



Presbytery of the Cascades

503-227-5486

245 S Bancroft, Suite D

Portland, OR 97239

## Planning Your Ordination and the Administrative Commission

In the Presbytery of the Cascades, Candidates for ministry are invited to design their own ordination service. When appropriate, the service may also include the installation of the ordinand. Ideally, this service will occur in close proximity with the new pastor's start date, and be on a day and time which is sensible in the worshipping life of the local congregation 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 ordination [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 Candidate. Additionally, there shall be a minimum of two ruling elders and two teaching elders representing different ministries within the presbytery. The Candidate 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 church 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 Candidate 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 Candidate. A sample liturgy for the service of ordination can be found at the PC(USA) website at:

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

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

- **Statement on Ordination and Presentation of the Ordinand**
- **The Constitutional Questions to the Ordinand**
- **The Constitutional Questions to Congregation (when also being installed)**
- **The Ordination Prayer including Laying on of Hands**  
*(ordinarily, the candidate kneels, facing the congregation during this prayer)*
- **The Declaration of Ordination, Installation, and Welcome**
- **The Charge to the Newly Ordained**
- **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 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.