

# Ordination & Installation



## Where to Start?

The first thing to do is to request an Administrative Commission (AC). The AC is to be made up of both ruling elders and ministers of Word and Sacrament in Salem. You will need to complete the attached form and submit it to Presbytery's Administrative Assistant <office@salem-presbytery.org>. If you have been under care in Salem, you likely have people to ask. If you do not, there is a directory - but you'll need to request a password from the Presbytery office. A good place to start may be asking who all is in your "Parish" - these are churches in your geographic location.



## Who Does What?

With the exception of particular pieces the Moderator of your AC must perform, guests of the AC (from other presbyteries) are welcome to participate in the service as well. Every member of your AC is not required to lead in the worship service, though they certainly may. The form says this, but its structure might imply otherwise. Those who have been a part of your journey are welcome to join in the celebration.

## Planning the Service

The Book of Common Worship has the service for Ordination and Installation within it, but it can sometimes be difficult (particularly for a new pastor!) to get overwhelmed by it all. Don't be afraid to ask for help from the Stated Clerk or the Parish Engagement Pastor!

The service is the structure of our regular Lord's Day Service with the addition of the Presentation of the Candidate, Remembering our Baptism, and The Ordination (which includes the constitutional questions, prayer of ordination, the laying on of hands, presentation of symbols of ministry, charges to minister and congregation.)



## REQUEST FOR ADMINISTRATIVE COMMISSION To Ordain/Install a Teaching Elder

Name:	Home phone:	E-mail:
Church:	Church phone:	Position:
Church (physical) Address:	City:	State:      Zip:
Date of Service:	Place:	Time:

### Requirements for Membership of the Commission

- ◆ At least five members from Salem Presbytery
- ◆ Equal number of elders and ministers  
{if odd number of members, additional person may be elder or minister}
- ◆ No more than one elder from any congregation
- ◆ Diverse makeup: men/women, racial ethnic, different size churches
- ◆ Guests are **NOT** counted in membership of commission. They may do any task except Preside/Propound.

RESPONSIBILITY (Member of Salem ONLY)	NAME	E-MAIL	ADDRESS	CHURCH	PRESBYTERY	MINISTER/ ELDER
1. Preside & Propound the Constitutional Questions						
2. Preach the Sermon						
3. Charge the Minister						
4. Charge the Congregation						
5. Prayer of Ordination/Installation						
6. Lead in Worship (optional)						
7. Lead in Worship (optional)						

Are Clergy asked to wear robes?  Yes  No      If yes, what color? \_\_\_\_\_

Form should be returned to Salem Presbytery at: [cratledge@salempresbytery.org](mailto:cratledge@salempresbytery.org)

Please do not announce these details until this document is approved by Salem's Stated Clerk