

## GUIDELINES FOR ORDINATION AND INSTALLATION OF CLERGY

1. Clergy are ordained and installed by the presbytery. The service of ordination and installation of a Minister of Word and Sacrament is conducted by the presbytery through its commission and on its action. This is to be noted in the bulletin prepared for that service and the members of the commission are to be listed.
2. The commission is composed of seven members made up of either three elders from different congregations in the presbytery and four clergy members of the presbytery, or four elders of different congregations and three clergy members of the presbytery. Other elders and clergy from other presbyteries may be included in the service in addition to the required number. Not all members of the commission are required to participate in the service, but they must attend the meeting before the service begins as well as attend the service.
3. The intended date of ordination and/or installation must be cleared with the Moderator of the Presbytery before presenting the information to the Committee on Ministry or the Committee on Preparation for Ministry. In order for members of the presbytery to participate, this service is best scheduled other than the regular Sunday morning service.
4. The service is planned by the ordinand/candidate-elect, and the time, place, and names of participants are to be sent to the Committee on Ministry or the Committee on Preparation for Ministry for the establishment of a commission.
5. Invitations are sent by the candidate or the church with addresses supplied by Presbytery. The appropriate wording would read: The Presbytery of Albany invites you to the service of ordination/installation .....
6. The suggested structure of the service is based on the service for the Lord's Day and is found in the Book of Occasional Services, a supplement to the Book of Common Worship. A suggested order is given in #16 and #17.
7. An elder presents the candidate and asks the constitutional question of the congregation, and the moderator asks the constitutional questions of the candidate. The questions from the Book of Order are listed in #18 and #19.
8. In the service of ordination, the moderator leads the congregation in prayer as the ordinand kneels, if able, for the laying on of hands by members of the presbytery and elders.
9. The charges given to the newly ordained/installed and to the congregation are not additional sermons but specific charges to the responsibilities involved.
10. When the Lord's Supper is to be celebrated, it is approved by the presbytery as part of the ordination/installation plans.

11. In Albany Presbytery, the offering received at ordinations and installations supplements the Student-In-Seminary Fund used to assist those preparing for ministry as they seek to meet the requirements for ordination.
12. In Albany Presbytery, the worship services use inclusive language.
13. The moderator reports to the Stated Clerk that the commission has completed its task. The commission meets prior to the service, convenes with prayer, acts to seat any corresponding members, acts to proceed with the ordination/installation and to stand adjourned with the benediction at the end of the service.
14. If a reception is to be held, it is the responsibility of the host church.
15. Generally, there are no honoraria given to the participants in services of ordination and installation.

16. For Ordination: Gathering

- Presentation by the Moderator of Albany Presbytery (required)
- Call to Worship
- Hymn
- Confession and Assurance of Pardon
- Passing of the Peace

The Word

- Scripture
- Sermon
- Anthem/Hymn
- Ordination
- Sentences of Scripture by the Moderator (required)
- Statement of Ordination (required)
- Reaffirmation of the Baptismal Covenant (optional)
- Constitutional Questions by the Moderator (required)
- Prayer of Ordination by Moderator (required)
- Declaration of Ordination by the Moderator (required)
- Welcome
- Charge to the Newly Ordained
- Presentation of Symbols of Ministry (optional)  
[When the newly ordained is being installed at the same service,  
a Charge to the Congregation shall be given.]
- Hymn
- Lord's Supper at which the newly ordained may preside
- Offering

### Sending

- Hymn
- Charge
- Benediction given by the newly ordained

17. For Installation:

### Gathering

- Presentation by the Moderator of Albany Presbytery (required)
- Call to Worship
- Hymn
- Confession and Assurance of Pardon
- Passing of the Peace

### The Word

- Scripture
- Sermon
- Anthem/Hymn
- Installation
- Statement on the Ministry of the Church by the Moderator (required)
- Constitutional Questions by the Moderator (required)
- Prayer of Installation by Moderator (required)
- Declaration of Installation by the Moderator (required)
- Welcome
- Charge to the Newly Installed
- Charge to the Congregation
- Presentation of Symbols of Ministry (optional)
- Hymn
- Lord's Supper
- Offering

### Sending

- Hymn
- Charge
- Benediction given by the newly installed

18. Constitutional questions for ordination/installation asked by the moderator of the candidate.

19. Constitutional questions for installation asked by an elder of the congregation.

ARRANGEMENTS FOR ORDINATION/INSTALLATION

Person to be ordained/installed \_\_\_\_\_

Position for installation \_\_\_\_\_ Church \_\_\_\_\_

Date and hour of service \_\_\_\_\_

Proposed participants and their designated part in the service. Please designate commission members' names with an asterisk (\*).

To preside and ask the constitutional questions: \_\_\_\_\_  
(the moderator or the moderator's appointee)

To ask the constitutional questions to the congregation on behalf of the moderator:

Ruling Elder \_\_\_\_\_ Home Church \_\_\_\_\_

Sermon \_\_\_\_\_

Charge to the minister \_\_\_\_\_

Charge to the congregation \_\_\_\_\_

Scripture lesson(s) \_\_\_\_\_

Other: List any additional commission members or participants other than those above, and their responsibilities in the service (designating commission members with an asterisk).

\_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ by \_\_\_\_\_

If any of the above persons are not members of Albany Presbytery, please list on the following page their names and their presbyteries, or the particular judicatory of another denomination, and their addresses.