



PRESBYTERY *of* PHILADELPHIA
Serving Bucks, Delaware, Montgomery & Philadelphia Counties

Guidelines for Services of Ordination and Installation for Teaching Elders

Commission on Ministry

Presbytery of Philadelphia

Policies & Guidelines for Ordination & Installation Services

Welcome to the Presbytery of Philadelphia! If you have any questions please do not hesitate to contact either the Executive Presbyter, Rev. Ruth Faith Santana-Grace or the Stated Clerk, Rev. Kevin L. Porter at 215.242.1400.

Ordinations and Installations are services of the Presbytery of Philadelphia in collaboration with a local congregation celebrating a new season in the life of that particular church family. The service should be held as soon as is feasible following the effective date of the call.

Prior to planning the service, please clear the availability for date and time with the Presbytery Moderator. Contact information for the moderator can be found at the Presbytery Office. The Moderator or his or her designee will officiate the service.

The Administrative Commission

The Administrative Commission is approved by the Presbytery through its Commission on Ministry (COM), a meeting prior to the actual service. *Please check with COM for deadlines.* The candidate or pastor is invited to identify individuals who represent the presbytery as identified below:

1. *Convener:* The Administrative Commission is convened by the Presbytery Moderator or by her or his designee.
2. *Members of the Commission:* Shall be composed of no fewer than five commissioners one of which shall be the Moderator or his/her designee, each from a different congregation of the Presbytery of Philadelphia. There shall be a minimum of three (3) ruling elders, men and women, and at least one member representing the diversity of Christ's church.
 - a. When the Moderator or designee is a teaching elder, the commission shall consist of at least one (1) additional teaching elder and three (3) ruling elders
 - b. When the Moderator or designee is a ruling elder, the commission shall consist of at least two (2) teaching elders and two (2) additional ruling elders

Please feel free to contact your Regional Moderator of the COM for suggestions of persons who may be willing to participate. The Presbytery Office can also provide presbytery and regional commission contact information. Members of the Commission, while present at the service, are not required to participate as worship leaders.

You may invite members and ministers of churches in full communion with the Presbyterian Church (U.S.A.) (Evangelical Lutheran Church in America, Reformed Church in America, United Church of Christ) to participate, as well as Teaching Elders of other presbyteries. If the sermon is being offered by a minister of another presbytery or denomination, that person must be approved by the appropriate regional body of COM.

Planning the Service

This is your celebration. We encourage you to make it your own. Attached is a sample order of worship that can be used as a reference. Normally, the service should be held at a time other than the regular Sunday morning worship service. It should run approximately one and one-quarter hours, which means that the sermon should be no longer than 15 minutes, the charge to the person being ordained or installed (and to the congregation, if applicable), should be limited to five minutes, and the special musical selections should be limited to no more than two. Suggestions for a well-planned service are included below:

Planning Suggestions and Requirements

1. **One week before the service:** confirm date and time with participants. The Moderator and the Executive Presbyter should receive a copy of the bulletin at least a week before the service. Once the order has been cleared, all participants should receive a copy. Assure that each participant understands her or his role and inform them what time and where to meet prior to service. Discuss any preferences as to ecclesiastical wear for Teaching Elders.
2. **On the day of the service:** provide a room where the Moderator can convene, constitute the Administrative Commission, and review service details, at least 30 minutes prior to the service. Have an usher on hand to greet participants and show them to the room. Red stoles are encouraged for installations and ordinations.
3. Provide adequate seating in or near the chancel for the entire Administrative Commission, so that all may stand with the Moderator during the actual service of ordination or installation, thereby signifying the Presbytery's role in the service.
4. Consider printing in the worship bulletin the constitutional questions to the congregation and the presbytery. (*see sample service bulletin*)
5. Encourage participants to maintain time limits on their part of the service.
6. The charge to the newly ordained/installed and the congregation should be done by a colleague from outside the local church, as they will be able to speak to the possibilities that someone from the inside cannot.
7. Provide child care to encourage parents of young children to attend.
8. The congregation is encouraged to plan a celebratory reception at the conclusion of the service.
9. The PNC/Session is encouraged to present a small gift (i.e. stole) to the candidate.

The Offering

The offering received at each ordination/installation service is for scholarships given to Inquirers and Candidates attending seminary who are under the care of the Commission on Preparation for Ministry and Membership. The church has the responsibility to count the offering, and send a check for the full amount to the Presbytery with the name of the new member and date of service in the memo line. Make checks payable to the Presbytery of Philadelphia.

Please mail to:
Presbytery of Philadelphia
Attn: Accounting Office
915 East Gowen Avenue
Philadelphia, PA 19150

**INSTALLATION OR ORDINATION
ADMINISTRATIVE COMMISSION REQUEST FORM**
Book of Order G-2.07 & G-2.0805

NAME _____
[Please Print Name as It Should Appear on the Presbytery's Records]

CHURCH (where the service is to be held): _____

CALLED OR VALIDATED POSITION: _____

DATE AND TIME OF SERVICE: _____

MEMBERS OF THE COMMISSION

Shall be composed of no fewer than five commissioners one of which shall be the Moderator or his/her designee, each from a different congregation of the Presbytery of Philadelphia. There shall be a minimum of three (3) ruling elders, men and women, and at least one member representing the diversity of Christ's church.

WHEN MODERATOR OR DESIGNEE IS A TEACHING ELDER

The commission shall consist of at least one (1) additional teaching elder and three (3) ruling elders

MODERATOR OR DESIGNEE	_____	CHURCH _____
		CONGREGATION, MINISTRY OR MEMBERSHIP STATUS
TEACHING ELDER	1. _____	_____
RULING ELDER	NAME _____	CHURCH _____
	NAME _____	CHURCH _____
	NAME _____	CHURCH _____

WHEN MODERATOR OR DESIGNEE IS A RULING ELDER

The commission shall consist of at least two (2) teaching elders and two (2) additional ruling elders.

MODERATOR OR DESIGNEE	_____	CHURCH _____
		CONGREGATION, MINISTRY OR MEMBERSHIP STATUS
TEACHING ELDER	1. _____	_____
	2. _____	_____
RULING ELDER	NAME _____	CHURCH _____
	NAME _____	CHURCH _____

ADDITIONAL PERSONS TO SERVE ON ADMINISTRATIVE COMMISSION

PLEASE INDICATE RULING OR TEACHING ELDER	NAME _____	CONGREGATION, MINISTRY OR MEMBERSHIP STATUS _____
	NAME _____	CONGREGATION, MINISTRY OR MEMBERSHIP STATUS _____

Plans must be sent to the presbytery office Attn: Commission on Ministry

Please be mindful of deadlines for approval

915 E. Gowen Avenue | Philadelphia, PA 19150 | p. 215.242.1400 | f. 215.242-1444 | office@presbyphl.org

Sample of Order of Worship for Ordination or Installation

Prelude
Welcome
Call to Worship
Opening Hymn

Prayer of Confession
Assurance of Pardon
Gloria Patri or sung response
Scripture Reading
Sermon

Anthem or Solo

Affirmation of Faith

Announcement of the Offering and Its Purpose
Offertory
The Doxology
Prayer of Dedication

Service of Ordination/Installation

- Words of Introduction – Moderator or Designee
- Constitutional Questions to person being ordained/installed – Moderator of Presbytery
 - These may be printed in the bulletin
- Constitutional Questions to Congregation – Member of PNC or Clerk of Session
 - These may be printed in the bulletin
- Prayer of Installation/ Ordination – May be offered by moderator or another participant
- Declaration of Installation/Ordination – Moderator of Designee
- Charge to newly Installed/Ordained (5 minutes)
- Charge to congregation (5 minutes)

Closing Hymn

Benediction by newly Ordained or Installed Pastor

Postlude

**Sample Wording for Invitation to Service
of Ordination or Installation**

The Presbytery of Philadelphia
and the Session and Congregation of
[Sponsoring Presbyterian Church]
joyfully request the honor of your presence at the
Service of Ordination/Installation of
[name of person being ordained or installed]
as
[Pastoral Position]
at [called organization, ministry, church, etc.]

On the day, month, year of our lord xxxx
at xxxxx o'clock in the morning/afternoon

A reception will follow at xxxxxxxxxxxxxxxxxxxx