

**GUIDELINES FOR SERVICES OF ORDINATION AND/OR INSTALLATION
COMMITTEE ON MINISTRY
PRESBYTERY OF DETROIT**

1. **Arrangements for Ordination/Installation** – All arrangements (date, selection of Commission, order of worship, etc.) for the Ordination/Installation are the responsibility of the ordained or the pastor-elect in consultation with the Moderator of the Presbytery.
2. **Time and Place** -- All ordination and installation services shall normally be held in a church building except in cases of ordination to service other than the pastoral ministry. The installation shall be held in the presence of the congregation to which the pastor has been called to serve and shall be conducted at a convenient time to enable the substantial participation of the presbytery (W-4.4002). Exceptions are to be approved by the Committee on Ministry.
3. **Membership of the Commission** -- The Commission for ordination and/or installation shall consist of the Moderator of Detroit Presbytery (or his/her designee) plus an equal number of Teaching Elders and Ruling Elders (2 or 3 of each). Each Ruling Elder shall be from a different church within the Presbytery. Care should be taken to reflect the gender and racial/ethnic diversity of the presbytery.

On the date of the ordination/installation, the Moderator or designee shall convene the Commission with prayer prior to the service and preside over 1) identifying the members of the Commission and 2) the business of the Commission. The quorum for convening the meeting shall be more than half of the commissioners, which for a commission of five would be three persons.
4. **Order of Worship** – “The order for the worship in the Directory for Worship (W-4.4000) shall be followed” (G-2.0805). The *Book of Occasional Services: Supplementing the Book of Common Worship, 1993* (Geneva Press, © 1999) provides an appropriate order for services of ordination and installation. The bulletin shall clearly state this is an act of the Presbytery. Consult the *Directory for Worship* for the exact questions and other requirements (W-4.4000). COM strongly recommends that the order of service be printed and include the questions addressed to pastor (W-4.4003) and to the congregation (W-4.4006b). Review the worship with the Moderator (or designee) of the Presbytery prior to the date of ordination/installation.

The moderator, or designee, shall preside, asking the constitutional questions and officiating for the laying on of hands. All Presbyterian Teaching and Ruling Elders present are to be invited to participate in the laying on of hands. For the laying on of hands, the ordained shall kneel; the Teaching Elder being installed shall stand.
5. **Manner of Dress** – Teaching Elder participants in the service shall ordinarily wear robes.
6. **Offerings** -- By action of the Presbytery of Detroit, the loose offerings at all installations/ordinations should be given to the Candidates Scholarship Fund of the Presbytery of Detroit administered by the Committee on Preparation for Ministry.
7. **Visiting Teaching/Ruling Elders** --The service of ordination and the service of installation are acts of the Presbytery. Teaching/Ruling Elders outside the bounds of Detroit Presbytery may participate by permission of the installing Presbytery. The request for Corresponding Members shall be made to the Presbytery through the Committee on Ministry.
8. **Report of the Commission** -- The Moderator shall report on the action of the Commission to the Stated Clerk of Presbytery. A form for this is provided by the Presbytery Office.

SERVICE OF ORDINATION AND/OR INSTALLATION IN THE PRESBYTERY OF DETROIT
*COMPLETE AND RETURN TO COMMITTEE ON MINISTRY FOR REVIEW AND APPROVAL
 PRIOR TO THE PRESBYTERY MEETING WHEN COMMISSION IS ELECTED*

NAME: _____ TELEPHONE # _____

EMAIL: _____ FROM WHAT PRESBYTERY: _____

CALLED TO WHAT POSITION: _____

PLACE OF WORSHIP SERVICE: _____ DATE _____ TIME _____

DO YOU WISH TO INCLUDE THE LORD'S SUPPER AS PART OF THE WORSHIP? _____ YES _____ NO

MEMBERSHIP OF THE COMMISSION FOR ORDINATION, INSTALLATION, OR BOTH (Circle category)

MODERATOR OF DETROIT PRESBYTERY (OR DESIGNEE): _____

The following members must comply with Item #3 of the Guidelines for Services of Ordination and Installation.

TEACHING ELDERS (2 or 3)

RULING ELDERS (2 or 3)

NAME: _____ CHURCH: _____	NAME: _____ CHURCH: _____
NAME: _____ CHURCH: _____	NAME: _____ CHURCH: _____
NAME: _____ CHURCH: _____	NAME: _____ CHURCH: _____

CORRESPONDING MEMBERS (ANY TEACHING AND/OR RULING ELDERS FROM ANOTHER PRESBYTERY.)

NAME: _____ PRESBYTERY: _____ ADDRESS: _____
NAME: _____ PRESBYTERY: _____ ADDRESS: _____

OTHER INDIVIDUALS MAY BE INVITED TO PARTICIPATE IN THE WORSHIP; HOWEVER, THE PRESBYTERY DOES NOT NEED TO RECORD THEIR NAMES.

Send this completed form to the COM Representative working with the calling congregation
 or to the Presbytery Office.

Date received by COM: _____