

PRESBYTERY OF NEW YORK CITY

Request for an Administrative Commission to Ordain and /or Install

INSTRUCTIONS

The Service of Ordination and/or Installation is a Presbytery event. **Invitations to the service must read (in this exact order): "The Presbytery of New York City and the (name of church if applicable) request..."** The final authority as to time and participants is the Presbytery's, through its Committee on Ministry.

- The first person to be contacted in selecting a day and time for the Ordination/Installation Service is the Moderator of Presbytery who will moderate the Administrative Commission. If s/he is unavailable and s/he gives approval, the Vice-Moderator may then be contacted to set the day and time and to moderate the commission.
- The moderator or vice moderator must approve the liturgy for all ordination/ installation services of worship. The liturgy can be found in the Book of Occasional Services beginning on page 45.
- All plans for ordination/installation administrative commissions must be submitted to the Committee on Ministry for its approval by the deadline for materials for their meeting.
- Of the commission members, a recording secretary must be elected by the commission members. The recording secretary must submit the commission's minutes to the Stated Clerk.

NAME OF ORDAINED/INSTALLEE: _____

POSITION (if being installed): _____

DATE OF SERVICE: _____ TIME: _____

Ordaining Presbytery: _____

Presbytery of Service: _____

PLACE OF SERVICE: _____

COMMISSION TO ORDAIN and/or INSTALL

1. The members of the Commission must be members of the Presbytery of New York City.
2. The minimum number for a Presbytery Commission shall be no less than seven and that not more than one of the elder members shall be from any one church. As an Administrative Commission, the number of ministers and elders should be as nearly equal as possible.
3. It is the policy of the Presbytery of New York City that "Services of Ordination and/or Installation, as an act of the Presbytery, must reflect in leadership the racial/ethnic diversity of the Presbytery and must have male and female clergy and male and female elders participating." Additionally, the commission should reflect the diversity of the presbytery including the boroughs that are represented.

Proposed Commission Members

The Moderator of the Presbytery must be the Moderator of the Commission. Of the commission members, a recording secretary must be elected by the commission members. The recording secretary must submit the commission's minutes to the Stated Clerk.

Members of the Commission to Ordain and/or Install must be members of the Presbytery of New York City and should have some particular responsibility (*list that responsibility with their name*) in the service itself.

Candidate's Name: _____

Ordination/Installation Administrative Commission	
<u>Minister of Word and Sacrament</u> (you must list the ministers name, church its borough & minister's role in the service)	<u>Elders</u> (you must list the elder's name, their church its borough & the elder's role in the service)

Corresponding members should be Presbyterians in good standing in other governing bodies of the PC (USA) or in any other Christian church. Please list below, their names, their presbyteries (or judicatories, if another denomination), and their responsibilities in the service.

Corresponding Members	
Name	Responsibility

The Presbytery also welcomes, family members, former teachers or associates who have played significant roles in the ordinands/installee's faith and ministry. Please list below, their names and their responsibilities in the service.

Other Participants	
Name	Responsibility

THE ORDER OF SERVICE

The Order of Service shall be approved by the moderator or vice moderator. Before talking to the moderator, you should determine who you would like to offer prayers, charge you, charge the congregation (if you are being installed), read Scripture and preach the sermon. It is normal to have the moderator preside and conduct the ordination/installation and for you to pronounce the benediction.

THE OFFERING

The offering that is received at the Installation Service is given to the Presbytery's Parish Pension Fund which is used to help congregations with pension arrearages. The offering received at a service that is just an Ordination is given to the Presbytery's Committee on Preparation for Ministry which is used to provide scholarships to inquirers and candidates. Please print in the bulletin the purpose of this offering

Signature of the Ordinand/Installee: _____

Signature of the Moderator: _____

APPENDIX E

GUIDELINES FOR ORDINATION AND/OR INSTALLATION OF PASTORS, CO-PASTORS, ASSOCIATE PASTORS, DESIGNATED PASTORS, AND CLERGY CALLED TO SPECIALIZED MINISTRIES

INTRODUCTION

A presbytery or an administrative commission named by presbytery, shall ordain and/or install every person called by a church to a permanent pastoral relationship. The ordination/installation of a pastor is a significant occasion in the life of a congregation. It is a joyous occasion for the communicants, a time of expectancy regarding the future of the church, and the beginning of a new ministry for the one being installed. The service of ordination/installation is one of the few clearly identifiable functions of presbytery-in-action that church members experience. Properly done, it can teach Presbyterianism better than hours in the classroom. Here presbytery expresses visibly one of its most important functions.

Also it is often appropriate that presbytery install ministers called to validated ministry in service other than congregational pastoral relationships. Possible exceptions might be calls by Synod or General Assembly or their agencies to ministries to which the calling body appropriately will install the minister, such as overseas missionaries, Synod or General Assembly staff, seminary faculty or president, Synod agency directors, etc.

Almost always presbytery ordains and/or installs a minister by an administrative commission it appoints to act for presbytery. One exception is in the case of ministers called to serve on presbytery staff who are normally installed by presbytery itself in session rather than by a presbytery appointed commission.

This section is designed to clarify the process of appropriately choosing commissions for the ordination and/or installation of pastors, co-pastors, associate pastors, and clergy called to validated ministries; and to expedite the work of such commissions after they are appointed by presbytery.

THE NATURE AND PLACE OF ORDINATION/INSTALLATION SERVICE

The service of ordination of candidates to the Ministry of Word and Sacrament shall ordinarily take place in the presence of the congregation in which the candidate is a member and in the place for regular worship of that congregation

A service of installation shall be held by the presbytery within whose bounds the candidate has been called to minister

The service of ordination (or installation, if there is such a service) for a minister called to a validated ministry may take place at facilities of the employing agency or at the facilities of a nearby congregation. The COM is responsible for recommending to presbytery or itself approving when a commission is needed to ordain and/or install. The commission is responsible for the order of service.

1. CHOOSING A COMMISSION TO ORDAIN/INSTALL

a) Who chooses the ordination/installation commission?

(1) The guidelines for calling a pastor state that the responsibility of nominating a commission to ordain/install belongs to the pastor-elect together with the session of the calling church or employing agency. The plans for ordination/installation services must be in written form and approved by the Committee on Ministry. The current form is available in the Presbytery office.

(2) The Committee on Ministry or Presbytery may be consulted for assistance, and they may want the privilege of suggesting commission members. If so, they should contact the people they wish to nominate well in advance of the next COM meeting as to their availability and willingness to serve. The COM has forms for suggesting commission members and indicating other guests to be invited to participate.

(3) The COM liaison may be the channel to communicate their desires to the presbytery.

b) Who should be chosen?

(1) The commission shall be composed of seven members and must include the moderator of presbytery, who is the first person to be contacted in setting the date for the service and determining its size and composition, three or four minister members of presbytery who are not installed pastors of the calling church or agency. The commission may include either three or four elders who are members of different churches in presbytery. For agencies outside the jurisdiction of the church, the governing body of the agency should be represented in addition to Presbyterian ministers and elders. Both male and female clergy and male and female elders will be included in all installation commissions. The commission shall represent the racial/ethnic and other diversity of the Presbytery, and should include members from several boroughs.

(2) The particular church in which a pastor is being installed, or the employing agency, is responsible for the travel expenses of the commission members. The moderator of the commission to ordain/install will inform the parties of this responsibility.

(3) The moderator of the presbytery moderates a commission to install and ordain. If this is not possible, the moderator shall designate another person as moderator of the commission, preferably one of the following: the vice-moderator of presbytery, a former moderator of presbytery, the Chairperson of the COM, the Vice-Chairperson of the COM, a member of the COM or, in the case of a candidate to be ordained/installed, the moderator of the Committee on Preparation for Ministry. The moderator of the commission will preside at the service and will propound the constitutional questions. The charges to the pastor and congregation will be done by ministers and elders of New York City presbytery. In the case of a validated ministry, the charges to minister and agency may be done by representatives of the employing agency.

(4) A member of the PNC of the calling church, if an elder, may be a member of the commission and may charge the congregation.

(5) A minister of the calling church may be a member of the commission. Ordinarily, it would be inappropriate for this minister to charge the pastor or congregation.

(6) The ecumenical witness of the Presbyterian Church can and should be enhanced on the occasion of the ordination and/or installation of ministers. For example, a representative of a denomination with which we are in correspondence may be invited to participate in the service.

(7) The COM will make assignments to members of the commission to preach and to charge the pastor and the congregation or agency. The PNC and the pastor may recommend to COM persons for these particular assignments.

c) Who has final approval of a commission to ordain and/or install? Presbytery, since it is an administrative commission. This responsibility has been designated to COM on behalf of Presbytery (*PNYC Standing Rules*.)

Upon request, guests may be invited to participate in the service of ordination and/or installation. With the approval of presbytery, a guest may be invited to preach.

2. THE INSTALLATION/ORDINATION COMMISSION AT WORK

a) Before the service of ordination/ installation, the moderator is responsible to see that worship is properly ordered and bulletins prepared for the service. The planning is usually done in consultation with the minister being installed, and bulletins may be printed in the particular church or agency, but it is a function of the presbytery to ordain/install the pastor. The moderator may delegate this function to another member of the ordination/installation commission.

The commission will gather at least a half-hour before the hour of worship. After it is officially convened, it will elect a clerk, adopt the printed order, and take care of any other business related to its task.

b) During the service itself, there are several things that should be clear. To begin with, the moderator shall state who is present and for what purpose, e.g., "New York City Presbytery is assembled here in the persons of this special commission for the worship of God and the installation of the Reverend _____ as pastor of _____ Presbyterian Church or the Reverend _____ as (title of validated ministry) of (name of employing agency).\" During the service, the moderator shall review the actions of the presbytery in hearing and approving the congregation's or agency's call to the minister, in assuring itself of the adequacy of the terms of call, in examining and receiving the minister, and in the appointment of this commission.

Following the sermon, the ordination/ installation itself is conducted by the commission, led by the moderator. The pastor-elect is presented by a member of the calling church or agency who may also be a member of the commission. The moderator will make clear that only members of the congregation will respond to the vows of the people, or (if appropriate) members of the agency. The entire commission should be involved in ascertaining that the vows are being answered in the affirmative.

If the sacrament of the Lord's Supper is to be celebrated as part of the ordination/installation service, request for Presbytery's approval to so celebrate must accompany the request to appoint the commission to ordain/install. The Committee on Ministry has been granted permission to act on behalf of Presbytery in this matter. (*Standing Rules*)

It is appropriate, if the commission wishes to do so, to have two commission members escort the new pastor to the chancel during the last stanza of the closing hymn. The newly installed pastor may make a brief statement and shall pronounce the benediction thus symbolizing that the presbytery has established this pastoral relationship.

APPENDIX G

ORDER OF WORSHIP: Service of Installation/Ordination

The Liturgy

The Opening Voluntary

The Call to Worship Commission Moderator

New York City presbytery is gathered here through this Commission to lead you in the worship of God on the occasion of the installation/ordination of (name) as (position) of (church). Let us worship God!

(Another appropriate choral responsive "Call to Worship" may follow.)

*The Processional Hymn

The Call to Confession

The Prayer of Confession

The Silent Confession

The Kyrie Eleison (sung by the congregation)

The Assurance of Forgiveness

*The Gloria Patri

The Collect of the Day or Prayer of Illumination

The Old Testament Lesson

The Anthem

The Epistle Lesson

The Gospel Lesson

The Sermon

***The Affirmation of Faith**

The Ordination/Installation of (name)

Leader:	There are different Gifts
Community:	But it is the same Spirit who gives them.
Leader:	There are different ways of serving God.

Community: But it is the same Lord who is served.
 Leader: God works through different people in different ways.
 Community: But it is the same God who achieves God's purpose through them all.
 Leader: Each one is given a gift by the Spirit.
 Community: To use it for the common good.
 Leader: Together we are the body of Christ,
 Community: And individually members of that body.
 Leader: Though we have different gifts, together we are a ministry of reconciliation led by the risen Christ. We work and pray to make Christ's church useful in the world, and we call men and women to faith, so that, in the end, every knee shall bow and every tongue confess that Jesus Christ is Lord, to the Glory of God.

Within our common ministry, some members are chosen for particular work as ministers of the Word, elders or deacons. In ordination, we recognize these special ministries, remembering that our Lord Jesus said:

"Whoever among you wants to be great must become the servant of all, and if a person wants to be first among you, that person must be the slave of all people."

Community: Just as the Son of Man came not to be served, but to serve, and to give his life to set others free.

The Presentation Commissioner from Ordaining/Installing Congregation

The Propounding of the Constitutional Questions

The Introduction **Commission Moderator**

The Vows of the Congregation Commissioner from Ordaining/Installing Congregation

Elder: Do we, the members of the church, accept (name) as our (position), chosen by God to guide us in the way of Jesus Christ?
 Church: We do.
 Elder: Do we agree to encourage her/him to respect her/his decisions, and to follow as s/he guides us, serving Jesus Christ, who alone is Head of the Church?
 Church: We do.
 Elder: Do we promise to pay her/him fairly and provide for her/his welfare as s/he works among us; to stand by her/him in trouble and share her/his joys? Will we listen to the word s/he preaches, welcome her/his pastoral care, and honor her/his authority as s/he seeks to honor and obey Jesus Christ our Lord?
 Church: We do.

The Vows of the Commission

Do we, the members of this commission, acting for and in the position of New York City Presbytery, promise in reliance upon the Grace of God, to be a friend in ministry with (name), working with her/him subject to the ordering of God's word and spirit, and will we prayerfully support her/him in love, challenge and encouragement to the end that her/his ministry be fruitful, and the Church be strengthened to the Glory of God?

The Commission: We do and we will.

The Prayer of Ordination/Installation *(and the Laying on of Hands for Ordinands inviting Ministers of Word and Sacrament, elders and ministers from other reformed traditions come forward)*

Eternal God, we thank you that you call women and men for special service. You call some to be apostles, some prophets, some evangelists, some pastors and teachers to equip the saints for the work of ministry and the building up of the body of Christ. Therefore, loving and correcting God, through Jesus Christ, give your Holy Spirit to (name); fill her/him with grace and power, and make her/him your minister in your Church that s/he may boldly proclaim the Gospel and rightly administer the Holy Sacraments of your New Covenant. Make her/him a faithful pastor, patient teacher, wise counselor that your name may be ever glorified through Jesus Christ our Lord. Amen.

The Prayer of the Candidate/Minister - Optional

Creating, redeeming and sustaining God, you have called me to be your disciple through Jesus Christ our Lord, and have chosen me through the voice of these people to serve this church. Give me the wisdom to live by your grace as I proclaim grace, the compassion to love, the energy to serve, the patience to hear and the courage to draw strength in my weakness; through Jesus Christ who reigns with you and the Holy Spirit, one God now and forever. Amen.

The Prayer of the People (unison)

God of grace, who called us to a common ministry as ambassadors of Christ, trusting us with the message of reconciliation: give us courage and discipline to follow where your servants rightly lead us; that we may declare your wonderful deeds and show your love to the world; through Christ our Lord. Amen.

The Declaration of Ordination/Installation

Commission Moderator

(Name), you are now ordained/installed a minister of the Word in the church of Jesus Christ 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/Creator through him. Amen.

(The Commission shall welcome the minister into their fellowship in the ministry of the Word.)

The Charge to the Pastor

Presbytery of New York City commissioner

The Charge to the Congregation

Presbytery of New York City commissioner

*The Hymn of Ministry

The Intercession: Prayers of People for Church and World
(Sharing of Joys and Concerns)

The Gathering of the Gifts of the People

The Offertory

Leader: Let us give praise to the goodness of God!

*The Doxology

The Prayer of Thanksgiving and the Lord's Prayer

*The Hymn

The Exhortation and Benediction

The Postlude

* Congregation standing