**PRESBYTERY OF GENEVA**

**ORDINATION AND/OR INSTALLATION SERVICE GUIDELINES**

While a service to ordain, install, or ordain and install a new pastor is technically a service of the Presbytery of Geneva, the Presbytery wishes for the service to be meaningful for pastors and sessions. A copy of these guidelines will be sent to the pastor, the session, and the Moderator by the liaison to the PNC.

The chairperson for Committee on Ministry, or a designee, is available to assist the pastor and the session of the church in planning the service.

It is advisable that the service be scheduled as soon possible following the start of ministry, neither hurrying nor delaying. Pastors are advised to contact the Moderator of the Presbytery, before finalizing a date, so as not to conflict with other installations or events already on the Presbytery calendar.

Ordinarily, the current Moderator of the Presbytery serves as moderator of the Administrative Commission to Ordain and/or Install a Pastor. The Moderator welcomes the congregation to the service of the Presbytery, and asks the constitutional questions. If unavailable, the Moderator will ask the Vice-Moderator, or a former Moderator to officiate. The liturgy for ordination and/or installation is in the Directory for Worship of *The Book of Order* (W-4.4005-4.4006)*.*

The Administrative Commission is elected by the Presbytery at the recommendation of the Committee on Ministry. It is important to be aware of the dates of Presbytery meetings in order to allow time for this election to take place prior to the date of the ordination and/or installation.

Pastors are invited to suggest names for membership on the Administrative Commission (AC) to ordain and/or install. Pastors may have already made some connections and would like to include certain people. The Committee on Ministry chair or designee is available to assist in recruiting members.

Since the Commission functions as the Presbytery in this matter, the Commission needs to reflect the diversity of the Presbytery. There should be a *minimum* of five persons including three Ruling Elders representing three different churches in the Presbytery, and at least two Teaching Elders of the Presbytery. The Moderator of the Commission may be included in either category. The number of ruling elders and teaching elders on the Commission should be as nearly equal as possible.

The Presbytery is pleased to welcome pastors, or additional leaders, from other presbyteries or denominations, as participants in the service, but not as members of the commission. The names of all participants shall be reported to the Committee on Ministry.

In considering the specific elements of the worship service, it is advisable for the pastor to review the service with the Moderator of the Commission before finalizing the bulletin. At least one week prior to the service, Commission members should receive a copy of the worship bulletin, indicating the part each member is to take in the service. Ordinarily clergy are robed (*unless summer heat makes this unadvisable).*

Occasionally, an ordinand will request that the service include the Lord’s Supper. Because this is a Presbytery worship service, permission to celebrate the sacrament needs to be secured from the General Council. Contact the Stated Clerk to make this request.

An offering is taken at these services. The bulletin should include an announcement about the offering and there should be a verbal announcement of interpretation explaining that the offering supports the Presbytery’s Candidates Aid Fund. The church is responsible for counting and forwarding collected funds to the Presbytery office.

The Presbytery office will be responsible for inviting members of the Presbytery to ordination and/or installation services. It will be announced in e-news and electronic invitations will be sent to the members of Presbytery.

Resources for worship, the AC meeting agenda, and the AC minutes form may be found on the Presbytery website on the Committee on Ministry Committee page under Resources.

Revised and approved by COM 1/6/2022