

## **Foothills Presbytery Ordination / Installation Worksheet**

Ordination and / or Installation to the office of Teaching Elder as a Pastor or Associate Pastor is one of Foothills' congregations, or to a ministry Validated by the Committee on Ministry, is an act of the Presbytery.

This Ordinance is carried out by a Commission of Presbytery.

The Examinations Commission approves the Ordination / Installation Commission.

### **Date and Time:**

Please let all the Commission members and Guests of the Commission know, as soon as the Session of the Church has approved, the time and date of the service.

We suggest that the members of the Ordination / Installation Commission gather at least 30 minutes prior to the beginning of the service to officially convene and review the service.

### **Make Up of the Commission:**

Ordination / Installation Commissions must be comprised of at least five members of Foothills Presbytery. There must be either:

- Three Teaching Elders and Two Ruling Elders, **or**
- Two Teaching Elders and Three Ruling Elders.

At least one of the Teaching Elders must be from another congregation or Validated Ministry. And at least one of the Ruling Elders must be from another congregation.

**Note:** Because the Commission is acting on behalf of Foothills Presbytery, efforts should be made to have at least three congregations represented in the service.

### **Officers:**

Every Commission must have a Moderator and Secretary to organize and record the proceedings for Presbytery Minutes. Please choose these persons ahead of time. Members of the Session of the Calling Congregation, the Examination Commission and Presbytery Staff can assist you with this.

### **Additional Members are *Guests of the Commission*:**

The Commission can be as large as the candidate for Ordination / Installation and the Session of the congregation desire. Teaching Elders and Ruling Elders from other Presbyteries are welcome to be a part of the Commission subject to the approval of the Examination Commission.

### **Minutes of the Commission:**

Official Minutes of Ordination / Installation Service are a part of the Permanent Records of Foothills Presbytery. W-4.04 in the Book of Order provides the description and parts of the service. The Secretary of the Commission must submit Minutes of the service to the Stated Clerk of Presbytery.

### **Reporting of the following is required in these Minutes:**

- Date, Time and Place of the Service
- That the Commission convened and was opened with prayer
- The list of Commissioners and Guests of the Commission
- Scriptural Texts, Sermon Title and name of the preacher

### **Who Does:**

- Statement of Ordination and Installation
- Constitutional Questions to the Pastor
- Constitutional Questions to the Congregation
- The Prayer of Ordination/Installation and for those being Ordained, the “Laying on of Hands.”
  - **For those being Ordained:** For Ordination, the candidate kneels, and all Teaching and Ruling Elders present are invited to gather with/around for the “laying on of hands,” and the prayer of Ordination.
  - **For those being Installed:** All Teaching and Ruling Elders present may be invited to gather with the one being Installed for the prayer of Installation.
- Declaration of Ordination/Installation
- Charge to the Pastor
- Charge to the Congregation
- Benediction (typically done by the new Pastor)

**Note:** The Benediction is the close of the Ordination/Installation Service, and so may serve as the Closing Prayer for the meeting of the Commission.

Minutes are *Respectfully Submitted* by the Secretary of the Commission, signed, and emailed to the Stated Clerk of Presbytery.

(Typically the Minutes of the Meeting include a sentence noting that the Moderator, Secretary, and Stated Clerk are empowered to approve the Minutes of the meeting.)

*June 2019*