

PRESBYTERY OF THE TWIN CITIES AREA ORDINATION/INSTALLATION CHECK LIST

As you begin planning your ordination/installation service, here are some things to keep in mind:

1. **The Commission on Ministry must approve the date and time for the Ordination/Installation service, and the Moderator must be consulted.** Before you secure the date, time and place for the service, please contact our Moderator, Jean Emmons (jiemmons@comcast.net) to confirm that she is available or will appoint another person to moderate the Administrative Commission and propound the constitutional questions. After consulting with the Moderator, please notify the COM Coordinator Heidi Bolt (email), the Stated Clerk Barbara Lutter statedclerk@ptcaweb.org and Office Administrator Jennifer Schultz office@ptcaweb.org regarding the Ordination/Installation service plans. You will receive confirmation of the COM's approval from either the COM Coordinator or the Stated Clerk, and please contact them if you have questions regarding the approval timing/process.
2. Administrative Commission members must be teaching elder members of the PTCA or ruling elder members of PTCA congregations. If you wish to include persons who are not affiliated with the PTCA, please consult with the COM Coordinator or the Stated Clerk in advance. Although COM appoints and approves the members of the Administrative Commission, the Administrative Commission members are chosen by you. The AC must comply with the following:
 - the AC must be representative of the presbytery;
 - it must include at least five persons;
 - there should be a balance of ruling elders and teaching elders;
 - there should be a balance of men and women; and
 - at least three PTCA congregations must be represented.
3. Please provide the names and contact information of the Administrative Commission members to the Moderator, the COM Coordinator, the Stated Clerk and the Office Administrator so that the appropriate documents can be prepared to memorialize the installation/ordination.
4. The ordination/installation service is a service of the Presbytery of the Twin Cities Area, and so it is appropriate for this to be reflected on any written invitations, announcements and on the service bulletin. In order to permit presbytery members to attend the service, it is ordinarily scheduled for a day/time other than the congregation's Sunday worship service.
5. The PTCA has designated the Bossman Scholarship Fund (scholarship assistance offered to seminary students under care of our presbytery) as the recipient of the offering collected at services of ordination and the Shared Grant Fund (financial assistance to minister members in times of need) as the recipient of the offering collected at installation services.
6. The order of service and liturgy is chosen, planned and written by you. Please consult the Book of Order, W-4.04, to make sure all required elements are included. It is helpful if you can provide drafts of the order of service and the service bulletin to the Moderator (or

designee) and the Stated Clerk as early as possible (and before the bulletins are printed) to ensure that all is in order.

7. The Administrative Commission typically convenes at the church about 30 minutes prior to the start of the service in a room near the sanctuary, however this is a detail you will want to confirm with the Moderator. Please arrange with the church for a room to be available. At this meeting, you will have an opportunity to talk through the order of service, and answer any logistical questions that may arise.
8. If you are including a processional and want teaching elders to “robe up” and sit in a reserved section of the sanctuary, please make sure to communicate those plans to the Moderator as well as to all ministers you are inviting to attend the service.

Please contact the stated clerk (statedclerk@ptcaweb.org) if you have questions, or need assistance. We are all excited to celebrate this step, and look forward to welcoming you as a colleague in ministry.