

**Policy #9 – Ordination and Installation Guidelines**  
**Committee on Ministry – Presbytery of Tampa Bay**

When the Pulpit Nominating Committee (PNC) of a church has completed its task, and when the pastor, co-pastor, associate pastor or Commissioned Lay Pastor (all herein after referred to as pastor) has been called by the congregation, and when the pastor has signified his/her intention to accept the call, it is time to plan a service of installation/ ordination.

A commission for ordination/installation will be elected by the COM and consists of five (5) or more persons having authority to act for the presbytery. The pastor-elect and the calling church have the privilege to nominate the persons who will comprise the commission. Members of the presbytery staff will welcome invitations to participate in the Ordination/Installation service.

1. Before the date of the service is set, the moderator of the presbytery and the presbytery presbyter should be consulted. The moderator of the presbytery (or designee) shall be the moderator of the commission.
2. There shall be at least 5 elders and clergy from the presbytery in as balanced a ratio as possible. No more than one elder may come from a single church. The commission shall include both men and women. All members of the commission will take a leadership role in the worship service. Presbytery permits the pastor-elect to invite ministers and elders from another presbytery to participate in the service as guests. Expenses for such should be paid by the church, not the presbytery. (See Form F-2).
3. The commission gathers one-half hour before the service and is convened in prayer by the moderator. It is dismissed by the benediction at the conclusion of the worship service.
4. Sample Order of Worship for an Installation Service:

Call to Worship (Moderator)  
“The Presbytery of Tampa Bay is assembled here in the persons of this commission for the worship of God and the installation of \_\_\_\_\_ as pastor (associate pastor) of \_\_\_\_\_ Presbyterian Church.”  
Hymn  
Prayer of Confession  
Assurance of Pardon  
Scripture Reading

Sermon  
Offering:  
“The offering today will be used to help seminary students from the Presbytery of Tampa Bay who are preparing for ministry.”  
Installation Questions (Moderator)  
Charge to Minister  
Charge to Congregation  
Hymn  
Benediction (Minister being Installed)

5. After the service is concluded, the commission should send a report to the COM (Form F-2).