

## INSTRUCTIONS FOR ORDINATION AND/OR INSTALLATION SERVICE

Ordination and Installation of a clergy member of the Hudson River Presbytery **is offered by and overseen by** the Presbytery, therefore the service should be held at a time when members will be available to attend. It may be *hosted* by the calling congregation.

1. Choose the date and time. An Ordination or Installation service must be officiated by a Moderator of Hudson River Presbytery, therefore the availability of either the Moderator or Moderator-Elect must first be secured. Generally, a Sunday service at 3 or 4 o'clock is best. Inform the Presbytery office as soon as a date is chosen.
  2. Recruit an Installation Commission consisting of three to seven members of Hudson River Presbytery. The Commission shall include the Presbytery Moderator and as equal a number of Teaching Elders and Ruling Elders as possible from churches within the Presbytery. Each Elder shall represent a different church.
  3. Others may be invited to participate however try to limit it to one or two beyond the Commission, bearing in mind the time-limited nature of the worship service. List participants in the service, including their church and Presbytery affiliation.
  4. Every attempt should be made to keep the length of the service to one hour.
  5. The Offering at an Ordination/Installation Service will be directed to scholarship assistance for those in preparation for ministry as well as the clergy assistance fund. Please see that the offering reaches the Presbytery office as soon as possible. The verbiage below should be used in the service bulletin and by the officiant:
    6.
      - a. ***“Offerings received at all Installations of the Presbytery of Hudson River are directed to scholarship assistance for those in preparation for ministry as well as the clergy assistance fund. We re all responsible for supporting our current and future pastors – spiritually, emotionally and financially. Please give generously.”***
      - b. ***Checks should be payable to Hudson River Presbytery or use the following QR code and note the Installed Pastor’s name.***
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**\*\***<https://www.pghpresbytery.org/wp-content/uploads/2020/05/Book-of-Occasional-Services.pdf>

## Suggested Order of Service of **ORDINATION**

### ***Gathering***

The Presentation  
Call to Worship  
Hymn  
Prayer

The Moderator  
The Moderator

### ***The Word***

Prayer for Illumination  
Scripture(s) Reading  
Sermon

### ***Ordination***

Hymn  
Sentences of Scripture  
Statement on Ordination  
Reaffirmation of the Baptismal Covenant  
Constitutional Questions to the Candidate  
Constitutional Questions to the Congregation (*in the case of an Ordination & Installation*)  
Prayer of Ordination  
Declaration of Ordination (*and Installation*)  
Charge to the Newly Ordained  
Presentation of Symbols of Ministry (*Optional*)  
Charge to the Congregation (*in the case of an Ordination & Installation*)

The Moderator  
The Moderator  
The Moderator

### ***Communion (Optional)***

Hymn  
Invitation to the Lord's Table  
Offering\* \* (see instructions)  
Great Thanksgiving  
The Lord's Prayer  
Sharing the Peace of Christ  
Communion of the People (*This time and the offering are appropriate times for special music*)  
Prayer after Communion

The Newly Ordained Minister

### ***Sending***

Charge and Benediction  
Recessional Hymn  
Postlude

The Newly Ordained Minister

## Suggested Order of Service of **INSTALLATION**

### ***Gathering***

Greeting & Call to Worship  
Prayer  
Hymn  
Confession and Pardon  
Sharing the Peace of Christ

The Moderator

### ***The Word***

Prayer for Illumination  
Scripture(s) Reading  
Sermon

### ***Installation***

Hymn  
Sentences of Scripture  
Statement on Ministry of the Church  
Statement on Installation  
Constitutional Questions to the Pastor-elect  
Constitutional Questions to the Congregation (*an elder of the church*)  
Prayer of Installation  
Declaration of Installation  
Charge to the Newly Installed Pastor  
Charge to the Congregation  
Presentation of Symbols of Ministry (*Optional*)

The Moderator

The Moderator

The Moderator

### ***Communion (Optional)***

Hymn  
Invitation to the Lord's Table  
Offering\*\* (see instructions)  
Great Thanksgiving  
The Lord's Prayer  
Communion of the People (*This time and the offering are appropriate times for special music*)  
Prayer after Communion

The Newly Installed Pastor

### ***Sending***

Charge and Benediction  
Recessional Hymn  
Postlude

The Newly Installed Pastor