

**COMMISSION ON MINISTRY
GUIDELINES FOR PLANNING INSTALLATION AND ORDINATION SERVICES**

I. ESTABLISHING AN ADMINISTRATIVE COMMISSION

Pastors are ordained and/or installed at a service conducted by the Presbytery of Chicago. An Administrative Commission, elected by the Presbytery carries out the service. See Book of Order, Sections G-3.0109b.(2), and W-4.04.

The Candidate and Session determine the desired date for the installation or ordination, with the approval of the Moderator of the Presbytery of Chicago. The candidate then selects persons to serve on the Administrative Commission and reports the slate to the Commission on Ministry, which must approve and recommend election to the next Presbytery Assembly. An Administrative Commission consists of at least **three persons from within the Presbytery of Chicago**. An ecumenical representative from another Christian denomination may also be included. Racial/ethnic diversity is strongly recommended.

Commission membership is as follows:

- A. **MODERATOR:** The Moderator of Chicago Presbytery, or designee, will serve as moderator of the administrative commission. The moderator shall be consulted **FIRST** before finalizing the date for the service. If the moderator is unable to participate, the moderator will designate someone else.
- B. **ELDERS:** At least three, one of whom may be from the calling church or the church where the ordination/installation will be held;
- C. **CLERGY:** At least three, one of whom may be in specialized ministry (i.e., chaplain, seminary professor, etc.) or honorably retired in Chicago Presbytery.
- D. **ECUMENICAL REPRESENTATIVE:** One representative SHALL be invited from another Christian denomination to serve as a corresponding member of the commission.

The pastor-elect, associate pastor-elect, may invite other persons from outside the Presbytery of Chicago to participate as corresponding members.

The attached administrative commission form shall be used to nominate persons to the commission. The Commission on Ministry shall review the nominations and agree to recommend the commission for election by the Presbytery Assembly before the installation/ordination can occur.

II. INFORMATION FOR SCHEDULING THE INSTALLATION OR ORDINATION SERVICE

Deadline to be received: One week before the Commission on Ministry meeting. The Commission on Ministry Moderator and The Presbytery of Chicago Assembly Moderator be granted authority to approve, as needed, Administrative Commissions for the purpose in Ordination and/or Installation, within the requirements of the Book of Order and the policies of The Chicago Presbytery.

IMPORTANT TO NOTE: If the completed form is not received by the deadline, approval will be delayed until the next COM meeting, and the date for the ordination/ installation will need to be changed.

III. THE ORDINATION AND INSTALLATION SERVICE

Ordinations and Installations are celebrated in the context of a worship service. Please consult the Directory for Worship and the Book of Occasional Services.

IV. COMMUNION

Communion may be administered during the ordination service and must ordinarily be approved by the Presbytery Assembly. Please check the appropriate box regarding administration of communion.

V. OFFERING

The *Ministers' Emergency Fund* of the Presbytery of Chicago is solely supported by offerings taken at installation and ordination services. The Presbytery requests that an offering be taken at services for this purpose. Special offering envelopes will be furnished by the Presbytery Office. Please note the number you need on the completed Commission Nomination Form.

VI. INVITATIONS

It is appropriate, but not required, to send invitations to teaching elders in the Presbytery of Chicago, family, and friends to the service of ordination and/or installation. It is the responsibility of the pastor or congregation to arrange for printing and mailing the invitations. The invitations shall state the name of the presbytery first and then the name of the local church. A sample is attached.

A second option is to send the invitation through the Presbytery Connect. Please email the Presbytery Office at communications@chicagopresbytery.org to get more information.

VII. PERSONAL INFORMATION

It is important that the Presbytery office has the following information on file. Please complete as fully as possible at this time.

NAME _____

SPOUSE'S NAME _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____

CELL PHONE _____ EMAIL _____

EMERGENCY CONTACT AND PHONE NUMBER

THE PRESBYTERY OF CHICAGO
COMMISSION ON MINISTRY
ADMINISTRATIVE COMMISSION NOMINATIONS

Name of person to be ___ordained (___and) ___installed _____
(Please circle appropriate occasion.)

Name of Church _____

Date of Service _____ Time of Service _____

The following persons are nominated to serve on this Administrative Commission:

Moderator of Presbytery (or Designee) _____

1. Ruling Elder _____ Teaching Elder _____
Church _____ Church _____

2. Ruling Elder _____ Teaching Elder _____
Church _____ Church _____

3. Ruling Elder _____ Teaching Elder _____
Church _____ Ministry/Church _____

Corresponding Members:

Representing:

Ecumenical Representative

Denominational Affiliation:

Members of Other Presbyteries

Presbytery of Membership

Additional members of the Commission (list names and church relationships)

Communion will be administered

yes _____

no _____

We will need _____ offering envelopes for the Ministers' Emergency Fund. **NOTE** – NO cash shall be sent to the presbytery. Check to be made out to the Presbytery of Chicago, attention Treasurer, Ministers' Emergency Fund.

OUTLINE OF THE SERVICE FOR ORDINATION AND INSTALLATION
(Resource: Adapted from *Book of Occasional Services*, PCUSA)

Please use this outline as a guide in planning your service. The parts of the service required by the *Book of Order* are in **bold**. The *Book of Occasional Services* is an excellent resource for each part of this service and can be used in planning other special services in your congregation.

GATHERING

Presentation
Call to Worship
Hymn of Praise
Confession and Pardon
The Peace

THE WORD

Prayer for Illumination
Scripture reading(s)
Sermon
Hymn
Ordination/Installation to the office of Teaching Elder
Statement on Ordination and Installation
Reaffirmation of the Baptismal Covenant
Thanksgiving for Baptism
(Anointing)
Constitutional questions
Prayer of Ordination
Laying On of Hands
Declaration of Ordination (and Installation)
Welcome
Charge to the Newly Ordained (Installed)
Presentation of Symbols of Ministry
Charge to the Congregation
Hymn

THE LORD'S SUPPER

SENDING

Hymn
Charge
Benediction