

**REQUEST FOR ORDINATION
or INSTALLATION COMMISSIONS**

PERSON TO BE [] Ordained: _____ POSITION: _____

[] Installed: _____ POSITION: _____

CHURCH: _____ CITY: _____

DATE & HOUR OF SERVICE: _____

PROPOSED PARTICIPANTS IN THE SERVICE

To preside and ask the constitutional questions to the minister:

(This must be the Moderator of the Presbytery or someone designated by the Moderator)

To offer the Prayer of Installation: _____

(If the presiding officer is not to give it)

To charge the minister: _____

(A minister member of the Presbytery)

To charge the congregation: _____

(A minister or elder in the Presbytery)

To read the Scripture lesson(s): _____

To preach the sermon: _____

Other: _____ By _____

_____ By _____

At least two elders must be elected to the Administrative Commission and may be used in the service:

_____ Elder from _____ Church

_____ City

_____ Elder from _____ Church

_____ City

_____ Elder from _____ Church

_____ City

If any of the above are not members of the Presbytery, list their names below along with their presbyteries, or the particular judicatory if they are from another denomination, and request that they be invited to participate in the service as indicated.

Name: _____ of _____

Name: _____ of _____

Signature of Ordinand/Instalee: _____

GUIDELINES FOR ORDINATION or INSTALLATION COMMISSIONS

- ❖ A Commission is to be composed of not fewer than five members, with not more than one of its elder commissioners from one of its constituent churches.
- ❖ A Commission is to be composed of ministers and elders in numbers as nearly equal as possible. If the Commission consists of an odd number of members, the additional member may be either an elder or a minister.
- ❖ As a courtesy, the Moderator of the Presbytery is ordinarily asked to be a member of the Commission and to act as Moderator of the Commission, asking the constitutional questions.
- ❖ If the Moderator of the Presbytery is not a member of the Commission, the Commission on Ministry or its Moderator may elect one of the Commission members to serve as Moderator.
- ❖ The person to be ordained or installed may invite additional ministers or elders from the Presbytery and from other presbyteries or denominations to assist in the service. These persons may be seated as Corresponding Members of the Commission.
- ❖ If additional persons are invited to participate in leadership of the ordination or installation service, a majority of those taking part in the leadership must be members of the Commission.
- ❖ It is not absolutely necessary that every member of the Commission participate in the service.

Also to be noted:

It is a practice of the presbytery to receive an offering at ordinations or installations of ministers, the receipts of which go to the Pastor's Debt Relief Fund.