

## **4.800 COMMITTEES OF PRESBYTERY: COMMITTEE ON MINISTRY, INSTALLATION/ORDINATION**

### **4.801 Service of Installation**

- A. On the day designated for the ordination and/or installation, the Presbytery or Commission appointed for this purpose shall convene and shall call the congregation gathered to worship. (G-14.0405 and G-14.0510)
- B. "This service shall focus upon Christ and the joy and responsibility of the mission and ministry of the church, and shall include a sermon appropriate to the occasion." (G-14.0405)
- C. "The installation of a minister of more than one church may take place in a joint service, provided each church is present and answers for itself the constitutional questions set forth in G-14.0510." (G-14.0512)
- D. The members of the administrative commission shall be recommended by the minister to be ordained and/or installed in consultation with the church and the area representative of the Committee on Ministry. These names should be given to the Committee on Ministry as soon as possible after the candidate has been elected by the congregation and preferably at the time of candidating so that presbytery will have sufficient time to appoint the administrative commission.
- E. On the appointed day, the administrative commission shall be convened by the chairperson at least thirty (30) minutes prior to the service of installation. 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 of installation shall also conclude the work of the installing administrative commission. It shall be the responsibility of the chair of the commission to review with the administrative commission the Book of Order sections G-14.0405 and G-14.0510.
- F. In order that the service of installation be conducted with dignity and in keeping with our Reformed heritage and the Directory of Worship, the order of service listed in this policy is recommended.
  - 1. It is further recommended that the proper constitutional questions be printed in the order of worship or as a bulletin insert. These questions shall be copies of the current edition of the Book of Order G-14.0405.
  - 2. Free bulletin covers with the logo of the Presbyterian Church (U.S.A.) shall be provided by the Presbytery for each service of installation. It shall be the responsibility of the local congregation to print the bulletin.
  - 3. 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 of worship.

4. The actual order of service and the roles of worship leaders shall be recommended by the person to be ordained and/or installed and be approved by the chairperson of the administrative commission prior to the printing of the bulletins.
  5. If the sacrament of the Lord's Supper is administered, the newly installed minister shall be the celebrant and the members of the commission shall be the servers.
- G. An offering shall be taken at all such services and be given to the seminary scholarship fund of the Presbytery.
- H. The chairperson of the administrative commission shall compile the minutes of the commission and submit them to the Stated Clerk of the Presbytery within a week of completing its work.
- I. The recommended service of installation includes:
- Prelude
  - Responsive Call to Worship
  - Hymn of Adoration
  - Prayer of Confession
  - Assurance of Pardon
  - Gloria Patri
  - Anthem or Special Music
  - Old Testament Lesson
  - Hymn
  - New Testament Lesson
  - Sermon
  - Dedication of Life and Substance
  - Doxology
  - Affirmation of Faith or Apostle's Creed
  - Propounding of the Constitutional Questions
  - Charge to the Minister
  - Charge to the People
  - Service of Communion (if celebrated)
  - Hymn of Praise
  - Benediction