

JOHN KNOX PRESBYTERY

GUIDELINES FOR ORDINATION AND INSTALLATION

John Knox Presbytery has adopted the following policy statement as a standard for the proper procedure for the ordination and/or installation of a teaching elder.

A. Administrative Commission

The act of ordination and/or installation is an action of the presbytery. The service of worship is a meeting of the presbytery and, therefore, should be held at a time that will enable as many members as possible to attend. The format and order of the Liturgy of Ordination and Installation of a Teaching Elder, as well as of the Liturgy of Installation of the Teaching Elder, are determined by the presbytery. Any change from the attached liturgy must be approved in advance by the Moderator of the Commission. The service itself, with a few additional actions, is the agenda for that meeting. It is the custom of John Knox Presbytery, for practical reasons, to appoint an administrative commission as its agent to perform the ordination/installation functions. The actions of the commission are subject to the review and approval of the presbytery.

The administrative commission to ordain teaching elders and to install them in permanent pastoral relationships shall consist of at least 3 teaching elders and 3 ruling elders, and provided that at least 3 churches are represented. The teaching elders on the commission must be continuing members of John Knox Presbytery. The ruling elders must be from churches in John Knox Presbytery. The commission may be appointed by the Committee on Ministry, on behalf of the presbytery, or by the presbytery on recommendation of the Committee on Ministry, and the person to be ordained and/or installed may make recommendations to the Committee on Ministry (COM) for commission members as well as the date, time and place of the service. Such actions shall be reported to the next stated meeting of presbytery. One of the members of the commission must be the moderator of the presbytery or his/her designee who shall be the moderator of the commission.

On the date designated for the ordination and/or installation, the moderator shall convene the commission with prayer. The moderator shall instruct the members of the commission about their responsibilities and shall explain the procedures to be followed in the service of worship. The commission may seat presbyters in good standing in other Councils of this church or in any other Christian church as corresponding members of John Knox Presbytery.

The commission shall elect a secretary from among its members, who shall be responsible for forwarding the minutes of the commission to the stated clerk of the presbytery for inclusion in the report to the next stated meeting of presbytery. In this way the minutes of the commission can be included in the regular minutes of the presbytery and thus have its actions confirmed.

The minutes of the administrative commission shall take the format provided by the presbytery office (see presbytery forms).

B. Service of Worship

In the service of ordination/installation, the moderator shall state the nature and purpose of the occasion and ask the constitutional questions of the candidate(s). A ruling elder shall ask the constitutional questions of the congregation(s). Following affirmative responses from the candidate(s) and the congregation(s), those to be ordained shall kneel, if able, for prayer and the laying on of hands. Book of Order (W-4.4003- W-4.40065)

An offering shall be taken to benefit the John Knox Presbytery Leadership Scholarship Program.

C. Responsibilities

1. Teaching Elder to be ordained/installed:
 - submit to the COM the suggested date, time, place and members of the administrative commission
2. Committee on Ministry: (Approved 08/18/2001)
 - submit approved request for ordinations to presbytery
 - report to presbytery appointment of an administrative commission and details, or submit approved request to presbytery
3. Presbytery:
 - approve the request for date, time, place and members of the administrative commission
 - Pay mileage for the appointed members of the administrative commission
 - Make available printed copies of "A Service of Ordination (and/or Installation) of a Teaching Elder"
 - Supply bulletin covers for the service.
4. Stated Clerk:
 - If the ordination/installation takes place more than one month after a stated meeting of the presbytery, notify, by such means as is deemed appropriate, each church of the date, time and place of the service of worship.
5. Administrative Commission:
 - see Section A
6. Congregation(s):
 - Prepare sufficient copies of the worship bulletin and obtain copies of "A Service of Ordination (and/or Installation) of a Teaching Elder" from the presbytery office.
 - Pay expenses of corresponding members (optional).
 - Provide for a reception or social time following the service.

*See Forms: "Administrative Commission Minutes"