails or sends the Installation Commission Form to the Stated Clerk of the Presbytery.
5. The Minister and congregation send invitations to other churches in the presbytery. Mailing labels are available from the Presbytery office. To obtain mailing labels for all of the churches, call or email the Presbytery office.

6. The Minister, in consultation with the Moderator of Presbytery, creates the liturgy for his or her installation service and makes copies for the service. This Service of Worship will follow the normal liturgical pattern for worship, with “The Service of Installation” following the Sermon. We recommend the Service for Installation of a Pastor and/or the Service for Ordination to the Ministry of Word and Sacrament outlined in the Book of Occasional Services. Copies of previous Services are available from the Presbytery office. Your creativity is encouraged!

7. In planning the worship service, the minister should designate individuals to: Preach a sermon, deliver a Charge to the Congregation and deliver a Charge to the Minister. Other commission members should be utilized for other parts of the service. Any member of the commission, corresponding members, or guests may be invited to participate in the service.

8. In addition to the normal elements of a worship service, **the following are required by this presbytery:**

- a. The moderator (or designee) offers the welcome because an ordination/installation is an action of the presbytery, not the local church.
- b. The moderator or Vice-Moderator (or designee) asks the constitutional questions.
- c. Another person asks the questions of the congregation\*. This can be the Clerk of Session if desired.
- d. The moderator invites “members of presbytery” to come forward to welcome the new pastor.

9. The charge to the Teaching Elder should be relatively brief. Same for the charge to the congregation.

NOTE: If this is an ordination but not an installation, there are no questions of the congregation and no charge to the congregation.

10. The presbytery’s Former Pastor Policy precludes the participation of any former pastor, which includes interims or pastors emeritus, without the express permission of the COM chair.

11. An offering will be taken to benefit the Committee on Preparation for Ministry Candidate’s Fund to help our Inquirers and Candidates who are studying to become Teaching Elders.

12. The Moderator will sign the Commission Report Form and send it to the Stated Clerk.

NOTE: Currently, the moderator is a Teaching Elder and the vice moderator a Ruling Elder, the presbytery executive a Teaching Elder and the stated clerk a Ruling Elder.

#### Resources

- The Book of Order G - 2.07 Ordination G - 3.0109b The Commissions for the Installation/ordination of Ministers W - 4.4000 Ordination, Installation, and Commissioning
- Appendix 5-1 of “Churches and Pastors in Transition,” on the Committee on Ministry page of the presbytery website: [www.baltimorepresbytery.org](http://www.baltimorepresbytery.org)

- Theology and Worship Ministry Unit of the Presbyterian Church, Book of Common Worship, (Louisville: Westminster John Knox, 1993). Form: January 21, 2010, updated November 7, 2012, October 2014
- Presbyterian Church (USA), Book Of Occasional Services: A Liturgical Resource Supplementing The Book Of Common Worship (Louisville: Westminster John Knox Press 1999).

# Commission Report Form

Report to the Stated Clerk

**MOVE that the Commission approve the ordination/installation service of \_\_\_\_\_  
and that the Commission be disbanded following the benediction at the end of the service. PASSED.**

**Teaching Elder-members:**

**Ruling Elder-members/Church**

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

**Non-New Castle Presbytery participants:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Signature)

(Date)

Commission Chair