



**Presbytery of the Cascades**

503-227-5486

245 S Bancroft, Suite D

Portland, OR 97239

## **Plans for Your Installation and the Administrative Commission**

In the Presbytery of the Cascades, newly called pastors are invited to design their own installation service. Ideally, this service will occur within three-months of the new pastor's start date and be on a day and time which is both sensible in the worshipping life of the calling church and accessible to other members of the presbytery.

For the service, an Administrative Commission (AC) needs to be established by the Presbytery to conduct the installation [see G-3.0109b(2)]. Serving on the AC shall be the regional Vice Moderator, or their designee, who will preside at the service as an officer of the presbytery and ask the Constitutional Questions of the pastor being installed. Additionally, there shall be a minimum of two ruling elders and two teaching elders representing different ministries within the presbytery. The newly called pastor is responsible for inviting members to serve on the AC, and when needed, can request assistance from the regional Commission on Ministry in locating suitable people for this role. The names, titles, and home churches of each member of the commission should be submitted to the regional COM in advance of the service so that the COM can officially commission the group. Additional people of significance to the pastor or congregation may also be invited to take part in the installation service and are not required to be members of this presbytery or the PC(USA) denomination.

The service itself should be a full worship service in the Reformed tradition, but should also be expressive of the worshipping life of the calling church and the new pastor. A sample liturgy for the service of installation can be found at the PC(USA) website at:

<https://www.presbyterianmission.org/resource/teaching-elderpastor-installation-service/>.

The structure of the Installation portion of the worship service should look something like:

- **Litany for Ministry/Litany of Gifts**
- **Presentation of the Minister of the Word and Sacrament**
- **The Constitutional Questions to Minister of the Word and Sacrament**
- **The Constitutional Questions to Congregation**
- **The Installation Prayer (*ordinarily, laying on of hands is reserved for times of ordination*)**
- **The Declaration of Installation and Welcome**
- **The Charge to the Pastor**
- **The Charge to the Congregation**

Cascades Presbytery also asks that an offering be taken for the Presbytery's Ministerial Assistance Fund. The offering should be indicated in the installation ceremony bulletin with an announcement similar to "The offering will be donated to the Presbytery of the Cascades' Ministerial Assistance Fund, which provides relief and emergency support to ministers and their families during times of need." The offering should be collected and accounted for by the hosting church and sent to the presbytery as part of their regularly scheduled remittance notating *Ministerial Assistance Fund* on the Remittance Form. Checks should be mailed to Cascades Presbytery, 245 S. Bancroft, Suite D, Portland, OR 97239.