

## **PASTORAL TRANSITIONS**

### Procedures of Committee on Ministry

The purpose of this document is to provide the core information for the many steps of Pastors and Associates receiving a call and concluding a call in a local Congregation. Pastors, Sessions and Pastor Nominating Committees will need this document as well as the PCUSA's document called "On Calling a Pastor" which can be downloaded at <http://www.pcusa.org/ocap>.

Committee on Ministry (COM) of the Presbytery of Los Ranchos looks forward to partnering with the Session and the Pastor Nominating Committee (PNC) or Associate Pastor Nominating Committee (APNC) to be a guide through the process.

Contact the Office of Stated Clerk in the Presbytery office as early as possible to begin any of the steps. Committee on Ministry will provide a person to serve as LIAISON with your PNC or APNC. The liaison will be the link to Committee on Ministry and Presbytery staff and will serve to facilitate the process.

#### **EXECUTIVE SUMMARY OF THE PROCESS AND CHAPTER TITLES:**

- I. CONGREGATION** votes to dissolve the Pastoral relation.
- II. SESSION** works with COM to obtain an Interim Pastor/Transitional Pastor
- III. SESSION** conducts a Congregational study, after the departure of the installed Pastor.
- IV. CONGREGATION** elects a Pastor Nominating Committee or Associate PNC.
- V. PNC or APNC** searches for new Pastor or Associate Pastor.
- VI. PNC or APNC** identifies a candidate and obtains COM approval.
- VII. CONGREGATION** elects the Pastor or Associate Pastor.
- VIII. PASTOR OR ASSOCIATE PASTOR** begins the call and is installed by Presbytery.
- IX. APPENDIX**

## CHAPTER VIII

### PASTOR OR ASSOCIATE BEGIN CALL AND ARE INSTALLED

#### A. PREPARING FOR THE PASTOR'S ARRIVAL

Although the PNC/APNC has been dismissed by vote of the Congregation, the committee should work with the Session preparing a welcome for the new Pastor or Associate Pastor. A minimum would be a welcome on the first official day in the office and the first Sunday. Some committees have also arranged for meals for the first few days when the Pastor and family arrive, assisted in unpacking if the home is ready or assisted in finding temporary housing when needed. Be creative. Ask the new Pastor and spouse how the committee can be of help to them in this move.

#### B. GUIDELINES FOR ORDINATION/INSTALLATION SERVICES

PNC/APNC should encourage the new Pastor to begin planning and preparing for the ordination and/or installation service and remind the Session of their responsibility to approve the offering which is sent to Presbytery for financial support for seminarians under care in the Presbytery. Session should also provide for a reception after the installation service.

The following is a guide in planning a meaningful ordination and/or installation service consistent with the Book of Order and requirements of Presbytery. Ordination/installation is an act of the whole church in worship of God. It is an official act of the Presbytery which completes the call process for the new Pastor.

#### C. GENERAL GUIDELINES:

1. Book of Order is the primary document governing ordinations and installation. Especially applicable are G-2.0701 to .0703, G-2.0805 and W-4.4005 and W-4.4006
2. Constitutional questions are in G-4.4003 and G-4.4006.b. No changes in the wording are permitted. Always consult the most current Book of Order to insure correct wording.
3. Because this service is an act of Presbytery, it is expected the service will be at a time other than regular hours of worship and not in conflict with other Presbytery events. Contact the Presbytery office as early as possible to confirm your service date and time.
4. Once a date and time are established with the Stated Clerk, and members of the Installation Commission have confirmed their ability to attend, you may send out invitations after a sample is approved by the Stated Clerk and/or COM Moderator or Moderator's designee.
5. Session should approve receiving the designated offering which will be received during the service. Offering will be sent to the Presbytery office and used to give financial aid to candidates under the care of Presbytery of Los Ranchos.

#### D. DUTIES OF THE PASTOR TO BE ORDAINED AND/OR INSTALLED

1. After checking the church calendar for a date and time for the service, contact the Presbytery Moderator to serve as Moderator of the commission to ordain/install and to confirm the date and time. If the Moderator is unable to preside, the moderator may suggest alternative times or alternative names to be appointed as Moderator of the commission. Also be in contact with the Presbytery Stated Clerk to confirm the date and time is not in conflict with other Presbytery events.

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2. It is the responsibility of the person being ordained or installed to arrange for participation in the service by all people who will be appointed to the Administrative Commission.
  - a. Commission must consist of at least 5 people: 2 teaching elders from Los Ranchos, 2 ruling elders from different churches in Los Ranchos, plus the Moderator. Commissions should reflect the diversity of the Presbytery per F-1.0403
  - b. Participants, especially commission members, shall assist in worship, including preaching, charge to person being ordained/installed, charge to Congregation, scripture, prayer and other parts of Reformed worship.
  - c. Additional teaching elders and ruling elders may be added to the commission as long as parity is maintained.
  - d. Additional participants are permitted, but are not part of the Commission. If participants are from other presbyteries, special invitations to Labor Inside the Bounds will be needed.
3. As soon as all participants are confirmed, complete and forward to the Stated Clerk the form titled "Ordination/Installation Plans". See page VIII-4. Committee on Ministry, which meets on the first Thursday of most months of the year, needs to approve the commission.

### E. ADDITIONAL CONSIDERATIONS IN PLANNING THIS WORSHIP SERVICE

1. Worship bulletins should clearly mark where the Congregation participates. There will be people present who are not familiar with this church's usual customs.
2. Coordinate with the music professional(s)
3. Give very clear instruction to everyone on time limits.
4. Provide directions to the church for participants. Give clear instructions about where to meet and that all participants will gather at least 30 minutes before the service. Also inform participants about dress such as robes, stoles, colors, etc. Email a copy of the bulletin before the event.
5. When gathered before the service, walk through the service explaining where people sit, where the microphones will be that each should use, details of the processional and recessional. Have a hymnal and worship bulletin for each person.
6. Allow the Commission at least 10 minutes to conduct their business before the worship service.
7. The church is responsible to collect, count and deposit receipts, then to write and send a check to the Presbytery of Los Ranchos for the amount received.

### F. DUTIES OF THE COMMISSION MODERATOR

1. Convene the Commission with prayer
  - a. Introductions and seating of corresponding members, if needed
  - b. Any motions needed for last minute changes
  - c. Vote to dissolve the commission with the benediction of the service

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2. Open the worship service establishing it as a Presbytery action
3. Ask the Constitutional Questions required by the Book of Order
4. Invite teaching elders and ruling elders to come forward for the laying on of hands
5. Offer the prayer of ordination and installation or installation
6. Pronounce the declaration of ordination/installation
7. Complete and return to Stated Clerk “Ordination/Installation Reporting” form, including names and churches of all participants. See page VIII-5.

### **G. WORSHIP SERVICE OUTLINE (\* indicates elements required by Book of Order)**

PRELUDE

\*CALL TO WORSHIP

HYMN OF PRAISE

PRAYER OF CONFESSION

ASSURANCE OF PARDON

GLORIA PATRI or HYMN OF PRAISE

\*SCRIPTURE READING

\*SERMON

PRAYERS OF THE PEOPLE AND THE LORD’S PRAYER

\*OFFERING

\*SERVICE OF ORDINATION AND/OR INSTALLATION

\*OPENING COMMENTS BY THE MODERATOR

\*PRESENTATION OF THE CANDIDATE

\*CONSTITUTIONAL QUESTIONS - See Book of Order W-4.4000.

Constitutional Questions to Pastor-elect – W-4.4003.a to h plus i.(3)

Constitutional Questions to Congregation by ruling elder – W-4.4006.b.1-3

\*PRAYER AND LAYING ON OF HANDS

\*DECLARATION BY MODERATOR

\*WELCOME

\*CHARGE TO PASTOR

\*CHARGE TO CONGREGATION

\*BENEDICTION BY NEWLY INSTALLED PASTOR

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**ORDINATION AND/OR INSTALLATION PLANS**

Person to be Ordained/Installed \_\_\_\_\_

Place: \_\_\_\_\_  
(Church) (City) (Date) (Hour)

THE ADMINISTRATIVE COMMISSION

Minimum of two **ruling elders** representing different churches, **two teaching elders**, and the moderator. Members of the commission shall reflect the diversity of this Presbytery (**male/female; variety of ages, variety of ethnicity, etc.**).

1. Moderator \_\_\_\_\_  
(Elder or Minister member of the Presbytery)

He/She shall:

- a. Preside
- b. Ask the constitutional questions
- c. Offer the Prayer of Installation
- d. Pronounce the Declaration of Ordination

TEACHING ELDERS OF THE COMMISSION:

TEACHING ELDERS OF THE COMMISSION (and church):

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

PARTICIPANTS IN THE SERVICE

FOR CLERGY GIVE PRESBYTERY OR DENOMINATION

Name \_\_\_\_\_ To Preach the Sermon \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

I am to be installed at the time of Ordination: Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_  
(Signature of Ordinand/Teaching Elder) (Date)

**THE PRESBYTERY OF LOS RANCHOS**

ORDINATION/INSTALLATION COMMISSION REPORTING FORM

The Moderator of the Commission shall complete the following and return, with three (3) copies of the service, to the Stated Clerk's office within seven (7) days of the actual event.

Rev. Forrest Claassen  
PO Box 910  
Anaheim, CA. 92815

The Presbytery of Los Ranchos' Commission to *Ordain / Install* \_\_\_\_\_  
was constituted with prayer by \_\_\_\_\_ at (time of day) \_\_\_\_\_  
on \_\_\_\_\_, 20\_\_\_\_, at the \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_  
\_\_\_\_\_, California.

Participants in the service were as follows (*print or type names*):

**Moderator of the Commission:** \_\_\_\_\_

**Ruling Elders** (list church): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Teaching Elders** (list church): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other participants** (identify denomination, church, governing body, etc.)

Ecumenical Participant(s) \_\_\_\_\_  
\_\_\_\_\_

Other Participants \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The service was closed with benediction and dismissal of the Commission at \_\_\_\_\_  
(time)

by \_\_\_\_\_, Moderator.