

Heartland Presbytery Ordination/Installation Procedures and Policies

Congratulations and welcome!

Whether this is your first or fifteenth call, whether you are new to Heartland or have served here all your life, it is a joy to welcome you to a new call in Heartland Presbytery!

Planning a service of ordination and/or installation is an opportunity for celebration on many levels. Family and friends can join in a personal and vocational milestone. The congregation marks an important new season in its life together. And the whole presbytery finds an opportunity to reflect together on our common mission and ministry, remembering again the vows we all have made and the work we do together.

This document provides the necessary information for putting together your ordination and/or installation service. While the service is a service of the presbytery, significant responsibility for its planning and execution is entrusted to the person being ordained and/or installed. Please know that you are not alone in this process! Do not hesitate to contact the presbytery office staff, COM moderator, and the presbytery Moderator. We will help however we can!

As we know these services often involve planning for participant travel and a lot of “moving parts,” please be sure to get the necessary approvals at each step of the process before making concrete plans or promoting the service. Again, we’re here to help.

Again, congratulations. We look forward to serving together in this new way!

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General Information

("Candidate" describes the person being ordained or installed.)

The service of ordination/installation is a service of Heartland Presbytery. While it may – and should! – reflect the styles and preferences of the individual candidate and congregation. The presbytery is responsible for its content and implementation. It is important to observe the timelines and guidelines established in this document. **In general, please submit information on your commission to the COM Moderator and Stated Clerk as early as possible and no later than the first of the month when you intend for the COM to consider approving plans for your service.**

Scheduling and Naming the Commission

1. The service is led on behalf of the presbytery by an Administrative Commission appointed for that purpose. The first step in planning a service is ensuring the availability of the necessary members of the commission, starting with the Moderator of the Presbytery. Ordinarily, the candidate will select the members of the Administrative Commission from among the ministers and ruling elders of Heartland Presbytery and present those for approval by the Commission on Ministry.
2. The Moderator, or their designee, is a member of every ordination/installation commission. No time or date should be contemplated for a service without first checking with the presbytery Moderator about her/his availability.

Once the Moderator approves the date, the date must be approved by the Presbytery Staff, particularly the PVL and Stated Clerk.

3. Composition of the Administrative Commission
 - a. At least five members from Heartland Presbytery, equally divided between ministers and ruling elders. If there is an odd number, the extra member may be a minister or a ruling elder. At least three congregations other than the church where the ordination/installation is occurring should be represented among the elders and ministers. (The Stated Clerk, COM liaison, and Executive Presbyter can assist with selecting commissioners from other churches.)
 - b. Reflect the gender and racial diversity of the Presbytery.
 - c. Led by the Moderator or their designee (often the Moderator-Elect, another presbytery leader, or former moderator). This person is considered a member of the Administrative Commission and counts toward the balance and diversity of the Commission. Minister members of other presbyteries may be seated as corresponding

members of the commission. These participants can add a great deal to the service, emphasizing the connectedness of the church across regional lines. Even so, their presence does not replace the fulfillment of the requirements set forth in a. and b. above.

4. Scheduling: “The ordination and/or installation of a minister of the Word and Sacrament shall take place at a time that enables substantial participation of the presbytery” (Book of Order, W-4.0402). So that colleagues in ministry might be present to offer fellowship to new members of Presbytery, ordination and installation services in Heartland Presbytery should be scheduled on weeknights, on Saturday, or on Sunday afternoons after 3:00 p.m. Typically, these services are not held during holy seasons to respect the busy schedules of our minister members during those times. Ordination/installation services within seven (7) days of both Easter and Christmas are not permitted.
5. Approval: The Commission on Ministry shall elect the commission on behalf of the presbytery before the worship service and approve the time and place of the service. The proposed commission and date/time should be sent to the Stated Clerk at least one week before the meeting of the COM, which meets the first Thursday of each month. Ordinarily, the service should not be promoted until COM approval is given.

Planning the Service Itself

This section includes details on the requirements of the service and surrounding logistics. All plans should be shared as early as possible with the Moderator and Stated Clerk of the Presbytery. **A draft bulletin/order of service, together with logistics like where and when to gather, should be sent to the Stated Clerk, Presbyter for Vision and Leadership, and Moderator no later than one week before the service.**

W-4.0400 in the Book of Order sets out mandatory elements of services of ordination and/or installation. There is room for flexibility in the ordering and content of the service, including scriptural and musical selections, liturgy, and preaching. In all cases, the service “focuses on Christ and the joy and responsibility of serving him through the mission and ministry of the church”.

One order of service that will fulfill all requirements is found in the Book of Common Worship. It includes several optional elements and various options for prayers and liturgy. A candidate is also welcome, together with worship leaders, to plan their own particular elements of the service, all subject to the approval of the presbytery.

Here are elements that should be included in the service. Members of the commission or others may lead the various elements, but it is expected that every member of the commission will have some speaking role in the service.

1. Welcome and Opening Prayer – This shall be offered by the Moderator of the Presbytery
2. Other elements typical of a service of the Lord’s Day (call to worship, hymns, confession/pardon, musical offerings)
3. Scripture
4. Sermon
5. Offering (see below)
6. Service of Ordination and/or Installation
 - Sentences of Scripture / Statement on Ordination – This shall be led by the Moderator
 - Presentation of the Candidate (often by the PNC moderator or another member of the congregation)
 - Constitutional Questions (See next section)
 - Moderator asks questions of the candidate
 - PNC Moderator or another ruling elder asks questions of the congregation [installation]
 - Prayer of Ordination [and/or Installation]
 - Ordinarily, the candidate kneels for an ordination (as able). For an installation, the candidate remains standing (as able).
 - At an ordination, the presbytery commission surrounds the candidate with the laying on of hands, inviting other ordained ministers and ruling elders to come forward and join in the ordination.

- o The laying on of hands is not ordinarily repeated at an installation, because ordination occurs only once.
 - Declaration of Ordination [and/or Installation] – This shall be done by the Moderator
 - Charge to the Newly Ordained [and/or Installed]
 - o This can be a brief reading from scripture (as found in the Book of Common Worship) or a more substantial speech, though participants should be encouraged to be mindful of the overall length of the service.
 - Presentation of Symbols of Ministry
 - o This is optional, but might include a robe or stole, a Bible, or other gifts.
 - Charge to the Congregation [installation services only]
 - o This can be a brief reading from scripture or an additional speech, though participants should be encouraged to be mindful of the overall length of the service.
 - o This is sometimes omitted in services of ordination that do not include installation.
7. [The Sacrament of the Lord's Supper] – optional - newly ordained/installed officiates
8. Benediction – Normally pronounced by the newly ordained/installed

Constitutional Questions (from W-4.0404)

The moderator of the council of those to be ordained, installed, or commissioned shall ask the candidate to face the body of membership and to answer the following questions:

- a. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
- b. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you?
- c. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
- d. Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
- e. Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
- f. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
- g. Do you promise to further the peace, unity, and purity of the church?
- h. Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?
- i. Will you be a faithful minister of the Word and Sacrament†, proclaiming the good news in Word and Sacrament, teaching faith and caring for people? Will you be active in government and discipline, serving in the councils of the church; and in your ministry will you try to show the love and justice of Jesus Christ?

(Installations only:) Following the affirmative answers to the questions asked of the person(s) being installed, a ruling elder shall face the congregation along with the (associate) pastor-elect and ask the congregation to answer the following questions:

- a. Do we, the members of the church, accept [name] as our (associate) pastor, chosen by God through the voice of this congregation to guide us in the way of Jesus Christ?
- b. Do we agree to pray for [her/him], to encourage [her/him], to respect [her/his] decisions, and to follow as [she/he] guides us, serving Jesus Christ, who alone is Head of the Church?
- c. Do we promise to pay [her/him] fairly and provide for [her/his] welfare as [she/he] works among us; to stand by [her/him] in trouble and share [her/his] joys? Will we listen to the Word [she/he] preaches, welcome

[her/his] pastoral care, and honor [her/his] authority as [she/he] seeks to honor and obey Jesus Christ our Lord?

Promotion/Logistics/Details

1. Promotion: All ministers and congregations of Heartland Presbytery shall be invited to participate in the service. Once the time/date have been approved by COM, information on the service will be included in electronic communications of the presbytery; it is important to contact the presbytery office to ensure that the proper information (including details regarding parking, a reception, etc.) has been communicated; please send the exact wording of your invitation at least one week before your service. The presbytery can also share mailing lists for those who wish to prepare postal invitations.
2. What to wear: Liturgical garb and paraments may reflect the preferences and customs of the congregation where the service is happening. In traditional settings, ministers ordinarily wear both robes and stoles for an ordination and/or installation. If a liturgical color is used, red—symbolizing the Holy Spirit—is traditionally associated with ordinations and/or installations. No matter the dress appropriate to the setting, instructions should be given to participants ahead of time.
3. Offering: The collection of an offering is an integral part of the service. It should be collected in whatever manner is customary for the church. At an installation service the offering is designated to the Minister's Emergency Fund which makes grants to minister members and congregations in sudden and dire financial need.

At an ordination service the offering is designated to the CPM's Candidate Fund which makes grants to candidates for ministry under care of the CPM.

The offering collected at the service must be counted by at least two ushers and deposit the offering. The congregation then writes a single check to Heartland Presbytery, 3210 Michigan Avenue, Kansas City, MO 64109. Please indicate on the memo line "(name), Ordination" OR "(name), Installation".

Heartland Presbytery is now using Vanco to process electronic payments. Below is the link to directly access our online payment donations page. You may also access this via a QR Code.

[Heartland Presbytery Online Donations/Giving](#)



Before the Service on the Big Day

Space should be provided at the church for the Commission and all other worship participants to meet before the service. There should be adequate space for robing and a safe place for leaving personal belongings during the service.

Thirty minutes before the service, the Moderator will convene the administrative commission. A brief meeting is held during which:

- A. The Moderator opens with prayer.
- B. A clerk is appointed to record the commission's activity.
- C. Introductions are made and plans for the service (where to sit, how to enter and exit, etc.) may be discussed.
- D. A vote is taken to proceed with the ordination/installation of the candidate in accordance with the plans and adjourn the commission upon the pronouncement of the benediction.
- E. The Moderator closes with prayer.

The Commission should be seated together at the front of the sanctuary, either in the chancel or a front pew. They usually enter and exit together with whatever level of formality is appropriate to the congregation. Minister members of the presbytery may be asked to sit together near the Commission.

REPORT OF THE ADMINISTRATIVE COMMISSION

The Administrative Commission of Heartland Presbytery convened on _____(date) at _____(time) for the purpose of _____
(ordaining and/or installing)

_____(Name) as
_____(office) of
_____(Church) in
_____(City).

Moderator _____ opened with prayer, and
appointed _____ to act as clerk of the commission.

The commission was organized as follows:

- Moderator Rev./Elder _____, to preside and propound the constitutional questions to the minister;
- Rev. / Elder _____ to propound the constitutional questions to the congregation;
- Rev. / Elder _____ to charge the minister;
- Rev. / Elder _____ to charge the congregation;
- Rev. / Elder _____ to preach the sermon.

Other members of the Commission of Heartland Presbytery included:

Ministers of the Word and

Sacrament:

Ruling Elders:

Corresponding Members (ministers from other presbyteries) included:

_____ of _____ Presbytery
_____ of _____ Presbytery
_____ of _____ Presbytery

This order was carried out at the appointed hour. These minutes were read and approved by the Commission. The Commission adjourned with the benediction at the conclusion of the service.

Submitted by _____ (Clerk)

Checklist for Planning an Ordination and/or Installation

- Set a date. Check the availability of the church, Presbytery Moderator, and Presbytery Office.
- Select members of your Administrative Commission.
- Communicate to the Moderator and Stated Clerk if there are Corresponding Members of the Commission.
- Submit the names of your Administrative Commission as well as the date of the service to the Stated Clerk as soon as possible for COM approval.
- Invite all ministers and congregations of Heartland Presbytery as soon as the date is approved by COM.
- Plan the worship service in accordance with the *Book of Order*, Heartland's Policy, and the customs of the congregation.
- Assign each member of the Administrative Commission a speaking role in the service.
- Instruct members of the Administrative Commission on appropriate dress for the service.
- Submit a draft bulletin/order of service, together with logistics, to the Stated Clerk and Moderator no later than one week before the service.
- Communicate to the appropriate person that the offering should be given to Heartland Presbytery either in person or by mailed check.
- Set aside a space for the Administrative Commission to meet prior to the service; there should be adequate space for robing and a safe place for leaving personal belongings during the service.
- Reserve seating in the sanctuary for the Administrative Commission.
- Reserve seating in the sanctuary for the minister members of Heartland Presbytery, if appropriate.
- Other tasks as necessitated by the congregation's customs and context (such as music, planning a reception, etc).

Got Questions?

Moderator: Scheduling time of service, help with composition of commission, construction of service, submitting service plans

Stated Clerk: Scheduling time of service, help with composition of commission, construction of service, submitting service plans, questions about presbytery policy

COM Moderator: Sharing proposed commission and service date/time for approval

Presbyter for Vision and Leadership: Help with composition of commission, construction of service, any other needs or concerns