

**Peace River Presbytery**  
**Ordination/Installation Guidelines**

When the Pulpit Nominating Committee (PNC) of a church has completed its task, and when the minister has been called by the congregation, and when the pastor-elect has signified his/her intention to accept the call, it is time to plan a service of installation/ordination.

A commission for ordination/installation will be elected by the COM and consists of five (5) or more persons having authority to act for the Presbytery. The pastor-elect and the calling church have the privilege to nominate the persons who will comprise the Commission. Members of the Presbytery staff will welcome invitations to participate in the Ordination/Installation service.

1. Before the date of the service is set, the Moderator of the Presbytery should be consulted. The Moderator of the Presbytery (or designee) shall be the Moderator of the Commission.
2. There shall be at least 5 elders and clergy from the Presbytery in as balanced a ratio as possible. No more than one elder may come from a single church. The Commission shall include both men and women. Presbytery permits the pastor-elect to invite ministers and elders from another Presbytery to participate in the service as corresponding members. Expenses for such should be paid by the church, not the Presbytery. (See Form F-2)
3. The Commission gathers one-half hour before the service and is convened in prayer by the Moderator. It is dismissed by the act of Benediction at the conclusion of the worship service.
4. Sample Order of Worship for an Installation Service:

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| <p>Call to Worship (Moderator):<br/>         “Peace River Presbytery is assembled here in the persons of this Commission for the worship of God and the installation of Rev. _____ as pastor (associate pastor) of _____ Presbyterian Church.”</p> | <p>Offering:<br/>         “The offering today will be used to help seminary students from Peace River Presbytery who are preparing for ministry.”</p> <p>Installation Questions (Moderator)<br/>         (See Book of Order G-14.0405)</p> |
| <p>Hymn<br/>         Prayer of Confession<br/>         Assurance of Pardon<br/>         Scripture Reading<br/>         Sermon</p>  | <p>Charge to Minister<br/>         Charge to Congregation<br/>         Hymn<br/>         Benediction (Minister being Installed)</p>  |

5. After the Ordination or Installation service is concluded, the commission should complete Policy’s #8, Form (A), and submit it to the Presbytery office.

## Ordination and/or Installation Commission

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**Instructions:** There must be a total of at least five (5) elders and clergy from Peace River Presbytery in as balanced a ratio as possible. No more than one (1) elder may come from any single church. The commission shall include both men and women. An offering will be taken for the theological education fund (candidates fund) of the presbytery. Please return this form to the presbytery office.

**On behalf of the Presbytery of Peace River Presbytery, the following people will constitute the commission for  ordination  installation of \_\_\_\_\_ as  Pastor or  Associate Pastor of \_\_\_\_\_ Presbyterian Church located in \_\_\_\_\_, Florida on the \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_ at \_\_\_\_ o'clock.**

Name of minister being ordained/installed: \_\_\_\_\_  
Daytime telephone: (\_\_\_\_) \_\_\_\_\_ Evening telephone: (\_\_\_\_) \_\_\_\_\_

### Members of the Commission

1. \_\_\_\_\_ Moderator of Presbytery (or Moderator's designee.)

#### **Ministers from Peace River Presbytery:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

#### **Elders from Peace River Presbytery:**

1. \_\_\_\_\_ Church: \_\_\_\_\_
2. \_\_\_\_\_ Church: \_\_\_\_\_
3. \_\_\_\_\_ Church: \_\_\_\_\_
4. \_\_\_\_\_ Church: \_\_\_\_\_

**Note:** Ministers and Elders from other Presbyteries or denominations may be invited to participate in the service, however, they are not included in the official commission.

Please complete this form and return it to the Presbytery office at 5600 Peace River Road, North Port, Florida 34287.