

PRESBYTERY OF RIVERSIDE
ORDINATION/INSTALLATION POLICY

1. The selection of an administrative commission for an ordination or an installation is a Presbytery function, and care should be given to insure that more than local representation is included. The person to be ordained or installed should submit to the Committee on Ministry the names of the persons he/she would like to have serving on the commission. The Committee will take these suggestions into consideration when it presents its recommendations to Presbytery for election.
2. The service (whether ordination or installation) is a function of the Presbytery, and actually under its authority.
 - a. The ordination services for candidates called to serve in this Presbytery shall normally take place at the time and place for the regular worship of the calling congregation.
 - b. The ordination services for candidates of this Presbytery called to serve elsewhere (when requested by the calling presbytery) shall take place at a time and place convenient to the candidate's home church and the Presbytery.
 - c. Installation services shall take place at such times as most significant to first, the calling body and second, the Presbytery.
 - 1) If the approved time is during the Sunday worship service, the session shall provide two honoraria to provide pulpit supply for minister members of the commission or the moderator.
 - 2) The Presbytery will reimburse members of the commission for travel expenses.
3. The commission must include at least three ministers and three elders with the additional person being either a minister or an elder. Each of the required three elders must be from a different church in the Presbytery (G-9.0504c). Although not specified in the Form of Government, this Presbytery requires that the minister members of the commission represent at least three different ministries within the Presbytery. This Presbytery expects the moderator, or his/her appointee, to be named chairperson of the commission.
4. The chairperson of the commission shall preside at the service and should be involved in the planning for it. The chairperson shall lead the call to worship/invocation portion of the service, and shall normally ask the constitutional questions and make the declaration of ordination or installation.
 - a. The opening of the service shall include a statement similar to the following:

"Ordinations (or Installations) are the responsibility of the Presbytery. Being unable to convene in full here today, the Presbytery of Riverside has established an administrative commission to conduct a service of worship for (ordaining/installing) (name) on its behalf. I am (name), (Presbytery Moderator and Chairperson of the Commission or Chairperson of the Commission). The members of the commission are: _____, _____, _____, _____, _____, _____, and _____ "

(Commission members should stand as named.)

"The commission (or a quorum of it) is present and prepared to proceed to (ordain/install) (name) to the ministry of the Word (to the office of (title) of the (church name). Let us join together in prayer to constitute the commission and begin our worship."

- b. Declaration
 - 1) Declaration of Ordination: Normally said by the commission chairperson:
" (name) , you are now ordained a minister of the Word in the Church of Jesus Christ. Whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him. Amen."
 - 2) Declaration of Installation (for a minister previously ordained): Normally said by the commission chairperson:
" (name) , you are now a minister of the Word in and for this congregation. Whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him."
 - 3) If both ordination and installation are taking place at the same service the first sentence of the declaration should be modified to read:
" (name) , you are now a minister of the Word in the Church of Jesus Christ and for this congregation. Whatever you do, in word. . ."

5. Charges

- a. The Form of Government states that, "Persons invited by the Presbytery may then give brief charges to the pastor or associate pastor and to the congregation to be faithful in their relationship and in their reciprocal responsibilities." (G-14,0510)
- b. There is no mention of "charges" for an ordination service, but neither are they prohibited,

6. The newly ordained and/or installed minister may make a brief statement and shall pronounce the benediction.

7. The Form of Government requires the following elements of the service for both ordinations and installations, but others may be added at the discretion of the individual and commission chairperson:

- a. Explanation of purpose and nature of the service;
- b. A sermon;
- c. The constitutional questions to the candidate or minister (G-14.0405);
- d. [For Installation] questions (G-14.0510 to the congregation);
- e. [For Ordination] prayer of ordination including laying on of hands;
- f. [For Installation] prayer of installation (minister may kneel);
- g. Declaration of ordination or installation;
- h. Welcome by members of Presbytery and others as appropriate;
- i. Benediction

8. The "Request for Ordination/Installation" form should be completed and returned to the chairperson of the Committee on Ministry or the Presbytery as soon as possible in order to have the administrative commission created.