

# **INSTALLATION/ORDINATION/INSTALLATION/COMMISSIONING GUIDELINES**

## **(PASTORS, CO-PASTORS, AND ASSOCIATE PASTORS)**

Palo Duro Presbytery  
Lubbock, Texas

### **POLICY**

**Ordination, and installation, and commissioning** are acts of Presbytery, conducted in such a manner as to magnify the office. The Constitutional Questions shall be those in The Form of Government. The order of service will be set according to the form designated by the Committee on Ministry, including the questions to minister and congregation(s). Plans for an installation service **or commissioning service shall may** be presented to the Committee on Ministry as soon as possible after the clergy person **or elder** arrives on the field. Plans for ordination go to the Committee on Preparation for Ministry.

COM approves the Commission and will establish Moderator of the Commission weeks ahead of time. Typically, the Moderator of the Commission is the Moderator of the Presbytery. There are circumstances, even at the last minute, where the named moderator of the meeting cannot make the service. The gathered commission would elect a moderator among themselves at that time. The moderator of the Commission or installation service is responsible to gather the Commission in a breakout room of the host church to facilitate the completion and signatures of the commission paperwork, to introduce one to the other on the commission, to pray for everyone in the room, to discuss the procession.

### **TIME AND PLACE**

The pastor in consultation with the Presbytery shall determine time, date, and place of the service, which shall ordinarily be in the evening or afternoon so that all members of Presbytery may participate or attend.

### **RESPONSIBILITY FOR ARRANGEMENTS**

Arrangements for the service are the responsibility of the pastor-elect or the person to be ordained in consultation with the Committee on Ministry (for installation), or the Committee on Preparation for Ministry (for ordination). Arrangements shall be complete for presentation at the meeting of the appropriate committee prior to the Presbytery meeting which elects the commission.

### **LENGTH OF THE SERVICE**

Services of ordination and installation should be limited to one hour. At installations, there should be a sermon limited to 10 minutes and the charges to the pastor and congregation, each limited to 5 minutes. At ordinations there should be a sermon, limited to 10 minutes and the charge to the ordinand should be limited as above.

### **VISITING CLERGY/ELDER**

Since ordination and installation are acts of Presbytery, clergy from outside Palo Duro Presbytery may participate only on invitation of the Presbytery. Requests for such invitations shall be made through the Committee on Ministry or Committee on Preparation for Ministry (if an ordination only). Ordinarily no more than one visiting clergy may be invited to take part in the service (for

example to give the charge to the pastor). Any inquiry to determine the advisability of the person requested must make clear that the inquiry is not an appointment or invitation; and that the Presbytery will exercise its judgment in appointing participants. Ecumenical members of other commissions may be named as guests on the commission.

### **MEMBERSHIP OF THE COMMISSION**

A commission to ordain or install shall consist of at least 7 people (4 ministers and 3 elders, or 4 elders and 3 ministers, all members of Palo Duro Presbytery, and must include both male and female members. Elders must be from different congregations. The Moderator of Presbytery or official appointee shall preside at an installation, propound the questions to pastor, and make the required declaration of the act. The pastor-elect shall recruit persons for the various parts of the service, as listed on the "Request Sheet," remembering that for ordination, a member of Presbytery shall preside in the laying on of hands, and a member of Presbytery shall give the charge to the congregation. The Committee on Ministry can be consulted for suggested people to serve on the commission.

### **WORSHIP SERVICE DESIGNATED GIVING**

The Worship Service of Installation or Commission working with the COM verify the purpose of the collection plate shared at the Worship Service. Typically, the collection goes to the Presbytery for the needs of CPM and Candidates under care toward called service. It should be documented in the order of worship.

### **LOCAL CONGREGATION RESPONSIBILITIES**

All expenses of participants in services of installation and/or ordination (excluding members of the commission) are the responsibility of the church(s) or the ordained, including a reception following the service, if desired. The local congregation is responsible for the preparation and duplication of the worship bulletin, for arranging all music in the service and for issuing invitations to all churches in the presbytery as well as other invited guests. Address labels will be supplied by the Presbytery office, if requested.

### **COMMUNION**

While celebration of this sacrament in worship is always appropriate and provision for it is made in the service included in the Book of Occasional Services, it is not the normal practice to include communion in ordination/installations services in Palo Duro Presbytery. If it is included, communion is to be offered to the whole gathered congregation.

### **INCLUSIVE LANGUAGE**

The use of inclusive language is expected in all aspects of the service, including prayers, hymns, sermons, charges, etc.

### **OTHER**

The commission is expected to arrive at the church 30 minutes before the start of the service to conduct its business and to prepare for the service.

As a courtesy to the participants, it is helpful to mail or fax a copy of the service to all participants a few days prior to the day of the service.