



## *The Presbytery of Prospect Hill*

1864 Hwy. 86

Milford IA 51351

319-233-1747

### GUIDELINES FOR ORDINATION/INSTALLATION SERVICE

The following information is to guide sessions, congregations, and Administrative Commissions in preparing for services of Ordination, Ordination and Installation, or Installation of Ministers of Word and Sacrament.

1. The Ordination. Ordination and/or Installation of Minister of the Word and Sacrament is the responsibility of the Presbytery. The Presbytery, though its Committee on Ministry (COM) should receive plans for the pastors's Ordination, Ordination and Installation, or Installation. The church or other calling organization needs to check with the Presbytery Office and the Moderator of the Presbytery for a clear date. The COM liaison will work with the new pastor to suggest names for the Administrative Commission and to develop the Ordination/Installation Service.

The Book of Order states that "A commission of presbytery, synod, or General Assembly shall be composed of ruling elders and ministers of the Word and Sacrament in numbers as nearly equal as possible and sufficient to accomplish their work." (G-3.0109b(6)). The Presbytery of Prospect Hill requires a minimum of five members for an Administrative Commission, three of whom must be Minister members of the Presbytery of Prospect Hill and two of whom must be Ruling Elders representing two different congregations. (The Commission can have more than five members as long as there is a roughly equal number of Ministers and Ruling Elders.)

In addition, the Commission shall have nearly equal numbers of women and men.

2. In representing the plans for Ordination, Ordination and Installation, or Installation, COM will establish an Administrative Commission to Ordain and/or install the new pastor, being guided by the suggested names presented by those planning the service. It is recommended that the Moderator of the Presbytery be a member of the Commission. The Commission will have the power to:
  1. Ordain and/or Install the pastor on a specific date;
  2. Seat corresponding members;
  3. Authorize the administration of the Lord's Supper, if so desired by the pastor.
3. The Moderator of the Administrative Commission shall be appointed by the COM. Ordinarily the Moderator or Vice Moderator of the Presbytery will serve as Moderator of the Commission. The Moderator of the Commission, on completion of the work of the Commission, shall immediately

report the Commission's work in writing to the Stated Clerk for inclusion in the Minutes of the next Presbytery meeting.

4. The Commission will dissolve when the service of Ordination, Ordination and Installation, or Installation is concluded.
5. On the appointed day, the Administrative Commission shall be convened by the Moderator at least 30 minutes prior to the service. The Commission should be convened with prayer, seat any corresponding members who have been invited to share in the service and agree that the concluding benediction of the service shall also conclude the work of the Administrative Commission.
6. In order that the service of Ordination, Ordination and Installation, or Installation be conducted in keeping with our Reformed heritage and the Directory for Worship, the appropriate Order of Service found in the Book of Occasional Services supplement to the Book of Common Worship is strongly suggested. ("Ordination to the Ministry of Word and Sacrament," p.45 or "Installation of a Pastor," p. 83.) The services may be adapted in accordance with local custom.

It is further recommended that the proper Constitutional questions (found at W-4.0404) from the latest edition of the Book of Order be printed in the bulletin.

The names of the Administrative Commission shall be printed in the bulletin as well as the names of all persons taking part in the service. The pastor being Ordained, Ordained and Installed, or Installed, shall plan and organize the worship service in coordination with a representative of the COM. The order of worship shall be approved by the Moderator of the Administrative Commission prior to the printing of the bulletins. If the Sacrament of the Lord's Supper is administered, the newly ordained/installed pastor shall be the celebrant and the members of the Commission shall be the servers.

7. An offering will be received for the Presbytery Scholarship Fund designated for persons under the care of the Presbytery.
8. Presbytery will pay mileage at the current IRS rate for volunteers for five Commission members within the bounds of the Presbytery of Prospect Hill. Any honoraria above the travel expense will be the responsibility of the local congregation.
9. It is appropriate for the host congregation(s) to arrange for invitations to be sent to all the churches and non-parish clergy in the Presbytery. This is normally done by contacting the Presbytery office and asking that the invitation be circulated by email and in the Presbytery Connection (E-News).

Administrative Commission Report Form  
Presbytery of Prospect Hill

The Administrative Commission met at \_\_\_\_\_ am/pm on (date), at the  
\_\_\_\_\_ Church in \_\_\_\_\_ for the (circle one)

Ordination/Ordination and Installation/Installation of \_\_\_\_\_.

\_\_\_\_\_, Moderator of the Commission, called the meeting to order and led in prayer.

1. The following members of the Commission were present:

Ministers of Word and Sacrament

Ruling Elders

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The following were absent:

\_\_\_\_\_

3. The following were seated as corresponding members:

Name

Denominational Jurisdiction

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Other actions taken by the Commission prior to the service:

5. During the service, the Rev. \_\_\_\_\_ was duly (circle one)  
Ordained/Ordained and Installed/Installed as Pastor/Associate Pastor of

\_\_\_\_\_

6. The Sacrament of the Lord's Supper was/was not served.

7. The Commission was adjourned at the close of the service.

Signed \_\_\_\_\_  
Moderator of the Administrative Commission

Please enclose a bulletin from the service

# Ministerial Information

## Presbytery of Prospect Hill

Full  
Name: \_\_\_\_\_

Primary  
Address: \_\_\_\_\_

Secondary  
Address: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Social Security Number (optional): \_\_\_\_\_

Emergency  
Contact: \_\_\_\_\_