

GUIDELINES FOR PREPARING A SERVICE OF INSTALLATION

The responsibility for shaping the service of installation falls to the pastor. Consultation with the Presbytery staff is advisable. Consultation with the Moderator is required, especially prior to setting a date, since his/her participation is mandatory. The service should follow the provisions laid out in W-4.4000 including the elements that the moderator of the Presbytery (or designee) should perform. Tradition and decorum dictate some of the suggestions below:

1. Book of Order W-4.04

- a. The installation service is a worship service of the Presbytery and should focus upon Christ and the joy and responsibility of serving him through the mission and ministry of the church. W-4.4001b
- b. Per Presbytery policy, this service shall be scheduled at a time when Presbyters can attend (i.e. not on a Sunday morning). The service may be scheduled during the Service of the Lord's Day (evening service) or as a special service. W-4.4002
- c. A sermon appropriate to the occasion shall be included. W-4.4002
- d. The moderator of the Presbytery (or designee) offers a welcoming statement to the worship service, makes the statement explaining the nature of an installation, and asks the constitutional questions of installation. W-4.4003
- e. An elder shall ask the questions of installation to the congregation. W-4.4006b
- f. At the end of the service, the minister may make a brief statement and shall pronounce the benediction. W-4.4006g

2. Forming the Installation Commission

- a. An administrative commission of at least five persons will be elected to install a pastor and will be composed of ministers and elders in as nearly equal numbers as possible and all **must** be from different churches. G-3.0109b(2)
- b. We encourage you to select a commission that reflects/celebrates the diversity of this presbytery.
- c. The Commission will process at the beginning of the service and sit in the chancel, if possible.
- d. The Commission will be welcomed and introduced at the beginning of the service by the moderator.
- e. Often the commissioners (as well as other participants) are listed in the worship bulletin along with their significance to the minister.
- f. Liturgists may wear appropriate liturgical and academic attire (robes, stoles, hoods, albs, etc.)

3. Suggestions

- a. It is appropriate for the congregation to send out invitations to all the churches and ministers of the Presbytery indicating that this is a worship service of the Presbytery of San Francisco. Such invitations cannot be issued until the Presbytery authorizes the service by vote of the Presbytery or of the Committee on Ministry when it is acting as a commission.
- b. Liturgical Elements – liturgists selected by pastor
 - (1) Sermon preached (usually no more than 15 minutes)
 - (2) The Litany of Gifts
 - One: There are varieties of gifts,
 - Many: but it is the same Spirit that gives them.
 - One: There are different ways of serving God,

Many: but it is the same Lord who is served.

One: God works through each person in a unique way,

Many: but it is God's purpose that is accomplished.

One: To each is given a gift of the Spirit to be used for the common good.

Many: Together we are the body of Christ, and individually members of it.

- (3) Presentation of person for Installation
- (4) Constitutional Questions
- (5) Prayer and Laying on of Hands
- (6) Declaration of Installation
- (7) The charge to the person (usually no more than 5 minutes)
- (8) The charge to the congregation (usually no more than 5 minutes)
- (9) Presentations of gifts or symbols appropriate to the new relationship between the congregation and the pastor may be made.
- (10) Since this a service of the Presbytery an offering for the Deacon Funds to support pastors or CREs who experience emergency situations requiring assistance beyond what the individual, their congregation, or their worshiping community can provide. The offering will be sent to the Presbytery office.
- (11) Minister's statement and benediction.

c. Typically, there is a reception after the service, hosted by the congregation.

Resources:

1. The Services for Ordination and Installation section in *The Book of Occasional Services: A Liturgical Resource Supplementing the Book of Common Worship*, 1993.