## Checklist For Planning an Installation Service

* Set a date and time mutually agreeable with the moderator of Presbytery, candidate or minister, and the church so that COM at its next meeting can act upon it.
* Working with the Moderator, the candidate and COM will determine the date and time for the worship service of ordination/installation/commissioning. Since these activities are functions of the Presbytery and not of a local congregation, effort will be made to have the service in the afternoon or evening and not during a congregation’s regularly scheduled Sunday worship time. COM strongly recommends that a time is chosen when other Teaching Elders from the Presbytery can attend.
* The candidate to be ordained or installed proposes a commission to include the moderator of the Presbytery (or her/his designee) and four to six other members equally balanced between clergy and elders (no two elders from the same congregation).
* Contact members of proposed commission regarding their willingness and availability to attend. If possible, let them know at this time what particular part in the service they will by asked to participate.
* Submit names and churches of commission members with date, place and time of service to the COM liaison to your congregation and the Presbytery office 5 days prior to the COM meeting in which action is expected.
* Write out a draft of the entire service of installation and send it to the Moderator of the Presbytery for review and approval before it is printed for use.
* The Moderator of the Administrative Commission should have the necessary wording for any items in the service, including statement of the ministry of the church and constitutional questions.
* The candidate verifies that any items needed to be said by the congregation are properly worded and placed in the bulletin for the service.
* Approximately two to three weeks prior to the event, the Moderator of the Administrative Commission submits an invitation to the service to all members of the Presbytery. This invitation is sent to the staff person responsible for sending out e-mail/ internet notices.
* Invite other interested parties to attend the service, particularly neighboring pastors and congregations.
* One week prior to the event, a draft of the worship service is sent to the Moderator and members of the Administrative Commission to make sure that there are no mistakes or omissions and to let all participants see what they will be doing and when. Any errors found should be made known within 24 hours of the receipt of the draft of the service.
* The host church and candidate are responsible for printing the bulletin. It is very appropriate to list names and home churches of all participants in the service, particularly the Administrative Commission. This is also a nice time to list and acknowledge the members of the PNC or APNC.
* The candidate, participants in the service, and all members of the Administrative Commission meet 30 minutes prior to the service. At this time the Moderator of the Administrative Commission opens the meeting with prayer, states the purpose of the meeting, and requests that the candidate go over the service and answer any questions (e.g., where do people sit). The Moderator asks that someone move that the Administrative Commission be dissolved with the benediction at the end of the worship service. After there is a second to the motion and a vote, the Moderator closes the meeting with prayer.
* The Moderator of the Administrative Commission will complete the Report of the Administrative Commission (this serves as the minutes of the AC) and submit it, along with two copies of the bulletin for the worship service, to the Presbytery office as soon as possible.
* The offering collected during these services is added to the **Margret Towner Fund**, established to provide financial support to women currently enrolled in theological education and are under care of a Presbytery for ordination as a Teaching Elder. Promotional Information for this Fund is available from Presbytery.
* The host church should be prepared with ushers to receive the offering. The host church should count the offering, deposit it and issue a single check to the presbytery for the amount collected.
* Plan for a reception after the service, including an invitation in the bulletin.
* Following the service, write thank you notes to those who were on the commission, those who participated in the service and those who helped with the preparation and reception.