

Ordination and Installation in our polity are both actions of the Presbytery of the Northwest Coast giving witness to the Triune God's mysterious and reliable action of bringing pastoral leaders together with the people of God into a 3-way covenant of ministry: the Pastor, the Congregation or Ministry, and NWC Presbytery. Because all of NWC Presbytery cannot be present, we ask the pastor to assemble a "Commission" and the Presbytery invests that commission with the authority of the whole presbytery to ordain and/or install. The following guidance is practical in order to bring this sacred witness to God's action to full bloom through a Worship service including ordination and/or installation.

Preparing for a Service of Installation or Ordination:

There are links to several sample worship bulletins for both installation and ordination services at the end of this document as well as the *PC(USA) Book of Occasional Services* excerpts on installation and ordination services.

1) **Establish a date/time.** Can be any time, but folks often prefer an afternoon on Saturday or Sunday so pastors and elders from other congregations can be present.

2) **Assemble a Commission.** At least 5, no more than 7. Equally balanced Ruling Elders and Teaching Elders; Women & Men. You can only have one elder from each congregation. The host church should have an elder on the commission. If the ordination/installation is to an associate role, the host congregation's pastor should also be included on the commission. If you want recommendations for other pastors and ruling elders, the Executive Presbyter is always happy to offer suggestions (laura@northwestcoast.org.) Often the presbytery Moderator Greg Ellis, and COM Moderator, Rev. Elizabeth Shen O'Connor are commission participants.

Contact info:

Presbytery Moderator, Rev. Greg Ellis (TE from Cordata Presbyterian Church).

grege@cordatachurch.org or 360.733.8860

COM Moderator, Rev. Elizabeth Shen O'Connor (TE, Pastor from Meadow Springs Presbyterian Church) elizabeth@meadow-springs.org or 509.627.4190

3) **Report your Installation Commission to the Commission on Ministry** (send to Moderator, Rev. Elizabeth Shen O'Connor at elizabeth@meadow-springs.org and Stated Clerk, Lillian Pak lillian@northwestcoast.org so that they can duly elect/appoint them to enact the installation. Installation commissions can be appointed by COM Chair, EP, and Stated Clerk and reported to the COM.

3) **Report your Installation Commission to the Commission on Ministry** (Moderator, Rev. Elizabeth Shen O'Connor at elizabeth@meadow-springs.org and laura@northwestcoast.org) so that they can duly elect them to enact the installation.

4) **Design the Worship Service and invite people you want to participate in the service and design the bulletin.** (See sample outlines/bulletins linked below)

- A. You can invite anyone from NWCP, the host church, other church partners, family/friends, other presbyteries or other traditions to participate in and lead parts of the service.
- B. The *Offering* at the service goes to **Katie Allen Seminarians Fund** for scholarships and financial support of people preparing for ministry from NWC Presbytery.
- C. Usually the Presbytery Moderator, Executive Presbyter, or someone else from the Commission does the *welcome and statement of purpose* at the beginning.
- D. When you ask people to do a *charge* to you and the congregation please invite them keep it short. Some people have treated charges as a 2nd and 3rd sermon. That's not what they are for. 2-3 minute words of encouragement and exhortation! CHARGE!
- E. As the newly Installed and/or Ordained Pastor, you will do the *Benediction* as your first act of worship leadership after being installed/ordained.

5) **Invite** the whole congregation, presbytery and other family, friends, colleagues in ministry, mission partners etc. to join in the installation/ordination service. During the COVID-19 pandemic we experienced the blessings of having *virtual* installation/ordination services that allowed people *anywhere to tune in!* So even though the service is hosted by NWC Presbytery and the host congregation, planning a virtual/hybrid component to allow others not physically present to participate is wonderful...if possible.

6) Please send an **invitation to Kim** (kim@northwestcoast.org) to send throughout the presbytery. Be as creative as you wish.

7) Prepare the service participants for their role prior to the ordination date.

8) Encourage the service participants to **meetup on Zoom at a mutually agreeable time well before the service** to pray, review the service and their roles, any Zoom instructions and orchestration that needs to happen during the service (how laying on of hands prayer will be handled, how the Lord's Supper will be administered if you will be doing that, etc.). Do this well in advance so that you aren't coordinating when people are joining the virtual worship space.

9) **Enjoy the ride!!**

Ordination-Installation Outlines & Worship Guide/Bulletin Samples:

Installation Services:

[Outline - Book of Occasional Services](#)
[Alan Dorway](#)
[Greg Ellis](#)
[Hallack Greider](#)
[Hanna Peterson Shearer](#)

Ordination Services:

[Outline - Book of Occasional Services](#)
[Becca Niemeyer](#)
[Dan Jones](#)
[Denise Easter & Dianna Kunce](#)
[Kyle Anderson](#)
[Heidi Greider](#)
[Carol McLaughlin](#)