

Presbytery of Arkansas

Commissions to Ordain/Install

Administrative Commissions to ordain and/or install ministers of the Word and Sacrament shall be constituted with not fewer than seven (7) members, with not more than one of its Ruling Elder members from any one of its constituent churches. By action of the Presbytery, this commission may be reduced to five (5). The commission shall be composed of ministers of the Word and Sacrament and Ruling Elders in numbers as nearly equal as possible. When the commission consists of an odd number of members the additional member may be either a Ruling Elder or a minister of the Word and Sacrament. Other Ruling Elders and ministers of the Word and Sacrament may be invited to participate in the worship service, however the members of the commission only shall participate in the ordination/installation liturgy. One member of the commission shall be the Moderator of Presbytery, or the Moderator's designee. If it is a service of installation, or ordination and installation, one member of the commission shall be a Ruling Elder from the congregation.

The Moderator of the Presbytery, or the Moderator's designee, shall moderate the commission, give the statement of purpose on behalf of the Presbytery, propound the Constitutional Questions to the candidate or the minister of the Word and Sacrament to be installed, and declare the ordination/installation.

If it is a service of installation, the Ruling Elder of the congregation elected to the commission shall propound the questions to the congregation.

The ordination or ordination/installation commission shall be elected by the Presbytery, as recommended by the Committee on Ministry. The Committee on Ministry may approve commissions to install only and shall report this to Presbytery. The date and time of the ordination/installation shall ordinarily be at a time when a majority of the Presbytery may be in attendance.

If it is a service of ordination, "The presbytery placing the call to the candidate for ministry shall ordinarily examine, ordain, and install the candidate." G-2.0702

If it is a service of installation, or ordination and installation, it shall ordinarily be held in the sanctuary of the candidate's congregation of call.

On the day of the ordination/installation the commission shall gather well ahead of the time of worship at a place designated by the candidate/minister of the Word and Sacrament to be installed/ordained. The Moderator, or the Moderator's designee, shall moderate the meeting, appoint a clerk to record minutes of the meeting, distribute worship bulletins to the commission, and begin the meeting with prayer. The candidate/minister of the Word and Sacrament to be installed/ordained will lead the commission through the order of worship, taking particular note of seating of the commission, procession and recession of the commission, and the particular role of each participant. The meeting of the commission may be adjourned with the

benediction offered by the newly ordained/installed minister of the Word and Sacrament.

The clerk of the commission shall be responsible for e-mailing to the Stated Clerk of the Presbytery a copy of the minutes, a digital picture of the Administrative Commission with the candidate/minister of the Word and Sacrament, and shall mail three copies of the worship bulletin to:

Stated Clerk
Presbytery of Arkansas
9221 N. Rodney Parham Road
Little Rock, Arkansas 72227

The ordination/installation liturgy shall be couched in a service of worship in the reformed tradition (W-4.04) and shall include:

presentation of the candidate/minister of the Word and Sacrament;

questions to the candidate/minister of the Word and Sacrament (W-4.0404);

if an ordination, the candidate shall kneel, ordained Ruling Elders and ministers of the Word and Sacrament shall be invited to come forward for the laying on of hands, and a member of the commission shall offer a prayer;

if an installation, the Ruling Elder from the congregation shall propound the questions to the congregation (W-4.0404); the minister shall stand for the prayer of installation offered by a member of the commission;

the Moderator shall make a statement of ordination and/or installation;

members of the Presbytery shall welcome the newly ordained and/or installed minister;

member of the commission shall deliver a brief charge to the pastor and congregation;

at the conclusion of the service the newly ordained and/or installed minister may make a brief statement and shall pronounce the benediction.

The Presbytery shall approve the recipient of the offering, which will ordinarily be a concern within the bounds of the Presbytery of Arkansas. A list of approved offerings is available, and if the proposed recipient of the offering is not on the list it must be approved by the Coordinating Team of the Presbytery prior to the service.

Other elements of worship may be assigned to the members of the commission or its guests.

Revised November 14, 2017