

## INSTALLATION/ORDINATION SERVICE

In planning your service of Ordination/Installation our Committee on Ministry in the San José Presbytery suggests the following guidelines to help the process go smoothly and make the service more meaningful:

### TIME/PLACE OF SERVICE:

Installation and Ordination Services should be held as soon after the call comes to a candidate as can be arranged. Both are acts of the presbytery and first must be approved by the calling presbytery. No minister or candidate shall receive a call except through the hands of his/her presbytery. In San José Presbytery at least one week should elapse between examination by the ordaining/calling presbytery and ordination/installation services.

The services can be held simultaneously, or the ordination service may be held separate from the installation. "The presbytery responsible for the candidate's preparation for ministry shall examine and, contingent upon the candidate's successful completion of that examination and all requirements in G-14.0402, that presbytery shall ordinarily ordain the candidate." (G-14.0314) "The ordination of candidates to the ministry of the Word shall ordinarily take place in the presence of the congregation in which the candidate is a member and in the place for the regular worship of that congregation." (G-14.0404)

"When the presbytery responsible for the candidate's preparation for ministry ordains the candidate in accord with G-14.0314, a service of installation (G14.0510) shall be held by the presbytery within whose bounds the candidate has been called to minister."

**Please, first of all, contact the Moderator of our presbytery to see if she/he is available on the date you would like to have the service.** This is especially necessary if the Moderator is a pastor and needs to get a replacement in the pulpit when the service is to be during a Sunday morning worship.

After the Moderator has been contacted, **clear the date with the church** where the service is to be held. You should also ask for the use of a room where the presbytery commission can convene and put on their robes.

### CHOOSING THE COMMISSION:

Once the church and the Moderator have been secured you may choose those who will take part in the service. The commission shall be made up of **at least seven persons** with not more than one of its elder members from any one of its constituent churches. The commission shall include three ministers and four elders, or four ministers and three elders. G-9.0504b.(3). The commission shall include at least one woman elder and one woman pastor. The Presbytery Moderator (or person appointed by the Moderator to preside over the commission) shall be included among the seven.

Pastors to be installed, or ordained and installed, should send the date, time, place, list of participants and terms of the call to the Chair of the Committee on Ministry as soon as these are confirmed, so the plans can be approved and the commission elected at the next meeting of presbytery. Pastors to be ordained should send the information to the Chair of the Committee on Preparation for Ministry.

## PREPARATIONS FOR THE SERVICE

**Since the service is conducted by the Presbytery of San José, the Presbytery will prepare the bulletin for the service using a format approved by the Committee on Ministry.** A sample format is included with these guidelines. You should get the information needed to “fill in the blanks” and let members of the commission know what part they will take in the service (giving the scripture passage to be read, etc.). The Executive Presbyter will assist you in planning for the service, if you wish. Once you have secured the participants and designated what parts they are to take, a rough draft of the bulletin should be sent to the Presbytery Administrative Office. **Please have the information in the office no later than the Monday preceding the ordination/installation service.** The office will prepare a master copy of the bulletin, and arrange for printing (you will need to indicate how many copies are needed). The cost of printing is paid by the presbytery.

Let participants know the room where they will convene, put on robes and get instructions for seating. Have bulletins and hymnbooks available. Send names of all participants to the church where the service is to be held and suggest that someone be prepared to greet the participants and show them to the designated room.

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