

## **II – Committee on Ministry (COM): On Calling a Pastor** **Presbytery of Susquehanna Valley**

### **Installed Pastors:**

#### **Ordination / Installation of Ministers of Word and Sacrament**

##### **I. Policy**

1. The Ordination/Installation of ministers of Word and Sacrament is a Presbytery function, celebrated in a worship service hosted by the calling congregation.
2. The new position does not become official until the installation service is conducted, usually within 3 months after beginning a new pastoral position.
3. The current Presbytery Moderator (or designee) presides.
4. The Administrative Commission (AC) for ordination/installation will be appointed by Presbytery, or by the COM on behalf of the Presbytery, and shall be diverse and representative of the presbytery. Membership on the Administrative Commission consists of five (5) to nine (9) elders and ministers having authority to act for the Presbytery. The ratio of elders and ministers shall be as balanced as possible. No more than one elder may represent a single church.
5. The pastor-elect may suggest members of Susquehanna Valley Presbytery for the Administrative Commission. The pastor-elect may also request a member of another presbytery to sit in correspondence on the Commission (i.e. a pastor of a home church for a newly ordained minister).

##### **II. Procedures**

###### **At the beginning of a new ministry together**

COM encourages the pastor, Session and church leaders to meet and discuss start-up issues, expectations, first-year goals, and annual review procedures.

COM will provide orientation to the Presbytery of Susquehanna Valley for the new pastor.

###### **Set a Date for the Ordination/Installation Service**

Once a call has been issued, a date for a Service of Ordination/ Installation is set, normally within 3 months after beginning pastoral service, in consultation with:

- The Presbytery and church(es) hosting to allow the most representation;
- The pastor-elect;
- The Presbytery Moderator (or designee) to determine availability to preside.

The pastor-elect sends an announcement of the Ordination/Installation to the PSV Office Administrator, who will send an invitation to the Presbytery. COM Reps contact their assigned churches to encourage attendance.

###### **Plan the Ordination/Installation Worship Service**

The new *Book of Common Worship (2018)* is the primary resource for planning the service. When planning the worship service, the members of the Administrative Commission (AC)

for Ordination/Installation normally have a role in worship leadership.

In addition the pastor-elect may invite other ministers and Presbyterian ruling elders, as well as ecumenical partners, to participate in the worship service. Expenses for such are borne by the local church, not the Presbytery.

Participants in the Ordination/Installation Service should be alerted as to what part of the service they are asked to lead. A worship bulletin should be provided.

Clerical garb: A decision should be made whether ministers are to be invited to wear robes and/or stoles for the worship service. Red is the color traditionally used for ordination.

### **The Ordination/Installation Worship Service**

The Administrative Commission (AC) for Ordination/Installation convenes with prayer by the Moderator one-half hour before the service. The pastor-elect will review the order of service and logistics, including how the AC is coming into the sanctuary, where they will sit, and any instructions or guidelines for their part of the service.

The service of worship should begin with the Moderator (or designee) making a clear statement as to the reason for the service and welcomes those who are present.

Example: "The Administrative Commission of the Presbytery of Susquehanna Valley welcomes you to the worship of God for the purpose of ordaining/installing the Rev. \_\_\_\_\_ as Pastor (Associate Pastor) of the \_\_\_\_\_ Presbyterian Church."

The Service of Ordination/Installation presided by the Presbytery Moderator (or designee) follows the sermon and ordinarily includes the following elements:

- A statement about the nature of the ministry to which the pastor is being ordained/installed
- Constitutional questions of the pastor-elect, normally at the baptismal font
- Constitutional questions of the congregation are asked by a ruling elder
- For an ordination: The pastor-elect kneels, if able, for the laying on of hands and prayer of ordination. All ordained clergy and ruling elders of the Presbyterian Church (USA) who are present may participate.
- For an installation: The pastor-elect stands, if able, along with the congregation for the prayer of installation.
- Declaration of ordination/installation by the Moderator (or designee)
- A welcome of the newly ordained/installed pastor is offered by members of Presbytery.
- Charges to faithfulness in ministry and mutuality in relationship may be given to the pastor and congregation
- An offering may be taken for inquirers and candidates under care of Presbytery.

- (optional) It is appropriate for the newly ordained/installed pastor to preside at the Lord's Supper in the same service
- The blessing at the conclusion of the service may be given by new pastor.

The Ordination/Installation Form is to be signed by the AC. Corresponding members and Ruling Elders from other presbyteries may also sign, but are not official members of the commission.

The AC for Ordination/Installation is adjourned by the closing benediction and dismissed after the Stated Clerk has received a signed copy of the Ordination/Installation Commission.

*Book of Order W-4.04*

*Book of Common Worship (pages 457 to 489)*