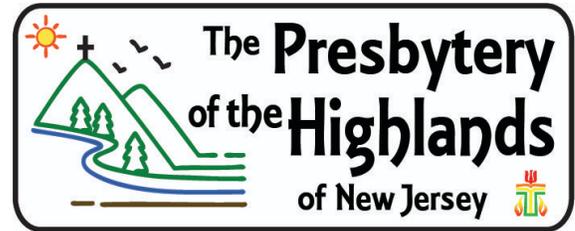


# Installations in the Presbytery of The Highlands



**Congratulations on your pending installation.** In order for this special event to go smoothly we are providing a resource sheet on the guidelines for installation service within the Presbytery of The Highlands.

## Introduction

*“...In installation the church sets apart with prayer those previously ordained as ... teaching elders , and called anew to service in that ministry.” (W – 4.4001)*

*“When the congregation, the presbytery, and the teaching elder (or candidate) have all concurred in a call to a permanent or designated pastoral position, the presbytery shall complete the call process by organizing and conducting a service of installation. Installation is an act of the presbytery establishing the pastoral relationship. A service of installation occurs in the context of worship...” (G-2.0805)*

## Approval by COM

You will need approval by the Committee on Ministry for your Installation Service. In order for COM to approve you will need to provide a date, a location and an Administrative Commission.

## DATE OF INSTALLATION and LOCATION

An installation service is a worship service of the Presbytery of The Highlands. The date should be of a time when the community of the presbytery can gather in worship. Normally the service is a Sunday afternoon or evening. However it can be other days of the week. Sunday morning is not a time when the presbytery community can gather for worship together. Only in EXTRAORDINARY circumstances (and we mean EXTRAORDINARY) will the COM consider a Sunday morning Installation service.

Normally the location of the Installation Service is at the church where you have been called.

When setting the date of the Installation you need to consider the following calendars:

- The church where the service will take place
- The schedule of the Presbytery Moderator
- The COM schedule so you can receive approval in a timely fashion
- The Presbytery calendar so that other presbytery events/worship are not already scheduled.

The best way to try to coordinate all these calendars is to first call the presbytery office and speak to the Presbytery Office administrator, Presbytery Leader or Stated Clerk about the church calendar and the contact information for the present Presbytery moderator.

## Administrative Commission

The Service of Installation is “led” by an Administrative Commission of the presbytery. In this presbytery an Installation Commission is 6 members of the presbytery (2 Ruling Elders and 3 Teaching Elders or vice versa) plus the moderator of the Presbytery. *All members of the commission must be from separate congregations.*

It is your responsibility to invite members of the presbytery to be part of the commission. Your COM liaison can assist you with names and contact information for possible commission members. You do have to have this information to the COM prior to their meeting to approve the Installation. Normally the COM meets the first Tuesday of the month but check with the Presbytery office for the upcoming COM schedule.

The moderator of the Presbytery will be the moderator of the Administrative Commission and is responsible for reporting to the Stated Clerk the work of the commission. The Commission will automatically be excused from their work following the benediction of the worship service.

## The Worship Service

While the service invites your creativity and prayerful discernment, elements of the Installation Service are compulsory. Please refer to the Installation Service found in the PCUSA Book for Occasional Services or the PCUSA Book

of Common Worship. If you do not own this book we strongly recommend you purchase it because it will be needed in your work. You do not need prior approval of the content of the worship

service but we do HIGHLY recommend you consult with the Presbytery moderator before finalizing the service.

The Administrative Commission should normally have some part in the worship service. The Moderator will lead the installation portion of the service.

An offering will take place during the worship service. This offering will be for the Presbytery's Committee on Preparation for Ministry Scholarship Fund. The offering should be counted and given to the moderator of the Presbytery OR a check for the amount of the offering sent to the Presbytery of the Highlands. You may also use the Presbytery's OR code for online giving.

## QUESTIONS

If you have any questions please contact the Presbytery Office or your Committee on Ministry Liaison.

