

Pittsburgh Presbytery Guidelines for the Service of Installation

1. The newly-called pastor or candidate may select from five (5) to seven (7) persons from this presbytery to serve as an administrative commission to conduct a service of installation at a date and time that is convenient for the pastor (candidate), the congregation, and the Moderator of Pittsburgh Presbytery. It is important to remember that the service is conducted by the presbytery and that the moderator (or his/her designee) presides. When the pastor (candidate) is not well-acquainted with members of Pittsburgh Presbytery, the session or the Commission on Ministry of the presbytery may be of assistance in suggesting participants.
2. The administrative commission shall be composed of ruling elders and teaching elders in numbers as nearly equal as possible. In addition, both men and women will be included in the commission. Others may be invited to participate, but such invitations should be limited to one or two beyond the commission.
3. Services of installation are ordinarily held during the congregation's regular worship service or on a Sunday afternoon. Selecting one of the congregation's normal worship times makes it possible for a significant number of church members to share in the celebration. A Sunday afternoon service allows members of presbytery to fulfill their morning responsibilities and also attend the ordination/installation.
4. The service should be planned to last no longer than an hour. Anthems or special music should be limited to no more than two, one of which may be shared during the offertory.
5. An offering for the Oldman Fund (a scholarship fund for inquirers/candidates under the care of Pittsburgh Presbytery) should be received during the service. The offering may be counted by the church, and a check for the amount received sent to Pittsburgh Presbytery.