

Guidelines for an Installation Service in Baltimore Presbytery

Installation Process — For Minister to be installed

1. The Minister sets a date and time for the installation. This is done in consultation with
 - a. Session
 - b. Moderator of Presbytery
 - c. COM regional representative
2. This service normally is held on Sunday afternoons so that other minister members of Presbytery are able to attend.
3. The Minister asks at least five to serve on his or her commission for installation. The COM liaison may be helpful in suggesting members if the Minister is new to the Presbytery.
4. The date of Installation and the membership of the Commission must be approved by the COM one month BEFORE the date of installation. The Minister emails or sends the Installation Commission Form to:
 - a. Chair of the COM
 - b. Stated Clerk of Presbytery
 - c. Moderator of Presbytery
5. The Minister and congregation send invitations to other churches in the presbytery. This can be done through a notice in Tidings, by email via constant contact, or by mail. The Stated Clerk and office staff can assist.
6. The Minister creates the liturgy for his or her installation service and makes copies for the service. This Service of Worship will follow the normal liturgical pattern for worship, with “The Service of Installation” following the Sermon. We recommend the Service for Installation of a Pastor outlined in the *Book of Occasional Services*.
7. In planning your worship service you should designate individuals to:
 - a. Preach a sermon
 - b. Deliver a Charge to the Congregation
 - c. Deliver a Charge to the Minister
8. An offering is taken at the Installation Service and sent to the Presbytery of Baltimore to be used for emergency relief for Ministers and their families.

Installation Commission

In forming the Installation Commission the following should be observed:

1. Must have 5 or more members.
2. One must be the Presbytery Moderator or the Moderator’s designee who shall Chair the Commission.

3. Must have an equal number of Clergy and Elders. If there is an odd number of commissioners, the extra can be either.
4. Should be inclusive regarding gender and ethnicity
5. All must be clergy members of this presbytery or elder members of presbytery churches.
6. Should have no more than one elder from one church. No such rule for clergy.
7. Additional people, from other presbyteries, denominations, or from a Baltimore Presbytery church can be corresponding members.
8. All members of the commission should have a role in the service. Corresponding members and guests may also be invited to participate in particular ways.
9. The Moderator asks the questions of the person being installed.
10. Usually a local elder asks the questions of the congregation.
11. Anyone can preach or give the charges to the congregation and the minister.
12. The Moderator will sign the Commission Report Form and send it to the Stated Clerk.

Resources

- *The Book of Order*
G –2.0805 Installation Service
W - 4.04 Ordination, Installation and Commissioning
- Theology and Worship Ministry Unit of the Presbyterian Church, *Book of Common Worship*, (Louisville: Westminster John Knox, 1993).
- Presbyterian Church (USA), *Book Of Occasional Services: A Liturgical Resource Supplementing The Book Of Common Worship* (Louisville: Westminster John Knox Press 1999).

INSTALLATION REPORTING FORM

INSTALLATION COMMISSION FOR _____ (Name)

Church: _____

Date and Time of Service: _____

MEMBERS OF COMMISSION

MINISTER MEMBERS

ELDER MEMBERS

Name

Church

CORRESPONDING MEMBERS

(Indicate church, presbytery, or denomination)

I hereby attest that the Service of Installation was held, the minister answered the constitutional questions in the affirmative, and the Commission was dissolved.

Signature of Moderator: _____

Once the date and commission members are determined the Minister should:
Email, fax, or mail form to Presbytery's Moderator/Moderator of the Commission and the COM chair

After the Installation, the Moderator will send the signed form to the Stated Clerk,
statedclerk@baltimorepresbytery.org