

PRESBYTERY OF THE TWIN CITIES AREA
Guidelines for Installation

1. Check with the stated clerk to make certain that your background check has been successfully completed before you set your installation date.
2. Administrative Commission for Installation G-9.0504b(3) & G-9.0503a(1)

The Administrative Commission will consist of at least five commissioners from the Presbytery of the Twin Cities Area, two ministers and three elders or three ministers and 2 elders. Each elder must be from a different congregation. The commission must be balanced between men and women. The Moderator or Moderator-designee does not count as one of the five commissioners.

The Administrative Commission must be approved by the Committee on Ministry. For inclusion in COM's next agenda, submit commission names to com@ptcaweb.org, (indicating the home congregation of the elders on the commission.) COM meets the 3rd Monday of the month and it is preferable if we receive agenda items at least a week before we meet.

Presbytery will reimburse at the rate of \$.15 per mile for the five local members of the commission. Please try to select commissioners close to the worship site. The candidate or congregation may invite others to participate in the service, but their expenses will be the responsibility of the inviting party.

3. Date, Time, and Moderator for Installation Service

The Installation Service may be held during the congregation's regular worship service or at a special worship service for installation at another time. An installation service during the regular worship time may be more convenient for the congregation, but less convenient for members of presbytery. Choose the time that is best for the congregation and the pastor.

Contact the Moderator of the Presbytery (or the Moderator-elect) to make certain that he/she can be at the installation.

4. The Order of Worship

The order of worship is to be planned by the person to be installed. It shall then be submitted in the working form (not the printed bulletin) to the presiding officer of the commission for approval no less than two weeks before the service is to be held. The presiding officer will make any necessary additions or corrections before the bulletins are printed.

The order of worship shall be consistent with The Directory for Worship and The Form of Government, paying particular attention to sections G-14.0300 and W-4.4006. The following elements must be included in the service:

- Call to worship
- Opening statement by the presiding officer
- Scripture reading
- Sermon appropriate to the occasion
- The questions as given in W-4.4003

Prayer of installation
Statement of installation by the presiding officer
A welcome by members of Presbytery and others
A benediction by the person being installed

Other elements may be added to the service as appropriate, such as hymns by the congregation or a choir, prayer, offering, a charge to the minister and/or the congregation, and a brief statement by the person being installed before the benediction is given.

A helpful order of worship, prayers, and scripture readings suitable for installation may be found in the “Book of Occasional Services” Installation of a Pastor (Page 83). Helpful prayer may be found in “The Book of Common Worship”. Questions from the Form of Government must be used.

Particular care must be taken to assure that language used throughout the service is inclusive.

5. Presbytery of the Twin Cities Area Policy Regarding Offerings Received at Services of Ordination and Installation

As an act of worship, each congregation is encouraged to receive an offering at each service of ordination and/or installation conducted by the Presbytery, or an Administrative Commission appointed by it, for the following purposes:

When the service is an ordination or an ordination/installation, the offering shall be added to the Presbytery’s Carl H. Bossman Scholarship Fund to provide scholarship assistance to candidates and inquirers.

Or

When the service is an installation (for a pastor who has prior service as the installed pastor of one or more churches or who has been ordained for more than one year), the offering shall be added to the Presbytery’s Welfare Fund to provide assistance to pastors in the Presbytery in case of urgent need, either personal or professional.

A member of the commission may be asked to interpret the offering’s use for the congregation.

The local church treasurer shall be responsible for forwarding the proceeds of any such offerings to the Presbytery treasurer within thirty days of their receipt.

6. Invitation and Mailing Labels

A sample invitation is available on the Presbytery’s website. Click on Committees, then on Committee on Ministry, then a drop-down link, “Pastoral Nominating Committee Resource Page”. The sample invitation is at the bottom of that page.

Mailing labels for ministers are available from the presbytery office.