

Forms related to planning and completing the Installation Service or the Ordination Service may be found on the following pages.

Please note:

If you are planning a combined Ordination/Installation Service, please contact the Presbytery Office for a copy of the guidelines.

WINNEBAGO PRESBYTERY

SERVICE PLANNING FORM

PART I (To be completed and submitted to the Commission on Ministry for Presbytery or Winnebago Leadership Commission approval.)

Person to be ordained: _____ Date of Service: _____

Place of Service: _____ Hour of service _____

The Administrative Commission is to be comprised of not fewer than seven members (including the current Presbytery Moderator) with as nearly equal a number of teaching elders and ruling elders as possible. There shall not be more than one ruling elder from any one church. The Commission should reflect the diversity of the Presbytery. This Presbytery strongly encourages the participation in the service of at least one ecumenical representative (lay or ordained).

Ruling Elders to be elected to the Administrative Commission:

_____ elder of _____ Church
 _____ elder of _____ Church
 _____ elder of _____ Church
 _____ elder of _____ Church

Teaching Elders to be elected to the Administrative Commission:

_____ _____
 _____ _____

If any of the above is not a member of Winnebago Presbytery, list his/her name and presbytery (or the judicatory if another denomination) and request that he/she be invited to participate in the service as indicated.

<u>Name</u>	<u>Judicatory</u>
_____	_____
_____	_____
_____	_____
_____	_____

Service Planning Form

PART II (This section is meant to be an aid in planning the worship service and does not need to be approved by Presbytery.)

PROPOSED PARTICIPANTS IN THE SERVICE (These may be persons who are not part of the Administrative Commission as well as members of the Commission.)

➤ To preside and ask the constitutional questions to the minister (the Moderator or a designee):

➤ To ask the constitutional questions to the congregation: _____

➤ To offer prayer of installation (if the presiding officer is not to give it): _____

➤ To charge the minister: _____

➤ To charge the congregation: _____

➤ To read the Scripture lesson(s): _____

➤ To preach the sermon: _____

Other _____ by _____

_____ by _____