

*The Winnebago Presbytery  
Guidelines  
For Installation Services*

*This guide will assist you in planning a meaningful  
installation service in compliance with the Book of Order and  
the Winnebago Presbytery*

## GENERAL

- A. The basic document governing ordinations and installations is the Book of Order of the Presbyterian Church (USA). Specifically applicable are G-2.07 to G-2.08.
- B. The prescribed constitutional questions are those stated in the Book of Order (W-4.4000). Changes in wording, additions to or deletions from these questions are not to be made as they could bring into question the validity of the installation.

**Always consult the Book of Order for the questions.**

- C. Installations are acts of the Presbytery on behalf of the whole church. The Presbytery expects such services to be held at times other than during regular hours of worship.
- D. Printed orders of worship should prominently indicate the involvement of the Presbytery in the event and should list the names of the commission members and other participants in the order of worship.
- E. The Presbytery policy is that an offering be taken for the Presbytery's Academic Debt Reduction Grant Fund. The monies are used, at the discretion of the Commission on Ministry, to provide scholarship assistance to seminary students under care.
- F. The installee and his/her Session shall share travel reimbursement for all participants except the Presbytery Moderator. (Moderator is reimbursed by the Presbytery). Ordinarily, this would be auto mileage vouchered at the IRS allowable rate.
- G. Ordinarily, the participants in the installation service will be the members of the Administrative Commission. No more than one elder and one minister should be from outside the Presbytery.

## DUTIES OF THE INSTALLEE

- A. It is the responsibility of the one being installed to oversee the details of the planning and arrangements for the worship service. A sample bulletin and a Service Planning Form which you might find useful are included in this booklet.
- B. **First order of business:** Check with the Moderator of Presbytery to establish a date and time for the service. In the event the Moderator is unable to preside, an alternate will be designated by the Moderator to perform that function. **Do not set firm dates without the Moderator's concurrence!**

- C. It is the responsibility of the installee to arrange for participation in the service by all those who will be appointed to the Administrative Commission. The Administrative Commission is to be comprised of not fewer than seven members (including the Moderator) with as nearly equal a number of teaching elders and ruling elders as possible, and not more than one ruling elder from any one church.

**Installation commissions should reflect the diversity of the Presbytery** This Presbytery strongly encourages participation in the service of at least one ecumenical representative (lay or ordained).

- D. The installee is responsible for arranging for participants in the service, i.e. (may be—and customarily includes—members of the Administrative Commission):
1. to Proclaim the Word
  2. to deliver the charge to the installee (optional)
  3. to deliver the charge to the congregation (optional)
  4. to read scripture
  5. to lead in prayer
- E. The Administrative Commission for Installation, including date, place and time, must be approved by Presbytery or Presbytery Council.

### **DUTIES OF THE PRESIDING OFFICER**

- A. The Moderator of the Presbytery, or the person designated by the Moderator, shall be the presiding officer of the Administrative Commission.
- B. The Presiding Officer shall:
1. Convene the Administrative Commission at a reasonable time prior to the scheduled time for worship. **Participants in the worship service who are not members of the Commission are included in this meeting.**

#### Suggested Agenda

- a. Open with prayer.
- b. Call the Commission to order; review logistics of the service; if necessary, seat corresponding members.
- c. Receive motion to constitute the Commission and take action to dissolve the Commission following the benediction in worship.
- d. Close with prayer.

2. Call the congregation to worship. (This may be done by another member of the commission at the discretion of the installee).
  3. Make a statement establishing that the installation is a Presbytery event.
  4. Ask the constitutional questions as set forth in the Book of Order (W-4.4000)
  5. Give the invitation to all ordained clergy present to come forward for the laying on of hands for installation (optional).
  6. Offer the prayer of installation.
  7. Pronounce the declaration of installation.
- C. The presiding officer should send three copies of the order of worship and the completed Report of Ordination/Installation to the Presbytery Office for inclusion in the appropriate files. ( A sample of this form is included in this booklet.)

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