

A GUIDE FOR YOUR SERVICE OF ORDINATION AND/OR INSTALLATION

A Procedure Paper of the Presbytery of Los Ranchos

A service of ordination and/or installation, within the Presbyterian Church (U.S.A.), is an act of worship with its focus on God. It is also an official action for the Presbytery. Therefore, the Committee on Preparation for Ministry and/or the Committee on Ministry of The Presbytery of Los Ranchos will work with you as you move towards your day of ordination and/or installation. A liaison from one of these committees will be assigned to work with you through the process as follows:

- Ordination - Committee on Preparation for Ministry (CPM)
- Installation - Committee on Ministry (COM)
- Ordination and Installation - to be determined by Stated Clerk

The liaison will communicate with the Clerk of Session as to the session's responsibility to tell the congregation of your upcoming ordination and/or installation, to communicate the importance of what will be taking place, to host the day, and to see that plans are carried out for any accompanying reception or meal.

DATE & TIME:

In scheduling your ordination and/or installation service, check with your church calendar and then the Presbytery calendar through the Stated Clerk, before finalizing the day and time. Since this service is a service of the Presbytery, requiring members of Presbytery to attend, it must be scheduled so as not to be in conflict with other services or events. You are encouraged to schedule your date early because of the Presbytery calendar fills quickly. The Presbytery prefers that ordination and/or installation worship services occur at other times than Sunday morning so members of Presbytery might be in attendance. When the date and time have been finalized, please confirm in writing with the Stated Clerk, your liaison, and Commission members (when they have been chosen). You may send invitations out for your service after a sample has been approved through your liaison.

COMMISSION MEMBERSHIP:

An Administrative Commission, elected by the Presbytery, is the worship leadership team for your ordination and/or installation service. This Commission consists of at least seven (7) people of this Presbytery. You make the assignments of participation. You may also invite other people to participate in the service from outside the Presbytery. (If outside participants are not from the PCUSA, approval will be needed for their involvement. Contact your liaison to begin the process.) Please remember that all seven (7) Commission members should take an active leadership role in your service of ordination and/or installation. Of the seven (7) people from Los Ranchos, six (6) may be of your choosing and shall have the following representation:

- Moderator or moderator's appointee, will pose the constitutional questions and normally the ordination and/or installation prayer, *Book of Order G-14.0405*
- 3 elders (each from a different church), *Book of Order G-9.0504.b & b.3*
- 3 ministers (each from Los Ranchos Presbytery), *Book of Order G-9.0504.b & b.3*

To acknowledge the diversity within Presbytery of Los Ranchos of these six (6) there shall ordinarily be at least one (1) man, one (1) woman, with diversity of ages and ethnicity. The members of the commission shall also represent the diversity of age and ethnicity consistent with the presbytery. If you do not know people in the Presbytery to ask to be part of your worship leadership team, please contact your liaison who will have a list and can assist you. When you have determined your Commission and have contacted each participant as to their availability to serve, please complete the attached form and submit the list to your liaison and to the Stated Clerk as soon as possible, but not later than the

1st Thursday of the Month if your liaison is from COM
2nd Wednesday of the Month if your liaison is from CPM.

PLANNING THE WORSHIP SERVICE:

The Presbytery has on file in the Resource Center bulletins used in previous ordination and/or installation worship services, as well as other resources that may be of help as you plan your service. Please consult the attached bibliography or contact the Resource Center at (714) 956-3691 ext. 133. You are encouraged to be creative and led by the Holy Spirit as you plan this very important service in the life of your ministry. The recommended length of service is between 60 and 90 minutes long. When you have completed your order of worship, please submit it to your liaison. It must be completed and submitted no later than 14 days prior to your service, for review by a representative of the Worship Committee of Los Ranchos Presbytery. As you plan your service, please keep these things in mind:

- The bulletin should be marked as to when the congregation is to sit and stand
- All members of the Administrative Commission should be involved in the leadership of the service
- Movement should be minimal for smooth transitions
- The desired length of the sermon should be communicated to the preacher, and the recommended length of special comments such as the charges should be stated clearly to those responsible for them. [Suggested lengths: sermon = 20 minutes; charge = 5 minutes.]

If there is special music that you would like to include, but are concerned about the length of the service, consider placing it just before the service begins or at the close of the service.

After you have approval for your service, contact your participants about their specific parts so that they will be prepared when they arrive. Verify their arrival time (30 - 45 minutes before the start of the service) and where to go when they arrive at the church. Explain that the time will be used to review the service and explain logistics. Also communicate with the participants as to what you would like them to wear (e.g. robes with stoles or hoods, color preference). Send them copies of the bulletin.

OFFERING:

Confirm the worship service details with your service musicians. Check with your usher team to make sure they are ready for the service. Enlist persons to secure the offering following the service. (The offering is to be counted by the church. A check is then made out to Los Ranchos Presbytery for the amount collected and can be forwarded to their office. The offering is designated towards

the Candidates Scholarship Fund and the office has bulletin inserts to explain.)

DAY OF THE SERVICE:

Prior to the arrival of the Commission, prepare a map or guide that will indicate how the Commission will enter (including the line-up), where each participant will sit, where they will stand for their portion of leadership, microphone usage (cordless or stationary and any special quirks about the system), and when/how the recessional will take place. Please make sure that you have a bulletin and hymnal ready for each participant as they gather in the appointed room prior to the service.

When your Commission has arrived, the moderator or appointee shall constitute the Commission and open with prayer. A motion shall be made at this time to adjourn the Commission at the close of the worship service. Please remember to:

- 1) introduce the commission members to one another if they have yet to meet
- 2) distribute seating plans or guide and explain logistics
- 3) walk through the entire service, highlighting what you deem necessary.
- 4) respond to questions

It is now time to be ordained and/or installed. May God bless the worship service celebration and your ministry as you set out anew!

It is appropriate for the church to host a reception or meal following the service.

Please send 6 bulletins to the Stated Clerk at the Presbytery office for appropriate files and records.

Enjoy your new call!

RESOURCES

BOOK OF COMMON WORSHIP, Prepared by the Theology and Worship Ministry Unit for the Presbyterian Church (U.S.A.) And the Cumberland Presbyterian Church. Published by Westminster/John Knox Press, Louisville, Kentucky.

BOOK OF INTERIM ORDINATION RITES, Prepared by Theology and Worship Office, Christian Faith and Life, Congregational Ministry Division for the Presbyterian Church (U.S.A.) (This booklet may be found in the Resource Center.)

HUMAN RESOURCES

Stated Clerk: Pat Niles
Chair of the Committee on Ministry
Chair of the Committee on Preparation for Ministry
Chair of the Committee on Worship