

The Presbytery of Los Ranchos

GUIDELINES FOR ORDINATION/INSTALLATION SERVICES

Welcome to the Presbytery of Los Ranchos. We value your participation in our mission and look forward to serving with you in ministry. The following guide is designed to assist in planning a meaningful ordination and/or installation service that is consistent with our Book of Order and the requirements of presbytery.

Ordination and/or installation is an act of the whole church in worship of God. It is an official act of the presbytery, and the Committee on Ministry or Committee on Preparation for Ministry will assist you in planning and executing your service. One of their tasks will be communicating with the Clerk of Session regarding the congregation's responsibilities.

GENERAL

- The Book of Order is the primary document governing ordinations and installations. Especially applicable are G-14.0400 to 0405 and G-14.0509 to 0512.
- The prescribed constitutional questions are found at G-14.0405 and 14.0510. No changes in the wording are permitted.
- Always consult the current Book of Order to insure correct wording.
- Clergy in Validated Ministries may, in addition insert wording appropriate to the community they will be serving.
- Because Ordinations and Installations are acts of the Presbytery, the presbytery expects such services to be at times other than regular hours of worship and not in conflict with other presbytery events. You are encouraged to confirm your service date and time as early as possible to comply with this expectation.
- Once a date and time are established with the Stated Clerk, and members of the Installation Commission have confirmed their ability to attend, you may send out invitations after a sample is approved by your liaison or the Stated Clerk.
- **Printed orders of worship should prominently indicate that this is a service of the Presbytery of Los Ranchos** and list the names

- ★ When you gather, you will want to walk through the service with participants, explaining where people sit, movement/logistics, microphones, processional/recessional, etc. Have a bulletin and hymnal for each participant.
➔ BE SURE TO ALLOW 10-15 MINUTES FOR THE ADMINISTRATIVE COMMISSION TO CONDUCT THEIR BUSINESS MEETING.
- ★ Offering. The church is responsible for collecting, counting, and depositing receipts, then writing a check to the Presbytery of Los Ranchos for the amount received.
- ★ Send six copies of your actual bulletin to the Stated Clerk's office following the service.
- ★ It is appropriate for the church to host a reception or meal following the service.

DUTIES OF THE COMMISSION MODERATOR

- ✓ Convene the Administrative Commission, allowing 10-15 minutes to conduct business.
 - Open with Prayer. Call the Commission to order.
 - Introduction and seating of corresponding members (if needed).
 - Receive motion to constitute the commission and to dissolve it following the benediction.
- ✓ Open the service establishing it as a Presbytery action.
- ✓ Ask the Constitutional Questions required by Book of Order.
- ✓ Invite ministers and elders to come forward for the laying on of hands (if an ordination).
- ✓ Offer the prayer of ordination/installation.
- ✓ Pronounce the declaration of ordination/installation.
- ✓ Send the Stated Clerk 3 copies of the Order of Worship for our files (including the report of the Installation Commission). Complete and return "Ordination/ Installation Reporting Form" signed by the Moderator and including the names and churches of all participants.

of participants in the order of worship.

- The presbytery policy is that an offering be taken during the worship service with the proceeds used to provide financial support for candidates for ministry. ☞ **This explanation must be included in the bulletin.**
- It is the responsibility of the person being ordained/installed to make arrangements for reimbursement of travel for all participants except the Moderator, who is reimbursed by presbytery.
- **Please be sure the “Ordination and/or Installation Plans” form (Procedure 7d) is returned to the Presbytery office in a timely fashion so that the Commission can be approved by the Committee on Ministry, Committee on Preparation for Ministry or Presbytery PRIOR TO the actual service. Contact the office, 714-956-3691, Keith or Elvira, to confirm meeting dates.**

DUTIES OF THE ORDAINED/INSTALLED

- ◆ It is the responsibility of the person being ordained/installed to oversee the details of the planning and arrangements for the service. **The first detail is contacting the Moderator of Presbytery to establish a date and time for the service.** If the Moderator is unable to preside, they will suggest alternative times or alternative names to be appointed by the Moderator. **DO NOT SET A FIRM DATE WITHOUT THE MODERATOR’S CONCURRENCE!**
- ◆ It is the responsibility of the person being ordained/installed to arrange for participation in the service by all people who will be appointed to the Administrative Commission.
 - ➔ The Commission must consist of 5 to 7 people: at least two ministers from Los Ranchos, at least two Elders from Los Ranchos (with all Elders from different churches), plus the Moderator. Commissions should reflect the diversity of the Presbytery per G-4.0403. (With at least one racial ethnic participant.)
 - ➔ The Presbytery encourages the participation of at least one ecumenical representative (not part of the commission).
 - ➔ Additional participants are permitted, but are not part of the Commission. (If members of other presbyteries, special

invitations to Labor Inside the Bounds will be needed)

- ➔ If you are not familiar with people to participate, consult with your PNC, the Committee on Preparation for Ministry, Executive Presbyter, Stated Clerk, or friends in the area for suggestions.
 - ➔ Participants (especially Commission members) should be invited to assist in worship, including preaching, charge to person being ordained/installed, charge to the congregation, scripture, prayer, and other parts of Reformed worship.
- ◆ As soon as you have confirmed all participants, complete and forward the “Ordination and/or Installation Plans” form (Procedure No 7d) to your liaison and the Stated Clerk by
Second Wednesday if working with COM
Second Monday if working with CPM

WORSHIP SERVICE & ADDITIONAL CONSIDERATIONS

- ★ Presbytery has bulletins used in previous services and the Resource Center has other material that may be helpful in planning the actual service. Creativity and imagination within the framework of Reformed worship is the norm. As you construct the service:
 - ➔ Bulletin should be clearly marked regarding congregational participation, with accommodation for physical disabilities.
 - ➔ All Commission members should participate.
 - ➔ Coordinate with the music professional(s)
 - ➔ Be sure everyone knows their time limits. ☺
 - ➔ Send copy of the service to all participants in advance.A copy should be approved by the Stated Clerk before the bulletin is printed. (email is acceptable)
- ★ Prepare maps to the church (and of the church for newcomers) for participants and let them know they need to arrive at least 30 minutes prior to the service. Be clear about where all participants are to gather prior to worship. Inform them about dress (robes, stoles, colors, etc.) Send participants copies of the bulletin.