

## GUIDELINES FOR INSTALLATION WORSHIP SERVICE

Ordination and installation worship services are Presbytery events (G-2.0805) celebrated with the congregation and their pastor-to-be installed. Our Presbytery Assembly has delegated authority for ordination and installation commissions to its Commission on Ministry (COM). Here are the approved steps to complete this process.

1. Candidate for installation consults with the Presbytery Moderator to arrange a mutually appropriate date. COM urges pastors to have installation worship services on an afternoon or evening so that other members of Presbytery may attend and celebrate the beginning of this new pastoral relationship. For that reason, Sunday mornings are discouraged. As soon as the date is approved, notify the Presbytery office (574-223-5678, [vicki@ourpresbytery.org](mailto:vicki@ourpresbytery.org)) so it may be added to the Presbytery calendar.
2. The Presbytery Moderator represents the link of call between congregation, pastor, and presbytery and **usually moderates the installation commission**. Typically, the pastor will recommend a **ruling elder from their new congregation**, and a balanced number of teaching and ruling elders to represent three other congregations nearby (G-3.0109b). Elders from other presbyteries are listed as corresponding members, and from other denominations as ecumenical members. Typically, there are five-seven commissioners including the moderator.
3. The candidate provides recommendations (see worksheet, p. 3) to COM prior to the installation for those to be appointed to serve on the Installation Commission. If helpful, presbytery leaders may be asked to suggest appointments.
4. The pastor initiates plans for the installation worship service in keeping with the Directory for Worship (W-4.4000). COM consults with the pastor and moderator on the service of worship in advance, both to assure that key elements of worship are not omitted and to encourage listing presbytery connections of those serving on the installation commission. Those presbytery and congregational roles alongside the names of those who serve on the commission help demonstrate our mutual connections in the worship bulletin. Samples may be found in the *Book of Occasional Services* (Geneva Press) and also available from the Presbytery office. The offering for the service is designated by Presbytery to support its work of preparation for ministry.
  - In planning the worship, it is appropriate for the Moderator to be part of the 'Welcome' at the beginning of the service to voice presbytery's welcome. You may expect the Moderator of the Presbytery and Moderator of your installation commission to ask you the 'Constitutional Questions' and lead the 'Laying on of Hands, Prayer of Installation and Pronouncement'. We also ask similar questions of those present from the presbytery after the

questions to the congregation, to affirm the support of the presbytery for your call and ministry.

5. When the commission and worship plans are ready, they need to be sent to COM, for review, recommendations, and taking action, usually by email and within a couple of days. Please forward them to the Stated Clerk, who will send them out to COM.
6. The Presbytery office can assist with announcements of the installation service. Upon sufficient notice, the office will provide labels if a pastor wishes to mail invitations, and will distribute notice to Presbytery through the email newsletter, *God Calls*. Please provide invitation copy to Vicki at [vicki@ourpresbytery.org](mailto:vicki@ourpresbytery.org) after COM approval of commission and worship planning. Copy is due the Friday previous to weekly publication on Wednesday.
7. Commission Moderator's report following the installation and a worship bulletin, are sent to the Stated Clerk for the Presbytery, to be reported to Assembly.

This is a great moment within the life of your congregation and the others of Presbytery as we live in to the ministry God has for you among us in the Presbytery of Wabash Valley.

## INSTALLATION COMMISSION, PRESBYTERY OF WABASH VALLEY

Ordination / Installation for \_\_\_\_\_  
(circle one or both as appropriate)

Date, place, time of Ordination/Installation \_\_\_\_\_

Members of Commission to Install: Please designate Ruling Elder / Teaching Elder and congregation represented.

Title/Name*	Congregation
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Ruling Elder _____	Westminster Munster
Title/Name	Congregation

Title/Name	Congregation 1
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Title/Name	Congregation 2
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Title/Name	Congregation 3
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Title/Name	Congregation
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Title/Name	Congregation
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Title/Name	Congregation
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\*Ordinarily, the Presbytery Moderator (currently Rev. Kevin Bowers, Bethany PC, Lafayette – 765-447-2662 [church])