

WINNEBAGO PRESBYTERY
COMMITTEE ON PREPARATION FOR MINISTRY MANUAL
Revised July 2007

The Committee on Preparation for Ministry (CPM) of Winnebago Presbytery welcomes your application to be enrolled as an Inquirer. The primary role of the CPM is to nurture and support individuals as they seek to determine God's call and the call of the Church for their life and their gifts. We are excited that you have experienced an inner call from God to undergo this period of inquiry that could lead to your first call to ministry. We will work with each Inquirer/Candidate to hear the call of the Church. We work with the conviction that the inner call does not guarantee ordination, but does help us to discern a person's future contributions to church and world. We know that this is a serious and important step in your life and we are serious about our relationship with you during these important years. We want you to be a valuable addition to the PC(USA); in fact we insist that you will be well qualified before we will recommend you to Presbytery for ordination. Our basic motto is: "Everyone is called to ministry, but not everyone is called to ministry of Word and Sacrament." Therefore we will help you discern where the best ministry is for you.

Official steps for the process of inquiry and candidacy can be found in the Book of Order, Chapter G-14.0300-G-14.0406, or in new advisory handbooks published by the General Assembly. This manual includes an outline of the official steps and requirements, with an approximate schedule. This manual is a guide for working with your Session, our committee, and Winnebago Presbytery. Please don't hesitate to approach us with your questions about the steps we have outlined. We are eager to respond.

Note: Presbyterian language has the potential for creating minor confusion in this process, in that a person in the final phase of preparation for ministry is called a Candidate, and a person presented to a congregation by its pastoral nominating committee is also called a Candidate. A person may be both kinds of Candidate at once, but the word applies to two different processes. Throughout this manual, except as noted, the former meaning is intended.

A. GETTING STARTED

You must be a member of a congregation for six months prior to application to be an Inquirer. Your very first step should be to talk to your pastor and ask her or him to contact either the moderator of CPM or the Stated Clerk of Presbytery. This can save a lot of confusion later!

Then, get ready for some paperwork. The initial application form is substantial. All necessary forms for this process are available through the Presbytery Office, and may be downloaded from the denominational website at www.pcusa.org/prep4min/cpmform. You should complete your sections of Form 1, Form 2A and Form 2B in preparation for meeting with the Session and CPM.

After you have completed Form 1, your application to be enrolled as an Inquirer must be approved by the Session of your local congregation. Session then submits your application to the Stated Clerk of Winnebago Presbytery. A representative of the CPM must be present at the Session meeting at which your application is considered, to orient the Session to the process and its role in your journey, with special attention to spiritual and financial support for your journey and you must have your application to the CPM at least three months before the Presbytery is

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asked to act on your application. The Presbytery meets four times each year, February, May, September and November.

Once Session has forwarded your application to the Stated Clerk, you will meet with the full CPM to discuss your sense of call, plans for career evaluation, financial readiness, and your plans for seminary. The financial status of ministers is a very significant issue for the church, so accumulated debt exceeding the church-wide median salary, other than a mortgage on a principle residence, may be cause for the CPM to refuse your application or to require a plan for immediate significant debt reduction. Winnebago Presbytery also requires all Inquirers and Candidates and their families to have health insurance, so prior to your enrollment and throughout the process, you must present proof of coverage.

If CPM approves your application following this consultation, a member of the CPM will present your name to the Presbytery at a subsequent meeting. Your attendance at this meeting is not required, but it is recommended as way of allowing the Presbytery to get to know you as they pray for you and support you throughout this process. If you are unable to attend this meeting, you can be introduced at a later one.

B. LIAISONS

Each Inquirer shall establish relationships with two liaisons: one from your local Session and one from the CPM. The purpose of these relationships is to maintain close and effective communication between the Inquirer/Candidate and Session and CPM. The Session liaison has a special responsibility to keep the Inquirer/Candidate's name before the Session and congregation for prayer, advocacy and support, including the possibility of financial support.

C. ANNUAL CONSULTATIONS

The CPM shall conduct annual consultations with each Inquirer and Candidate. We recommend that you familiarize yourself with the Book of Order requirements regarding these consultations. The basic purpose for these consultations is to remain in good conversation with the CPM, to review academic achievements and hopes, and to discuss financial aid for the ensuing academic year. Financial aid, generally, will only be made available to seminary students who are enrolled as Inquirers or Candidates and currently paying tuition. Scholarship application forms are sent following the annual consultation. We recommend that your pastor and your Session liaison be present with you for a portion of the consultation. On some occasions the consultation could take place at the home church of the Inquirer/Candidate, with as many Session members present as possible. Typically the Presbytery, the Inquirer, and the Session will each bear one-third of the cost of travel for these consultations, including the final assessment.

D. CAREER COUNSELING

Before you enter the Candidacy phase, you will be required to participate in a career counseling session at the Midwest Ministry Development Center or a similar facility approved by the CPM moderator. The cost of this counseling will normally be shared equally by the Inquirer, Session, and Presbytery. The moderator of CPM will receive a written report of the Center's evaluation, which the committee will discuss with you at an annual consultation prior to recommending you for Candidacy status. Sensitive information in that report will be handled very discretely; the

committee moderator may choose to discuss it with you privately before deciding what the full committee should hear or read.

E. FROM INQUIRER TO CANDIDATE

After at least one year of inquiry, including two semesters of seminary, and at least one year before you expect to be ordained, you may apply to become a Candidate. This is a decision made in conjunction with your Session and CPM, and approved by the Presbytery. It indicates that your period of Inquiry has strengthened your sense of call to Ministry of Word and Sacrament.

The move to Candidacy status normally will be discussed with you by your CPM liaison or CPM moderator before each annual consultation after you enroll in seminary. If all agree that moving forward is appropriate, you will have a new application Form 5A and covenant agreement Form 5B to complete. These forms must also be endorsed by your Session, then the CPM. You will be required to appear at a Presbytery meeting at this point, to make a statement of your personal faith and sense of call. Presbytery does not examine your theology or academic preparation at this point, but may ask further questions about your faith and call and general progress and suitability for ministry.

F. FINAL ASSESSMENT

You must already have been a Candidate for at least one semester, and generally two, before your final assessment. The final assessment normally is in place of an annual consultation during your last year of seminary or a related internship.

When the assessment is scheduled, you will be required to give permission for the committee to arrange for a criminal background check. A report of the results will be part of the committee's recommendation to Presbytery.

The preparation for your final assessment is more rigorous than for annual consultations. Much of the work for this meeting may overlap with work for seminary requirements or preparation of your PIF. We encourage you to integrate and "work smart" to be a good steward of time. The following documents should be e-mailed or mailed to the CPM moderator one month prior to your meeting so that committee members have time to read your work:

1. One of your sermons, with the exegesis you did in preparing it, and a statement of the contemporary need to which it was addressed. You will be required to preach this sermon for the committee.
2. A statement of your personal faith. Try to show us how your faith is vital for you. You would want to cover your understanding of the Bible, the nature and role of the Church, and the sacraments. This statement should be no more than one single-spaced page. It will be distributed to Presbytery as part of your examination for ordination.
3. A biographical statement including a brief description of your spiritual and religious development, and other information you judge to be important for those assessing your personality and life situation as suitable for ministry. This statement also should be no

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more than one single spaced page, and also will be distributed to Presbytery as part of your examination for ordination.

4. A statement of your plans for continuing education. You may want to include study areas of interest, journals you might be subscribing to, and books currently on your reading list.
5. A draft of your PIF for review and advice by the committee.

The committee will examine you about these documents and other matters of your faith and preparation, in order to determine whether to recommend that the Presbytery examine you for ordination. The committee's examination is in part preparation and coaching for examination by the full Presbytery.

G. EXAMINATION BY PRESBYTERY

Winnebago Presbytery has long regarded the examination of Candidates for Ministry of Word and Sacrament as one of its most important duties. The process is both fair and thorough. The goal is to serve the whole church by ordaining fully prepared and promising candidates.

At your final assessment interview with CPM, the committee will decide whether to certify that you are ready to be examined for ordination. If so, CPM will report this action to Presbytery, and CPM will give you permission to begin circulating your PIF. You will not be able to circulate your PIF through the denomination's on-line system until this certification is given and the CPM moderator indicates this to the system.

When you receive a call, the presbytery placing the call shall ordinarily examine you; and normally, you will be ordained in your home presbytery. Upon the successful completion of the examination and all requirements in G-14.0402, the examining presbytery notifies Winnebago Presbytery, and you may begin planning for your ordination.

If you receive a call to a position in Winnebago Presbytery, you will be presented for examination at an upcoming Presbytery meeting. Members of Presbytery will have copies of your faith statement and biographical statement. The CPM moderator will ask you two questions which are asked of all Candidates in Winnebago:

1. Do you recognize yourself as one forgiven by God who owes your salvation to God's freely given mercy in Jesus Christ?
2. Do any of the sins found in the Old and New Testament and the Book of Confessions prevent you from living a life of repentance and serving Jesus Christ as a forgiven and grateful member in this Presbytery?

[From the Task Force on Ordination Issues Report, approved by Presbytery Feb. 17, 2001]

The CPM moderator will then ask one other question which you will have discussed in advance. The members of Presbytery then have the right to ask additional questions about your faith, doctrine, understanding of polity, manner of life, and virtually anything else that has bearing on the decision about whether to ordain you as Minister of Word and Sacrament.

If you receive a call to a position in another presbytery, that presbytery will make arrangements to examine you, probably by a process similar to the one Winnebago uses. This may require a preliminary meeting with the other presbytery's CPM or Committee on Ministry, or both.

H. FINANCIAL SUPPORT

A number of financial obligations during this process are expected to be shared equally by the Inquirer/Candidate, Session, and Presbytery. These obligations include, but are not limited to: payment for your evaluation by the Midwest Career Development Center in Chicago, including travel; an initial evaluation of your financial health by a professional consultant or participation in a Fiscal Fitness workshop; and travel for annual consultations, final assessment, and other occasions required by Presbytery.

We suggest that your Session supply you with a copy of the current Book of Order. Other financial items to be considered specifically by the Session are an annual book allowance, and health insurance while in college and/or seminary. Proof of health insurance for the inquirer/candidate and his/her family is required by Winnebago Presbytery.

ADDITIONAL MATTERS

1. Attendance at a Presbyterian seminary is the expected standard. Exceptions must be approved by CPM in advance. Enrolling at another seminary prior to entering Inquiry/Candidacy does not build leverage for permission to continue there.
2. The CPM does accept pass/fail grades during college and/or seminary as acceptable evaluations of academic work.
3. All personal records of Inquirers/Candidates are kept on file in the office of Winnebago Presbytery. At the completion of the relationship with the CPM, all files are returned to the inquirer/candidate. Copies of the Midwest Ministries Assessment, evaluation of financial status, the annual consultations and the final assessment are kept on file at the Presbytery Office. These files are maintained for the purpose of making references when the first call is extended, or when a person requests to enter the process again.
4. The total Inquiry and Candidacy period may not last longer than six years, and Candidacy not more than four, unless the CPM and Winnebago Presbytery approve an extension.
5. An Inquirer/Candidate may be removed from the rolls of the Presbytery by recommendation of the CPM and majority vote of the Presbytery.
6. Presbytery requires a unit of Clinical Pastoral Education prior to completion of the final year of seminary.

SEQUENCE AND APPROXIMATE TIMELINE

1. be baptized (infant or adult, only needed once!)
2. become a member of a Presbyterian Church (USA) congregation (at least six months prior to Inquiry)
3. think and pray seriously about your growing sense of call; discuss it with your family, close friends, teachers and professors, church members, and pastors
4. decide to move forward, and ask your pastor to open communications with CPM
5. at about the same time, start researching Presbyterian seminaries (if you have not done so already!)
6. obtain paperwork (Forms 1, 2A, 2B) and complete your sections, and ask your pastor to schedule time on Session agenda when CPM representative can meet with Session and Session can endorse your application to be an Inquirer
7. start seminary application process (any time AFTER you have had conversation with CPM moderator)
8. meet with CPM to be interviewed for their recommendation to Presbytery that you be enrolled (2 weeks to 2 months after Session meeting)
9. be presented and make a brief presentation of yourself at next Presbytery meeting (1-3 months after CPM meeting)
10. after acceptance to seminary, apply for Presbytery scholarship funds
11. first annual consultation (after first or second semester of seminary); get permission from CPM to take Bible content exam; consider moving to Candidate status; apply for scholarship funds again
12. take Bible content exam (during first or second year of seminary, but as early as possible)
13. second annual consultation (one year after first consultation); get permission to take remaining ordination exams; move to Candidate status if not done already; apply for scholarship funds again
14. take (and pass!) ordination exams at start of final seminary year
15. ask for permission to retake exams if necessary
16. third annual consultation OR final assessment to be recommended for examination for ordination (one year after previous consultation); if this is final assessment, start preparing PIF for review by CPM, and ask for permission to start circulating PIF
17. receive a call
18. appear at Presbytery of call to be examined for ordination
19. schedule ordination service in Winnebago Presbytery (presbytery of care) at your home church (requires Presbytery approval)
20. planning for the ordination service **MUST BE CONSIDERED TENTATIVE UNTIL THE ORDINATION EXAMINATION IS APPROVED!!!!**
21. schedule installation service at church of call
22. ordination service
23. installation service
24. may God go with you!

The following pages contain policies and forms related to the inquirer/candidate process, as well as links to useful websites.

**WINNEBAGO PRESBYTERY
COMMITTEE ON PREPARATION FOR MINISTRY
SEMINARY DEBT AVOIDANCE/REDUCTION POLICY**

For seminary students under care of Winnebago Presbytery

Inquirers or Candidates may seek debt reduction or scholarship aid from Winnebago Presbytery while attending seminary or a seminary related internship, and paying tuition.

1. Committee on Preparation for Ministry (CPM) will meet with the person during the Inquirer Phase in order to assess net worth and to make a plan for financing the cost of seminary; **or** during the Inquirer Phase, the person will participate in a “Fiscal Fitness” workshop being sponsored by the Board of Pensions of the PC (U.S.A.). Costs will be coordinated through the CPM.
2. Before being enrolled as a Candidate, attend the Midwest Career Development Center or similar facility approved by the CPM moderator for career guidance in pursuit of ordination in the Presbyterian Church (U.S.A.). The session of the inquirer’s home congregation, the inquirer, and the presbytery share the cost of the evaluation equally.
3. CPM will counsel with the Inquirer regarding his/her level of indebtedness in relation to salary expectations based on the current median income for the denomination reported by the Board of Pensions, and based on the minimum effective salary established by the Presbytery.
4. CPM will work with each inquirer and candidate towards using his or her available assets to pay for the cost of seminary tuition and room and board rather than incurring indebtedness. If indebtedness cannot be avoided, CPM will monitor, with the inquirer or candidate, the level at which this increases, as well as the assets that may be made liquid to assist with seminary debt repayment.
5. CPM will provide scholarship aid annually to each Inquirer or Candidate attending seminary, provided that the terms above are followed, the amount based on available funds.
6. CPM will make available on an annual basis to each candidate or inquirer a list of options for pursuing grants and interest free loans and funding that may be available through the presbytery, Financial Aid for Studies Office of the Presbyterian Church (U.S.A.), PC (U.S.A.) seminaries, and other possibilities.
7. CPM will be an advocate with the congregation of which the candidate or inquirer is a member and with other congregations of the presbytery as appropriate, in order to generate financial support for the candidate in the form of grants.

For first call pastors within Winnebago Presbytery

1. First call pastors earning less than the church-wide median salary are eligible for annual academic debt reduction grants from the Presbytery for the first four years of service, the amount based on available funds.
2. Any minister who is serving a first call following graduation from seminary, who has any educational indebtedness from his or her Master of Divinity Degree, shall be required to show evidence of having attended a financial planning workshop such as a Fiscal Fitness workshop sponsored by the Board of Pensions, or other financial planning seminar. If the minister has not attended such a workshop, he/she shall be required to do so within twelve months of start-up. The cost of registration fee, accommodation and travel for such a workshop is to be considered legitimate reimbursable expense from study leave allowance.
3. The Committee on Ministry shall encourage calling congregations to consider further educational debt reduction as a point in negotiating terms of call with a prospective pastor who is a recent seminary graduate.

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CANDIDACY FORMS 1, 2A, 2B, 5A, 5B

Forms may be downloaded at www.pcusa.org/prep4min/cpmforms.htm

Form 1 - Application for Enrollment as an Inquirer: Background Information for Session And CPM (pages 1-13)

Form 2A - Application to be Enrolled by Presbytery as Inquirer (pages 14-17)

Form 2B - Covenant Agreement Between Inquirer, Session, and CPM; and Inquirer Release (pages 18-19)

Form 5A - Application to be Received by Presbytery as a Candidate (pages 26-32)

Form 5B - Covenant Agreement Between Candidate, Session and CPM; and Candidate Release (pages 33-34)

SEMINARY SCHOLARSHIP APPLICATION

The application form is attached as page 10 of this document and it may be downloaded from www.winnebagopresbytery.org/forms.

PLANNING ORDINATION AND INSTALLATION SERVICES

These guides begin on page 11 of this document or may be downloaded from www.winnebagopresbytery.org/forms.

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Presbytery of Winnebago
Committee on Preparation for Ministry
Scholarship Application Form

Name _____ Date _____

Seminary Address: _____ Phone _____

Home Address: _____ Phone _____

Amount Requested: _____

Statement of Need: (Please state why you are in need special funding at this time. What other avenues have you explored for help? What resources are available to you, such as from your home church, seminary, loans, gifts, work funds, etc.?) Use additional sheet if necessary.

Are there other considerations of which the committee should be aware?

Applications are received in early May for consideration at the spring Committee on Preparation meeting. Otherwise, completed applications need to be received by **August 1st**. Mail to:

Candidate Scholarships
Winnebago Presbytery
5765 W. Grande Market Dr., Ste B
Appleton, WI 54913-8471

Date of Committee Approval _____

Signature of Committee Moderator _____

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The Winnebago Presbytery
Guidelines
for
Ordination Services

This guide will assist you in planning a meaningful ordination service in compliance with the *Book of Order* and the Winnebago Presbytery.

GENERAL

- A. The basic document governing ordinations and installations is the Book of Order of the Presbyterian Church (USA). Specifically applicable are G-14.0400 to G-14.0405 and G-14.0509 to G-14.0512.
- B. The prescribed constitutional questions are those stated in the Book of Order (G-14.0405). Changes in wording, additions to or deletions from these questions are not to be made as they could bring into question the validity of the ordination.

Always consult the Book of Order for the questions.

- C. Ordinations are acts of the Presbytery on behalf of the whole church. In most cases an administrative commission, rather than the full Presbytery, performs this function. The Presbytery expects such services to be held at times other than during regular hours of worship.
- D. Printed orders of worship should prominently indicate the involvement of the Presbytery in the event and should list the names of the commission members and other participants in the order of worship.
- E. The Presbytery policy is that an offering be taken for the Presbytery's Academic Debt Reduction Grant Fund. The monies are used, at the discretion of the Committee on Preparation for Ministry, to provide scholarship assistance to seminary students under care.
- F. The ordinand and his/her Session, shall share in the travel of all participants except the Presbytery Moderator. (Moderator is reimbursed by the Presbytery.) Ordinarily, this would be auto mileage vouchered at the IRS allowable rate.
- G. Ordinarily, the participants in the ordination service will be the members of the administrative commission. No more than one elder and one minister should be from outside the Presbytery.

DUTIES OF THE ORDINAND

- A. It is the responsibility of the one being ordained to oversee the details of the planning and arrangements for the worship service. A sample bulletin and a Service Planning Form which you might find useful are included in this booklet.
- B. **First order of business:** Check with the Moderator of Presbytery to establish a date and time for the service. In the event the Moderator is unable to preside, an alternate will be designated by the Moderator to perform that function. **Do not set firm dates without the Moderator's concurrence!**
- C. It is the responsibility of the ordinand to arrange for participation in the service by all those who will be appointed to the Administrative Commission. The Administrative Commission is to be comprised of not fewer than seven members (including the Moderator) with as nearly equal a number of clergy and elders as possible, and not more than one elder from any one church.

Ordination and Installation commissions should reflect the diversity of the Presbytery with regards to G-14.0403. This Presbytery strongly encourages participation in the service of at least one ecumenical representative (lay or ordained).

- D. The ordinand is responsible for arranging for participants in the service, i.e. (may be—and customarily includes—members of the Administrative Commission):
 - 1. to Proclaim the Word
 - 2. to deliver the charge to the ordinand (optional)
 - 3. to deliver the charge to the congregation (optional)
 - 4. to read scripture
 - 5. to lead in prayer
- E. The Administrative Commission for Ordination, including date, place and time, must be approved by Presbytery or Presbytery Council.

DUTIES OF THE PRESIDING OFFICER

- A. The Moderator of the Presbytery, or the person designated by the Moderator, shall be the presiding officer of the Administrative Commission.
- B. The Presiding Officer shall:
 - 1. Convene the Administrative Commission at a reasonable time prior to the scheduled time for worship. **Participants in the worship service who are not members of the Commission are included in this meeting.**

Suggested Agenda

- a. Open with prayer.
 - b. Call the Commission to order; review logistics of the service; if necessary, seat corresponding members.
 - c. Receive motion to constitute the Commission and take action to dissolve the Commission following the benediction in worship.
 - d. Close with prayer.
- 2. Call the congregation to worship. (This may be done by another member of the commission at the discretion of the ordinand).
 - 3. Make a statement establishing that the ordination is a Presbytery event.
 - 4. Ask the constitutional questions as set forth in the Book of Order (G-14.0405).
 - 5. Give the invitation to all ordained clergy present (and elders of the Presbyterian Church if desired) to come forward for the laying on of hands for ordination.
 - 6. Offer the prayer of ordination.
 - 7. Pronounce the declaration of ordination.
- C. The presiding officer should send three copies of the order of worship and the completed Report of Ordination/Installation to the Presbytery Office for inclusion in the appropriate files. (A sample of this form is included in this booklet.)

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Forms related to planning and reporting the ordination service are found on the following pages.

WINNEBAGO PRESBYTERY

ORDINATION SERVICE PLANNING FORM

PART I (To be completed and submitted to the Committee on Preparation for Ministry for Presbytery or Presbytery Council approval.)

Person to be ordained: _____ Date of Service: _____

Place of Service: _____ Hour of service _____

The Administrative Commission is to be comprised of not fewer than seven members (including the Presbytery Moderator) with as nearly equal a number of clergy and elders as possible. There shall not be more than one elder from any one church. The Commission should reflect the diversity of the Presbytery with regards to G-14.0403. This Presbytery strongly encourages the participation in the service of at least one ecumenical representative (lay or ordained).

Elders to be elected to the Administrative Commission:

_____ elder of _____ Church
_____ elder of _____ Church
_____ elder of _____ Church
_____ elder of _____ Church

Ministers to be elected to the Administrative Commission:

If any of the above is not a member of Winnebago Presbytery, list his/her name and presbytery (or the judicatory if another denomination) and request that he/she be invited to participate in the service as indicated.

<u>Name</u>	<u>Judicatory</u>
_____	_____
_____	_____
_____	_____
_____	_____

Ordination Service Planning Form

PART II (This section is meant to be an aid in planning the worship service and does not need to be approved by Presbytery.)

PROPOSED PARTICIPANTS IN THE SERVICE (These may be persons who are not part of the Administrative Commission as well as members of the Commission.)

- To preside and propound the constitutional questions to the minister (the Moderator or a designee): _____

- To propound the constitutional questions to the congregation: _____
- To offer prayer of installation (if the presiding officer is not to give it): _____
- To charge the minister: _____
- To charge the congregation: _____
- To read the Scripture lesson(s): _____
- To preach the sermon: _____
- Other _____ by _____
_____ by _____

REPORT OF ORDINATION AND/OR INSTALLATION

Winnebago Presbytery

As Moderator of the Administrative Commission, I hereby report that

_____ was

_____ ordained as Minister of Word and Sacrament.

_____ installed as _____ Pastor _____ Associate Pastor _____ Designated Pastor

of the _____ Presbyterian Church,

_____ on _____ as
(city/state) (date)

approved by the Winnebago Presbytery.

Commission Moderator

Minister

Date: _____

Date: _____

This form is to be completed on the day of ordination/installation and returned to:

Winnebago Presbytery
5765 W. Grande Market Dr., Ste B
Appleton, WI 54913-8471

The Winnebago Presbytery
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for
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D. Printed orders of worship should prominently indicate the involvement of the Presbytery in the event and should list the names of the commission members and other participants in the order of worship.

E. The Presbytery policy is that an offering be taken for the Presbytery's Academic Debt Reduction Grant Fund. The monies are used, at the discretion of the Committee on Preparation for Ministry, to provide scholarship assistance to seminary students under care.

F. The ordinand/installee and his/her Session shall share travel reimbursement for all participants except the Presbytery Moderator. (Moderator is reimbursed by the Presbytery.) Ordinarily, this would be auto mileage vouchered at the IRS allowable rate.

G. Ordinarily the participants in the ordination/installation service will be the members of the Administrative Commission. No more than one elder and one minister should be from outside the Presbytery.

DUTIES OF THE ORDINAND/INSTALLEE

- E. It is the responsibility of the one being ordained and installed to oversee the details of the planning and arrangements for the worship service. A sample bulletin and a Service Planning Form which you might find useful are included in this booklet.
- F. **First order of business:** Check with the Moderator of Presbytery to establish a date and time for the service. In the event the Moderator is unable to preside, an alternate will be designated by the Moderator to perform that function. **Do not set firm dates without the Moderator's concurrence!**
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6. to Proclaim the Word
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 8. to deliver the charge to the congregation (optional)
 9. to read scripture
 10. to lead in prayer
- E. The Administrative Commission for Ordination/Installation, including date, place and time, must be approved by Presbytery or Presbytery Council.

DUTIES OF THE PRESIDING OFFICER

- D. The Moderator of the Presbytery, or the person designated by the Moderator, shall be the presiding officer of the Administrative Commission.
- E. The Presiding Officer shall:
1. Convene the Administrative Commission at a reasonable time prior to the scheduled time for worship. **Participants in the worship service who are not members of the Commission are included in this meeting.**

Suggested Agenda

- a. Open with prayer.
 - b. Call the Commission to order; review logistics of the service; if necessary, seat corresponding members.
 - c. Receive motion to constitute the Commission and take action to dissolve the Commission following the benediction in worship.
 - d. Close with prayer.
2. Call the congregation to worship. (This may be done by another member of the commission at the discretion of the ordinand/installee).
 3. Make a statement establishing that the ordination/installation is a Presbytery event.
 4. Ask the constitutional questions as set forth in the Book of Order (G-14.0405).
 5. Give the invitation to all ordained clergy present (and elders of the Presbyterian Church if desired) to come forward for the laying on of hands for ordination.
 6. Offer the prayer of ordination and installation.
 7. Pronounce the declaration of ordination and installation.
- F. The presiding officer should send three copies of the order of worship and the completed Report of Ordination/Installation to the Presbytery Office for inclusion in the appropriate files. (A sample of this form is included in this booklet.)

Rev. 6/2007

Forms related to planning and reporting the ordination and installation service are found on the following pages.

WINNEBAGO PRESBYTERY

ORDINATION & INSTALLATION SERVICE PLANNING FORM

PART I (To be completed and submitted to the Committee on Ministry for Presbytery or Presbytery Council approval.)

Person to be ordained & installed: _____

Date of Service: _____ Hour of service _____

Place of Service: _____

The Administrative Commission is to be comprised of not fewer than seven members (including the Presbytery Moderator) with as nearly equal a number of clergy and elders as possible. There shall not be more than one elder from any one church. The Commission should reflect the diversity of the Presbytery with regards to G-14.0403. This Presbytery strongly encourages the participation in the service of at least one ecumenical representative (lay or ordained).

Elders to be elected to the Administrative Commission:

_____ elder of _____ Church
_____ elder of _____ Church
_____ elder of _____ Church
_____ elder of _____ Church

Ministers to be elected to the Administrative Commission:

If any of the above is not a member of Winnebago Presbytery, list his/her name and presbytery (or the judicatory if another denomination) and request that he/she be invited to participate in the service as indicated.

<u>Name</u>	<u>Judicatory</u>
_____	_____
_____	_____
_____	_____
_____	_____

Ordination & Installation Service Planning Form

PART II (This section is meant to be an aid in planning the worship service and does not need to be approved by Presbytery.)

PROPOSED PARTICIPANTS IN THE SERVICE (These may be persons who are not part of the Administrative Commission as well as members of the Commission.)

- To preside and propound the constitutional questions to the minister (the Moderator or a designee): _____
- To propound the constitutional questions to the congregation: _____
- To offer prayer of installation (if the presiding officer is not to give it): _____
- To charge the minister: _____
- To charge the congregation: _____
- To read the Scripture lesson(s): _____
- To preach the sermon: _____
- Other _____ by _____
_____ by _____

REPORT OF ORDINATION AND/OR INSTALLATION

Winnebago Presbytery

As Moderator of the Administrative Commission, I hereby report that

_____ was

_____ ordained as Minister of Word and Sacrament.

_____ installed as _____ Pastor _____ Associate Pastor _____ Designated Pastor

of the _____ Presbyterian Church,

_____ on _____ as
(city/state) (date)

approved by the Winnebago Presbytery.

Commission Moderator

Minister

Date: _____

Date: _____

This form is to be completed on the day of ordination/installation and returned to:

Winnebago Presbytery
5765 W. Grande Market Dr., Ste B
Appleton, WI 54913-8471