

# CHECKLIST FOR PLANNING AN ORDINATION/INSTALLATION SERVICE

## Forming the Administrative Commission

- The **candidate** will request permission from the **Moderator of the Presbytery** to form an Administrative Commission for the purpose of ordination/installation.
- The **Moderator**, in consultation with the Presbytery Exec, Commission on Transitional Ministries (CTM) moderator(s), and Stated Clerk, approves the formation of an AC.
- Working with the **Moderator** and host congregation, the **candidate** will determine the date and time for the worship service of ordination/installation. Since these activities are functions of the Presbytery and not of a local congregation, effort will be made to have the service in the afternoon or evening and not during a congregation's regularly scheduled Sunday worship time. CTM strongly recommends that a time is chosen when other Ministers from the Presbytery can attend.
- The **candidate** to be ordained or installed selects members of the Administrative Commission and contacts members of the proposed AC regarding their willingness and availability to attend. The AC will include the **Moderator of the Presbytery** (or their designee), who will also serve as moderator of the AC, and four to six other members equally balanced between elders and ministers (no two elders/ministers from the same congregation). The AC members must be approved by the **Stated Clerk** no later than 2 weeks prior to the service.

## The Service

- The **candidate** will write out a draft of the entire service of installation including designation of parts for members of the AC. (Check with them ahead of time on their willingness to participate as designated.) Each member of the AC should have the necessary wording for any items in the service, including statement of the ministry of the church and constitutional questions. Send the draft to the **Moderator and Stated Clerk** for review and approval 2-3 weeks prior to the service. The approved draft should also be sent to members of the AC for corrections before it is printed for use.
- The **candidate** verifies that any items needed to be said by the congregation are properly worded and placed in the bulletin for the service.
- The **host church and candidate** are responsible for printing the bulletin. It is strongly encouraged to list the names and home churches or presbyteries and denominations of all participants in the service, particularly the Administrative Commission. This is also a nice time to list and acknowledge the members of the PNC or APNC.
- The offering collected during these services is added to the Margret Towner Fund, established to provide financial support to women currently enrolled in theological education and are under care of a Presbytery for ordination as a Minister of Word and Sacrament. Promotional Information for this Fund is available from Presbytery. The **host church** should be prepared with ushers to receive the offering. The host church should count the offering, deposit it and issue a single check to the presbytery for the amount collected.

## Invitations

- Approximately 2 to 3 weeks prior to the event, the **Moderator** submits an invitation to the service to all members of the Presbytery. This invitation is sent to the presbytery staff person responsible for sending out e-mail/internet notices.
- The **host church and candidate** may invite other interested parties to attend the service, particularly neighboring pastors and congregations.

## Official Work of the AC

- The candidate, participants in the service, and all members of the Administrative Commission meet 30 minutes prior to the service. The **Moderator** of the Administrative Commission opens the meeting with prayer, states the purpose of the meeting, and requests that the candidate go over the service and answer any questions (e.g., where do people sit). The Moderator asks that someone move that the Administrative Commission be dissolved with the benediction at the end of the worship service. After there is a second to the motion and a vote, the Moderator closes the meeting with prayer.
- The **Moderator** of the Administrative Commission will complete the Report of the Administrative Commission (this serves as the minutes of the AC) and submit it, along with two copies of the bulletin for the worship service, to the Presbytery office as soon as possible.
- If this is a service of ordination, the **Moderator** will ensure the candidate signs a subscription to the ordination vows, per the Book of Order. This form is sent to the Presbytery office as soon as possible.

## Final Details

- The **host congregation** should plan for a reception after the service, including an invitation in the bulletin.
- Following the service, the **candidate** should write thank you notes to those who were on the Commission, those who participated in the service and those who helped with the preparation and reception.