

**PRESBYTERY OF NORTHERN KANSAS  
GUIDELINES FOR ORDINATION AND/OR INSTALLATION OF PASTORS,  
CO-PASTORS, AND ASSOCIATE PASTORS**

**INTRODUCTION**

The Presbytery of Northern Kansas, or a commission named by the Presbytery, shall ordain and/or install every person called by a church to a permanent pastoral relationship. The ordination/installation of a pastor is a significant occasion in the life of a congregation. It is a joyous occasion for the congregants, a time of expectancy for the whole church, and the beginning of a new ministry for the one being installed. The service of ordination/installation is one of the few clearly identifiable functions of presbytery-an action that lends liturgical substance to our connectional polity.

**CHOOSING A COMMISSION TO ORDAIN/INSTALL**

**Who chooses the ordination/installation commission?**

The responsibility of appointing a commission to ordain/install belongs to the Moderator of the Presbytery upon recommendation of the pastor-elect in consultation with the COM liaison to that church's Pastor Nominating Committee (PNC).

The date of the service is chosen by the pastor-elect in consultation with the session and the Moderator of the Presbytery. The service is ordinarily scheduled at 4:00 p.m. or later on a Sunday to allow others from across PNK to attend. Ideally, the installation/ordination date and time should be presented to Presbytery at the time the call is acted on by PNK.

The pastor-elect and the session of the calling church have the privilege of suggesting commission members (see "Who Should be Chosen" in the next section). They should contact the persons they wish to nominate and ascertain their willingness to serve. These names should be submitted to the liaison early enough for the Presbytery Moderator to approve them. A copy of the list of persons to serve on the commission shall be furnished to the Moderator of the Presbytery not less than one week prior to the service so that members of the commission can be properly notified and instructed by the Presbytery office.

Many churches mail a notice to all ministers telling them about the installation/ordination, inviting their participation, and asking them to tell their congregations. Mailing labels can be requested from the PNK office.

**Who should be chosen? (G-9.0504)**

A commission to ordain/install is composed of a minimum of five (5) persons, each from different churches. Persons from outside the Presbytery of Northern Kansas may be invited to sit with the commission and participate, but they are in addition to the five members. Common members include the moderator of the PNC (if an elder), the COM liaison, the Presbytery moderator, and two other persons.

Ordinarily the Moderator of the Presbytery moderates a commission to ordain and/or install. The moderator of the commission shall preside at the service and shall propound the constitutional questions. An elder shall ask the constitutional questions of the congregation, and the charges to the pastor and congregation shall ordinarily be done by ministers and elders of PNK. Ordinarily it is inappropriate for ministers of the calling church to charge the pastor or the congregation.

Both men and women shall be included in all commissions to ordain/install.

It is appropriate for at least one representative of another denomination to sit with the commission. This ecumenical representative is eligible to perform any of the commission functions with the exception of moderating the commission, propounding the constitutional questions, and charging the pastor or congregation.

The pastor-elect will assign members of the commission to preach and to charge the pastor and the congregation.

The particular church in which a pastor is being installed is responsible for travel expenses of the commission members .

Once the order of service is finalized, copies should be made available by mail or email to the Moderator, the General Presbyter and other members of the commission.

## **THE ORDINATION/INSTALLATION COMMISSION AT WORK**

Before the service of ordination/installation, the pastor-elect is responsible to see that worship is properly ordered and bulletins prepared for the service. The commission will gather at least 30 minutes before the hour of worship. After the commission is officially convened, it will elect a clerk, adopt the printed order of worship, invite members to sit with the commission as needed, and take care of any other business related to its task. It is appropriate, with the concurrence of the commission, for the closing benediction of the worship service to serve as the closing prayer of the commission, in which case the commission does not need to meet again after the service.

It is appropriate, with the session's concurrence, that the offering be designated to assist PNK candidates and inquirers with unmet financial needs. Such offerings will be disbursed by the Committee on Preparation for Ministry of the Presbytery of Northern Kansas.

During the service the moderator shall state who is present and for what purpose, e.g.: “The Presbytery of Northern Kansas is assembled here in the persons of this special commission for the worship of God and the installation of the Reverend \_\_\_\_\_ as pastor of \_\_\_\_\_ Presbyterian Church.” During the service the moderator shall review the actions of the Presbytery in hearing and approving the congregation's call to the minister, in assuring itself of the adequacy of the terms of call, in examining and receiving the minister, and in the appointment of the commission.

Following the sermon, the ordination/installation itself is conducted by the commission, led by the

Moderator. The Moderator will make it clear that only members of the congregation will respond to the vows of the people.

If the commission and new pastor wish to do so, two commission members may escort the new pastor to the chancel during the last stanza of the closing hymn and then leave the chancel, thus symbolizing that the Presbytery has established this pastoral relationship. The newly installed pastor shall pronounce the benediction (G-14.0405; G-14.0510).

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