

## **GUIDELINES FOR SERVICES OF ORDINATION AND/OR INSTALLATION**

### **Presbytery of Cincinnati Theology & Worship Committee**

**Revised August 1, 1997**

#### **I. A Service of the Presbytery**

A service of ordination and/or installation is an important and unique opportunity for congregations to experience the best of Presbyterian worship. **It is a service of the Presbytery not the local congregation.** The *Book of Order* provides guidelines for ordination and/or installation. (W-4.4000)

#### **II. Date and Time of the Service**

Select a date and time in consultation with the Presbytery's Moderator and its Theology and Worship Committee. Ordinarily the service should be scheduled when the Presbytery may gather, keeping in mind that many ministers and elders are not available on Sunday morning. *[See attached list for names and phone numbers of the Presbytery Moderator and Chair(s) of Theology and Worship Committee plus other key contacts.]*

#### **III. Worship Service Leaders**

The leadership for an ordaining/installing service includes the Administrative Commission appointed by the Presbytery and may include additional people with the approval of the presbytery. They are recommended to the presbytery by the person to be ordained and/or installed in consultation with the Theology and Worship Committee of the Presbytery. Please communicate your recommendations to the Theology and Worship Committee Chair.

##### **A. The Administrative Commission**

The administrative commission for ordaining/installing is appointed by the Presbytery or the committee tasked with that action when Presbytery does not meet. The administrative commission is composed of elders and minister of the Word and Sacrament from the Presbytery of Cincinnati in numbers as nearly equal as possible. When the commission consists of an odd number, the additional members may either be an elder or a minister of Word and Sacrament (G-9.0504 b). The administrative commission must include at least five commissioners (G-9.0504b3). It may include more. The minimum number may be made up of two clergy and three elders or three clergy and two elders. There shall not be more than one elder from any one church (G-9.0504b3).

The commission selected shall reflect (in ministerial and elder roles) the ethnic, racial, and gender diversity found within the Presbytery (G-4.0403). Please contact the Moderator, Stated Clerk of the presbytery, or the Theology and Worship chair for possible names of individuals to fill these roles.

On the day of the ordination and/or installation, the Moderator (or designee) shall convene a meeting of the commission prior to the service. This time may be used for prayer, a discussion of the procedural matter (i.e., processional, seating arrangements, liturgical leadership assignments, microphones, etc.) and a review of the information on the Presbytery form titled "Administrative Commission.." The form is to be completed by the convener of the commission and forwarded to the Stated Clerk.

##### **B. Other Participants Leading Worship**

The Service can be an occasion to witness to the connectional nature of the Presbytery Church (U.S.A.) by including Ministers and Elders from other presbyteries as worship leaders. With approval of presbytery, they are seated as Corresponding Members.

The Service can also be an occasion for Ecumenical Witness by including clergy persons or officers of other denominations. Such a person may take part in leading the service and may also offer a

brief word of ecumenical greeting. If the person is from a denomination in correspondence with the PC(U.S.A.), he or she shall be approved by the Presbytery to be seated as a Corresponding Member.

#### **IV. The Service of Worship**

The service shall focus on Christ and the joy and responsibility of the mission and ministry of the church (G-14.0405)

##### **A. What Should Be Included in the Order of Worship**

The order of worship should be planned according to accepted standards of Reformed worship. The *Book of Common Worship*'s Service for the Lord's Day Outline is an excellent resource. The Theology and Worship committee encourages service planners to include the Lord's Supper as a celebration of life with the Lord Jesus Christ and the community of Faith. If you choose to observe the Lord's Supper, please notify the Theology and Worship Committee so that it may obtain permission from the presbytery for you to do so. Those planning the service should consult the *Book of Order* (G-14.0405b) for the appropriate resources and questions for ordinations and installations.

##### **B. The Length of the Service of Worship**

Planners of these services should not expect "extraordinary endurance" from congregations. "Extraordinary endurance" means periods of time in excess of one hour and fifteen minutes in length.

The Service may include a brief sermon (8-12 minutes); brief charges to the person being ordained and/or installed, and to the congregation; the asking of the required constitutional questions of the candidate and the congregation; the recognition of the family and friends of the person being ordained and/or installed.

##### **C. Offering For The Service**

The service shall include an offering, proceeds from which go into the Presbytery Emergency Fund. The following explanation should be printed in the bulletin (if one is provided).

"The Equipping and Pastoral Care Committee of the Presbytery of Cincinnati administers the Presbytery Emergency Fund to assist members of Presbytery and their families with emergency loans and grants. Today's offering will directly help members of our Presbyterian family in need. Thank You."

**The treasurer or financial secretary of the church or employing agency should forward a check in the amount of the offering to the Presbytery of Cincinnati, 1323 Myrtle Ave. Cincinnati, OH 45206-1789, marked to the attention of the Bookkeeper.**

##### **D. Inclusive Language and Copyright**

Services for ordination and/or installation shall make use of gender inclusive or gender neutral language in liturgy, prayers, hymns (where appropriate), and scripture. For guidance and suggestions see the Guidelines adopted by the Presbytery of Cincinnati in 1989 as well as the General Assembly brochure "**Well Chosen Words.**" [*included in this packet*]

Concerning copyright, service planners should check with publishers about the legality of reproducing music, music text, scripture, and liturgy in bulletins. Appropriate citations of sources and permission shall be made. Often publishers give blanket permission for the

reproduction of "psalm phrases," refrains, or antiphons but not all other music or texts. It is safer to check before using them.

#### **E. Printed Order of Worship (Bulletin)**

The printed bulletin or order of service is to be prepared by the person or persons being ordained and/or installed according to the guidelines above. **It is to be printed by the local church or employing agency, not the Presbytery Office.**

#### **F. Final Draft of the Worship Service**

Because this is a service of the Presbytery, the service of ordination and/or installation should be available for review by the head of the commission (normally the Moderator or Vice Moderator of the presbytery or their designee) and the Theology and Worship Committee two weeks before the event.

#### **G. What the Newly Ordained and/or Installed Person May Do in the Worship Service**

The newly ordained and/or installed person may celebrate or assist in celebrating the Lord's Supper, make a brief statement in response to the charge, and pronounce the Benediction, thus symbolizing that the pastoral relationship has been established.

### **V. Invitations to the Service**

#### **A. Invitations and Mailing**

The printing and mailing of invitations is the responsibility of the local church or employing agency. They should include a statement that the Presbytery and the Local congregation invite the individuals to the service. Mailing lists of Ministers of the Word and Sacrament, Clerks of Session, Elder Commissioners, and others are available from the Presbytery office.

If you prefer and if it is timely to do so, you may request that an invitation be included in the pre-presbytery meeting mailing. Contact the presbytery's Administrative Coordinator for details.

#### **B. Information to Participating Members of the Commission Concerning Robes and Stoles**

If clergy and other participants are to robe and process at the beginning of the service, the invitations should state this, along with the indication of liturgical colors to wear and where they are to gather to form the procession. Red is the color of the Day, symbolizing the presence and power of the Holy Spirit at Pentecost and in the ongoing life of the church.

#### **C. Reception Following Service**

Persons being ordained and/or installed along with their families and congregations may wish to receive guests during a time of fellowship following the service. Planning for this occasion is the responsibility of the person being ordained and/or installed or the local congregation or employing agency. It is appropriate to ask for an RSVP in the invitation.

#### **D. Child care at Services**

The Presbyterian Church (U.S.A.) is an inclusive church of children, youth, and adults. Nevertheless, it is understood that additional options for children may be needed during ordinations and/or installations. Child care should be provided when requested by individuals attending or participating in the service. Include an RSVP for child care in the invitation.