

Muskingum Valley Presbytery  
Guidelines for the Service of Installation

1. The newly-called minister may select from five (5) to seven (7) persons from this presbytery, having a sufficient number to accomplish their work to serve as an **administrative commission** to conduct a service of installation at a date and time that is convenient for the minister, the congregation, and the Moderator of Muskingum Valley Presbytery. It is important to remember that the service is conducted by the Presbytery and that the Moderator (or his/her designee) presides. When the minister is not well-acquainted with members of Muskingum Valley Presbytery, the session or the ministry office of the presbytery may be of assistance in suggesting participants.
2. In accordance with *The Constitution of the Presbyterian Church (U.S.A.)*, the administrative commission “we encourage you to have elders from multiple congregations,” [G-3.01 b.] In addition, this presbytery expects that both men and women will be included in the commission. Others may be invited to participate, but such invitations should be limited to one or two beyond the commission.
3. Services of installation are ordinarily held during the congregation’s regular worship service or on a Sunday afternoon. Selecting one of the congregation’s normal worship times makes it possible for a significant number of church members to share in the celebration. A Sunday afternoon service allows members of Presbytery to fulfill their morning responsibilities and also attend the ordination/installation.
4. It is recommended that the service last no longer than an hour. If more than one anthem or musical selection is included, one may be shared during the offertory.
5. An offering for the Seminarian Fund (a scholarship fund for inquirers/candidates under the care of Muskingum Valley Presbytery) should be received during the service. The offering may be counted by the church, and a check for the amount received sent to Muskingum Valley Presbytery, 109 Stonecreek Road NW, New Philadelphia, Ohio 44663.
6. Attached is a draft Order of Service based upon the Book of Worship Occasional Services.

**Muskingum Valley Presbytery**  
**Service of Ordination/Installation** <sup>(1)</sup>

**The Gathering**

Welcome or Greeting

Call to Worship

Hymn

Confession and Pardon

**The Word**

Prayer for Illumination

First Reading

*Psalm*

*Second Reading*

*Hymn or Anthem*

Gospel Reading

Sermon

*Affirmation of Faith*

**The Service of Ordination/Installation**

Litany of Gifts

Presentation of the Candidate Elder of the Church

Constitutional Questions to the Candidate Presbytery Moderator

Constitutional Questions to the Congregation Elder of the Church

Prayer of Ordination/Installation

Declaration of Ordination/Installation Presbytery Moderator

Scriptural Charge to the Pastor

Charge to the Congregation

*Presentation of the Symbols of Ministry*

**The Eucharist**

*Hymn*

Offering <sup>(2)</sup>

*Invitation to the Lord's Table*

*Great Thanksgiving and The Lord's Prayer*

*Sharing the Peace of Christ*

*Words of Institution/Breaking of the Bread*

*Communion of the People*

**The Sending**

Hymn

Charge and Benediction Newly Ordained/Installed Pastor

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The usual elements of a service of ordination/installation are presented in normal type. Optional additions appear in Italics. The service for the ordination and installation of ministers of Word and Sacrament is found in *The Worship book* (1970). The Constitutional questions are found in *The Book of Order* (2011/2013) G-2.0102; G-2.0805; W-4.4000.

<sup>(1)</sup> The Service is conducted by Muskingum Valley Presbytery.

<sup>(2)</sup> Offering for the Seminarian Fund (a scholarship fund for Inquirers/candidates of Muskingum Valley Presbytery). After the offering has been counted, a check can be sent to the Muskingum Valley Presbytery for the same amount.