

# **The Presbytery of Central New Jersey**

*Empowering congregations and people of faith to transform the world.*

## **POLICY REGARDING THE ORDINATION AND INSTALLATION COMMISSION AND SERVICE**

The ordination and /or installation of a Minister of Word and Sacrament is an act of the Presbytery on behalf of the entire church. It occurs in the context of a service of Christian worship and follows the basic order outlined in the Directory for Worship. Sections G-2.07 and W-4.04 of the Book of Order should be carefully read for guidance about the particular form and order of the portion of the service during which the ordination/installation will occur. It is critical that this service, as with all worship services, magnifies and glorifies God and God's work, rather than any human accomplishment.

The person to be ordained/installed is responsible for presenting to the Committee on Ministry in a timely fashion, typically within two months, information about the time and place of the service and the members of the Administrative Commission who will act on behalf of the presbytery in ordaining/installing the person. In addition to this information and as applicable, requests for participants from other presbyteries to be seated as corresponding members and /or permission to celebrate the Lord's Supper should also be submitted to the COM. The COM is available to assist with identifying individuals to serve on the Administrative Commission if assistance is needed.

Ordinations and installations shall normally take place within six months of approval or arrival. Ordinations shall ordinarily take place at the church in which a candidate has been a member or may take place at the place of worship of the calling congregation. Installations shall be held in the normal place of worship of the calling congregation. The date and time of these services shall not ordinarily be on Sunday morning or at a time when the Presbytery would be meeting at some other location. Since these services are services of the presbytery it is essential that the members of the presbytery be generally able to attend. (It has usually been found that a Saturday or Sunday afternoon time is preferable.)

The Ordination or Installation Commission is comprised of:

- The moderator(s) of the Presbytery of Central NJ as Presiding Officer of the commission, plus;
- A substantially equal number of elders and minister members of the presbytery whose number shall be at least five persons; elders must be from different congregations of the presbytery. (Other persons from a congregation may participate but shall not be on the commission.)
- The commission shall include a diversity of genders and shall seek to include persons of diverse cultural and racial backgrounds in order to express the desire of Christ for the expression of unity among the members of the church.
- When additional persons are asked to serve in the worship for the ordination/installation they shall be invited by the presbytery and shall not be given the responsibilities of the

ordination or installing questions, which belong to the co-moderator or the co-moderator's designee.

- The worship service shall normally include an offering. The offering shall be designated for use by the Committee on Preparation for Ministry in support of inquirers and candidates under care.
- All arrangements for the service of ordination or installation shall be prepared by the candidate or pastor-elect in consultation with the session of the congregation and with the Committee on Ministry. Final approval of all arrangements, including approving the administrative commission, rests with the committee.
- Gracious invitation would indicate that each member of the Administrative Commission participate in the service should they so desire.

The date of the service should be selected with several items in mind, including:

- The availability of one of the co-moderators of the presbytery to preside
- The liturgical calendar as well as the activities of and other demands on the hosting congregation
- The time needed by the newly arrived pastor to prepare for such a service
- The schedules of those who will be attending and participating in the service, including the family of the pastor
- The provision of sufficient notice to the congregations and members of the presbytery so that they may plan to have representatives present
- It is suggested that the service be no longer than 1 – 1 ½ hours

On the day of the ordination:

- The commission and any other participants should meet with the person to be ordained/installed 20-30 minutes before the scheduled beginning of the service. This provides time for prayer and to clarify each member's particular responsibilities during the service.
- The co-moderator moderates the meeting of the administrative commission. Using the template provided by presbytery, minutes must be provided to the Stated Clerk in a timely manner. The agenda for the meeting:
  - Open with prayer.
  - Approve motion that this commission is in order
  - Approve motion to seat corresponding members (ministers from other presbyteries, record presbytery name)
  - Approve motion to proceed with the installation
  - Approve motion that this commission is dissolved at the conclusion of the benediction.
  - Close with prayer.

Some other notes that may be of help to a pastor planning for ordination or installation:

- The Presbytery office can email an invitation to the Presbytery.
- It is customary for a modest reception to be held following the service. During this time, those in attendance can greet the newly ordained/installed minister. Consult with the PNC about this – since in many cases the PNC will want to host the reception.



**Order of Worship for the Service of Ordination (and Installation)**  
(from the *Book of Common Worship* © 2018 Westminster John Knox Press)

**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)** (indented is done by the moderator)

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 – Laying on of Hands

Charge to the Newly Ordained (and/or Installed)  
Presentation of Symbols of Ministry  
Charge to the Congregation (made by a member of the Presbytery of Central NJ)  
Hymn, Psalm, or Spiritual Song

**Offering**

**Eucharist** (optional, request permission of the Committee on Ministry)

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 (Given by the ordinand/installee)

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## PARTICIPANTS IN THE SERVICE OF ORDINATION/INSTALLATION

### 1. Name of Teaching Elder to be Ordained/Installed

This will be a service of (check all that apply):       ordination       installation

Date of Service:                      Time of Service:

### 2. Location of Service

Name of Church/Congregation:

Street Address:

City, State, Zip Code:

### 3. Order of Worship

**NOTE:** An Administrative Commission requires seven (7) elders of Central Presbytery (three (3) teaching elders from three different congregations and three (3) ruling elders from three different congregations). There may be any number of additional members.

	Title	Name	Home Congregation or Specialized Ministry
Preside & Propound Constitutional Questions			
Invocation or Prayers of Adoration & Confession			
Scripture Reading			
Sermon			
Charge to the Congregation			
Charge to the Teaching Elder			
Celebrant (if communion will be celebrated)			

Benediction			

**4. Additional Central Presbytery Administrative Commission members**

Teaching Elder	Ruling Elder	Name	Home Congregation or Specialized Ministry
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

**5. For participants who are not Central Presbytery members, list their names and presbyteries (or the particular judicatory if another denomination) below. Request that they be invited to participate in the service.**

Teaching Elder	Ruling Elder	Name	Home Congregation or Specialized Ministry and Judicatory
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

**Name:**

**Signature:**

**Date:**

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## MINUTES OF THE ADMINISTRATIVE COMMISSION MEETING

The Administration Commission for the (check all that apply)  ordination  installation of

Met at \_\_\_\_\_ on \_\_\_\_\_

At \_\_\_\_\_

The meeting was call to order by \_\_\_\_\_

The following individuals were in attendance from the Presbytery of Central New Jersey:

Teaching Elder	Ruling Elder	Name	Home Congregation or Specialized Ministry
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

The following individuals were seated as corresponding members:

Teaching Elder	Ruling Elder	Name	Home Congregation or Specialized Ministry and Judicatory
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

The meeting was opened in prayer by: \_\_\_\_\_

It was moved and seconded that this Administrative Commission is in order.

It was moved and seconded that the aforementioned individuals be seated as corresponding members.

It was moved and seconded to proceed with the (check all that apply) ordination  installation.

It was moved and seconded that this Administrative Commission is dissolved at the conclusion of the benediction.

The meeting was closed with prayer by:

Respectfully submitted by: