

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 completing the ordination process 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.

Name

Judicatory

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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