

**New Castle Presbytery**  
Guidelines for Ordination/Installation of  
Ministers of Word and Sacrament  
Effective June 1, 2020



In consultation with the Moderator and Connectional Presbyter, the Committee on Ministers and Congregations (COMC) and the Session, the Minister to be installed or the Candidate to be Ordained sets the date and time for the ordination/installation service. The date must be reported to the COMC Chair before the service.

The Book of Order states in W-4.0402: Setting for the Service

Ordination, installation, and commissioning may take place during the Service for the Lord's Day as a response to the proclamation of the Word. Ordination, installation, and commissioning may also take place in a special service that focuses on Jesus Christ, the gifts of the Holy Spirit, and the mission and ministry of the Church, and which includes the proclamation of the Word and may also include the celebration of the Lord's Supper. The ordination and/or installation of a minister of the Word and Sacrament shall take place at a time that enables substantial participation of the presbytery.

New Castle Presbytery has historically requested that the service be held on Sundays at 3 PM. However, for the remainder of 2020, alternate times will be considered. In times of public health emergency or other crisis, the COMC is especially open to alternate ideas. The COMC Chair and Connectional Presbyter will work with the candidate to insure substantial participation of the presbytery.

The Candidate/Minister invites between four to eight persons to serve on the Administrative Commission for Installation/Ordination. One must be the Moderator or Vice Moderator who will chair the commission. The Connectional Presbyter, Missional Presbyter or COMC liaison can advise on ministers and 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 Minister Members of this presbytery or Ruling Elder members of New Castle Presbytery churches.
- May have no more than one Ruling Elder and one Minister from one church.
- May have additional people, from other presbyteries, denominations or faith communities who can serve as corresponding members.

The Candidate/Minister emails or sends the names of those to serve on the Administrative Commission to the Connectional Presbyter.

The hosting congregation is responsible for sending invitations to other churches in the presbytery. To obtain mailing labels for all of the churches, call or email the Presbytery office. The Presbytery office is able to assist in sending email invitations and posting on the Presbytery Facebook page.

The Candidate/Minister, in consultation with the Moderator of Presbytery and the Connectional Presbyter, creates the liturgy for the 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. The service of Installation of a Pastor and/or Ordination to the Ministry of Word and Sacrament is outlined in the Book of Common Worship, 2018 Edition. Digital versions in Word format are available from the Presbytery office.

In planning the worship service, the minister should designate individuals to preach a sermon, deliver a Charge to the Congregation, deliver a Charge to the Minister, and lead other portions of the service. Any member of the commission, corresponding members, or guests may be invited to participate in the service.

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

- a. The Presbytery Staff or Moderator (or designee) offers the welcome because ordination/installation is an action of the presbytery, not the local church.
- b. The Moderator 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.

The Charge to the Minister and Charge to the Congregation should be relatively brief. *NOTE:* If this is an ordination but not an installation, there are no questions of the congregation and no charge to the congregation.

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 COMC chair.

An offering will be taken to benefit the Committee on Preparation for Missional Ministry Candidate's Fund to help our Inquirers and Candidates who are studying to become Ministers of Word and Sacrament.

The Moderator will sign the Commission Report Form and send it to the Connectional Presbyter/Stated Clerk.

June 1, 2020

**REPORT OF THE ADMINISTRATIVE COMMISSION**  
**TO ORDAIN AND/OR INSTALL**

Please complete this form and submit it with a copy of the order of worship to:  
New Castle Presbytery – Stated Clerk ([ckohlmann@ncpresbytery.org](mailto:ckohlmann@ncpresbytery.org))  
1102 West Church Road, Newark, DE 19711

On behalf of New Castle Presbytery, this Administrative Commission is established for the  
purpose of ordaining/installing *(name)* \_\_\_\_\_  
on *(date)* \_\_\_\_\_.

**Members of the Administrative Commission Present:**

Ruling Elder \_\_\_\_\_ Church \_\_\_\_\_

Ruling Elder \_\_\_\_\_ Church \_\_\_\_\_

Ruling Elder \_\_\_\_\_ Church \_\_\_\_\_

Ruling Elder \_\_\_\_\_ Church \_\_\_\_\_

Minister \_\_\_\_\_ Church \_\_\_\_\_

Minister \_\_\_\_\_ Church \_\_\_\_\_

Minister \_\_\_\_\_ Church \_\_\_\_\_

Minister \_\_\_\_\_ Church \_\_\_\_\_

Corresponding Member \_\_\_\_\_ Church \_\_\_\_\_

Corresponding Member \_\_\_\_\_ Church \_\_\_\_\_

A quorum being present, the Commission was convened by *(name)* \_\_\_\_\_.

All things being prepared in advance, decently and in order, the Commission voted to proceed with the ordination/installation of *(name)* \_\_\_\_\_, as directed by Presbytery, and to dissolve the Commission at the conclusion of the service.

Respectfully submitted: \_\_\_\_\_  
*Moderator/Secretary of the Commission* *Date*

June 1, 2020