

Guidelines for Planning Ordination and Installation Services

Commission on Ministry – Presbytery of Chicago

I. Establishing an Administrative Commission

Ministers of Word and Sacrament (MWS) who have been called to serve in an installed pastoral relationship (as Pastor or Associate Pastor, or Pastors serving as Co-Pastors) in a congregation of the Presbytery of Chicago are ordained and/or installed by an Administrative Commission (AC) of Chicago Presbytery. This AC is elected by the Presbytery through action of the Commission on Ministry (COM). The AC leads and conducts the ordination and/or installation service as a joint worship service of the Presbytery of Chicago and the calling congregation.

The MWS or Candidate shall first seek the approval of the current Moderator of Chicago Presbytery as well as the Session of the calling congregation in selecting the date and time for the ordination and/or installation service. The Moderator of Chicago Presbytery, or their designee, shall serve as the Moderator for any AC for ordination and/or installation services.

After obtaining approval of the Chicago Presbytery Moderator and the Session, the MWS or Candidate then invites individuals to serve on the AC, and then submits those names to the Commission on Ministry for approval. The AC shall consist of at least four persons, two of whom are ruling elders (from two different congregations) and two of whom are ministers of word and sacrament, from within the Presbytery of Chicago. An ecumenical representative from another Christian denomination may also be included. Racial/ethnic diversity is strongly recommended.

The Administrative Commission membership would be as follows:

1. **Moderator:** The current Moderator of Chicago Presbytery, or their designee, ordinarily the Moderator-Elect or a Past Moderator of Chicago Presbytery. (The Moderator may be counted as one of the required four members of the AC.)
2. **Ruling Elders:** At least two ruling elders, one of whom shall ordinarily be from the calling congregation or the church where the ordination will be held;
3. **Ministers of Word and Sacrament:** at least two from within the Presbytery of Chicago.
4. **Ecumenical Representative:** One representative may be invited from another Christian denomination to serve as a corresponding member of the commission.

The MWS or Candidate may invite other persons from outside the Presbytery of Chicago to participate as corresponding members.

The attached Administrative Commission Nomination Form is used to nominate persons to serve on this AC. The Commission on Ministry will review the nominations and take action to approve the slate of members. If and when the COM meeting schedule does not allow for a timely approval, the AC slate of nominees may be approved by the COM Moderator and the Chicago Presbytery Assembly Moderator. Please allow sufficient time in planning for the Presbytery staff to obtain these approvals.

II. The Ordination and/or Installation Service

An Ordination and/or Installation service is celebrated in the context of a worship service. Please consult the Directory for Worship (W-4.04) and the 2018 edition Book of Common Worship PCUSA, pages 455 ff).

III. The Lord's Supper / Communion

The Lord's Supper / Communion may be celebrated in the ordination/installation service, if approved by the Session and the COM. Please note the appropriate box on the form below.

IV. Offering

The Pastor Support Grant Fund of the Presbytery of Chicago is solely supported by offerings taken at ordination/installation services. The Presbytery requests that an offering be taken at ordination / installation services for this purpose. Please request that the offering be counted in the usual manner of the calling congregation, and then a check be mailed to the Presbytery Office, designated "Pastor Support Fund." Funds can also be sent by ACH deposit into the Presbytery of Chicago Checking Account.

V. Invitations

It is appropriate, but not required, to send invitations to minister members and churches in the Presbytery of Chicago, as well as family and friends, to the service of ordination and/or installation. It is the responsibility of the MWS or Candidate and calling congregation to arrange for printing and mailing any invitations. The invitations should state "Presbytery of Chicago" and the name of the calling congregation, and note that this is a joint service of the presbytery and the calling congregation. A sample is attached.

A second option is to send the invitation through the online newsletter "Presbytery Connect." Please email the Presbytery Office at khockenberry@chicagopresbytery.org for more information.

For additional help or questions, please email the Stated Clerk at khockenberry@chicagopresbytery.org

Please complete the following Information Form and Administrative Commission Nominations Form, and email these forms to the Presbytery Office: khockenberry@chicagopresbytery.org

Thank you.

Kenneth J. Hockenberry - Stated Clerk
Presbytery of Chicago
815 W Van Buren Street – Suite 415
Chicago, IL 60607
312-488-3000 Ext 4

Information Form

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

Name:

Home Address:

Work Address:

Home Telephone:

Work Telephone:

Cell Phone:

Email address:

Emergency Contact Name and Telephone Number:

Emergency Contact Name

Emergency Contact Telephone:

**Administrative Commission for Ordination and/or Installation Nomination Form
Commission on Ministry – Presbytery of Chicago**

Name of Minister of Word and Sacrament or Candidate:

(Please mark the appropriate service occasion)

Ordination **Installation** **Ordination and Installation**

Name of Calling Congregation:

Desired Date of Service:

Desired Time of Service

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

Moderator of Presbytery (or Designee):

Ruling Elder Name:

Congregation:

Ruling Elder Name:

Congregation:

Minister (MWS) Name:

Congregation / Place of Service:

Minister (MWS) Name:

Congregation / Place of Service:

Ecumenical Representative Name:

Ecumenical Representative Denomination:

Members of Other Presbyteries

Presbytery of Membership

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

Communion to be celebrated

yes

no

Please email the above forms to: khockenberry@chicagopresbytery.org
Thank you.

See below for suggested Order of Worship for Ordination and/or Installation Services

[Updated 02-27-2023]

Service of Ordination [and Installation]

For Deacons, Ruling Elders, and Ministers of Word and Sacrament

ORDER OF WORSHIP

Gathering

Opening Sentences
Gathering Prayer
Hymn, Psalm, or Spiritual Song
Confession and Pardon

Word

Prayer for Illumination
Scripture
Sermon
Hymn, Psalm, or Spiritual Song

Ordination [and Installation]

Sentences of Scripture
Statement on Ordination
Profession of Faith
Thanksgiving for Baptism
Constitutional Questions
Prayer of Ordination [and Installation]
Declaration of Ordination [and Installation]
Welcome
Charge to the Newly Ordained [and/or Installed]
Presentation of Symbols of Ministry
Charge to the Congregation
Hymn, Psalm, or Spiritual Song

Eucharist - or Thanksgiving

Offering
Invitation to the Lord's Table
Great Thanksgiving
Breaking of the Bread
Communion
Prayer after Communion

Sending

Hymn, Psalm, or Spiritual Song
Blessing and Charge

At the ordination and installation of deacons and/or ruling elders, the moderator of session (ordinarily the church's pastor) leads the service.

When a minister of Word and Sacrament is ordained and/or installed, this is done by a commission of the presbytery; therefore, at the ordination and/or installation of a minister of Word and Sacrament, the moderator of the presbytery commission serves as presider. The moderator begins by welcoming the congregation to a gathering of the presbytery for this purpose.