

ORDINATION AND INSTALLATION COMMISSION GUIDELINES

Presbytery of The James PC(USA)
Revised June 14, 2018

BACKGROUND: The Ordination and/or Installation Commission is a crucial part of the process towards the candidate's installation to the position to which he/she has been called. Please remember that through this Commission, the Presbytery directs the process, in consultation with the candidate and the calling entity. It is the duty of the Presbytery (G-3.0301c and W-4.4006) to ordain and/or install ministers in their call. However, it is impractical for the presbytery to meet each time a person is ordained and/or installed. The Commission, therefore, acts on behalf of the presbytery in ordaining and/or installing the candidate.

The Presbytery of the James is a diverse presbytery. It has members of many origins, nationalities, ethnicities and languages. It is important to have the presbytery represented in its richness and variety within the Commission.

REQUIREMENTS for the Ordination and/or Installation Commission: The Committee on Ministry (COM) liaison, who worked with the Search Committee that called her/him will be able to assist the candidate in developing the commission. The candidate should feel free to call upon the COM liaison, Vice Moderator of COM and/or the Stated Clerk of the Presbytery for assistance.

The "Request to Ordain and/or Install" form (attached) will need to be completed and submitted for approval to the Committee On Ministry's Examination Subcommittee prior to the first Thursday of the month. COM has authority to approve all Commissions to Ordain and/or Install. Please ensure that a copy of your request is at the presbytery office in time for consideration.

“Membership of the Commission: Six persons (three Teaching Elders and three Ruling Elders) will compose the Commission. These persons are to be members of The Presbytery of The James and will include the Moderator of the presbytery (or designated former Moderator) who will preside and ask the Constitutional Questions. The Ruling Elders are to represent three different congregations and the ministers are to be representatives from three congregations and/or ministries. The Commission should exemplify the geographical diversity of the presbytery. It also should be gender equal and ethnically diverse. Ordinarily no more than three persons should serve as Guests of the Commission.”

The Stated Clerk will need addresses of persons who are not members of the presbytery in order to invite them to serve with the Commission after COM approval. Immediate former Teaching Elders of the church or validated ministry to which a candidate is being installed are NOT TO BE asked to participate. This includes temporary Teaching Elders.

Time, location and day for the service: The presbytery shall appoint a time and place for the service. Prior to submitting the "Request to Ordain and/or Install," the presbytery shall obtain permission from the church session to hold the service. The service may be held at a regular worship hour of the congregation or at another appointed time.

Order of Service: There is not a mandated order of service for ordinations and/or installations. However, the following parts of worship shall be included.

†	A person to preside and ask the constitutional questions of the candidate
†	A sermon to be preached
+	Constitutional Questions to the Teaching Elder and Congregation
†	A charge to the minister
†	A charge to the congregation

(On the last page of this document, several examples of the Ordination/Installation portion may be found. Consult W-4.4001, 4.4003, 4.4005)

The worship service should be consonant with the Directory for Worship Service for the Lord's Day. The inclusion of the Sacrament of the Lord's Supper is appropriate in ordination and/or installation services. The candidate may indicate the vestments for the clergy in the "Request to Ordain and/or Install" form. (Red for the Holy Spirit or the Liturgical season color is appropriate.)

Offering: Since the ordination/installation service is a service of the Presbytery, an offering shall be taken and designated for the Pastoral Care Fund of the Presbytery (which assists ministers, educators and families in difficult financial times).

Receptions: Receptions are optional and should be arranged by the local congregation.

Minutes of the Commission: Following the Ordination and/or Installation Service, the "Minutes of the Commission" (attached) should be completed by the moderator and/or the clerk of the commission and filed with the Stated Clerk in the presbytery office. Upon receiving the minutes, the Stated Clerk will send a certificate of ordination and/or installation to the Teaching Elder.

Honoraria and Travel Expenses: Generally, there are no honoraria given to participants in services or ordination and/or installation. The presbytery will pay travel expense for those persons traveling within the geographical boundaries of the presbytery. Those traveling from outside the geographical boundaries of the presbytery should have travel expenses arranged by the person being ordained and/or installed.

Ecumenical Guests: The Presbyterian Church (USA) is in full communion with the Reformed Church of America, the United Church of Christ, and the Evangelical Lutheran Church. To witness to our ecumenical commitments, it is appropriate to invite persons from any of these denominations to serve as Guests of the Ordination or Installation Commission. They may be asked to take some part in worship leadership.

Request to ORDAIN and/or INSTALL Presbytery of the James

Request is made that the following persons be appointed as A COMMISSION OF THE PRESBYTERY OF THE JAMES TO ORDAIN AND/OR INSTALL (strike out inappropriate words).

_____ as _____
of _____ Church, on _____ at _____
DATE TIME, INDICATE: AM OR PM
at _____
PLACE

TEACHING ELDERS: (Minimum of three Teaching Elders)

1. _____
NAME CHURCH EMAIL ADDRESS PHONE
2. _____
NAME CHURCH EMAIL ADDRESS PHONE
3. _____
NAME CHURCH EMAIL ADDRESS PHONE

RULING ELDERS: (Minimum of three Ruling Elders from three DIFFERENT churches of Presbytery of The James)

1. _____
NAME CHURCH EMAIL ADDRESS PHONE
2. _____
NAME CHURCH EMAIL ADDRESS PHONE
3. _____
NAME CHURCH EMAIL ADDRESS PHONE

GUESTS: (Optional) to be invited by the Presbytery and participate with the Commission. Give name, presbytery and/or church, email address and specific assignment, if any.

1. _____
NAME CHURCH/PRESBYTERY EMAIL ADDRESS PHONE
2. _____
NAME CHURCH/PRESBYTERY EMAIL ADDRESS PHONE

ASSIGNMENTS:

As **MODERATOR**, to preside and put the constitutional questions: _____

To **PREACH** _____ to **CHARGE the Minister**: _____

To **CHARGE the Congregation**; _____

Other Assignments: (Optional, but specify): _____

VESTMENTS (Optional) _____

NOTE: This form should be completed by the minister to be ordained/installed in consultation with the Session(s) involved and sent to the Stated Clerk of Presbytery of The James before the first Thursday of each month. Persons designated should have been consulted about their availability to serve with this Commission.