

PLANNING THE COMMISSION FOR YOUR ORDINATION SERVICE FOR THE MINISTER OF WORD & SACRAMENT

Pittsburgh Presbytery
Commission on Preparation for Ministry

GENERAL & SERVICE INFORMATION

The Service of Ordination (for temporary pastoral calls or validated non-pastoral ministry positions) and the Service of Ordination & Installation (for installed pastoral calls) should be planned in consultation with the pastor of your congregation, the moderator of Pittsburgh Presbytery, and a member of your Care Team from the Commission on Preparation for Ministry (CPM). The service shall follow the guidelines in the *Book of Order*, W-4.4001-4002 and the [Book of Occasional Services](#) (pages 45-82).

This completed form must be submitted to the CPM and your Care Team at least one week in advance of the CPM meeting. In all cases, the plans are to be approved by the CPM and Pittsburgh Presbytery prior to the service.

Name of Candidate _____

Date of Service _____

Time of Service _____

Place of Service _____

Call/Position Title & Congregation _____

Service Type (select one): Service of Ordination (for temporary pastoral positions and validated non-pastoral ministry positions)

OR

Service of Ordination & Installation (for installed pastoral positions)

MEMBERS OF THE COMMISSION

1. (moderator/appointee & church) _____

You MUST contact the Moderator of Pittsburgh Presbytery directly (for current moderator contact information, go to: http://www.pghpresbytery.org/about_us/about.htm#leadership) to make him/her aware of the service details as the Moderator or his/her designee is the first named member of the commission.

NOTE: A completed draft of the bulletin must be submitted to the Moderator at least one week prior to the service. You may find service resources on the Commission on Ministry web page at http://www.pghpresbytery.org/committees_commissions/comm_files/com.htm#installation_resources.

Pittsburgh Presbytery Policy: No more than one ruling elder may be a member of the same church and all commissioners must be members of Pittsburgh Presbytery*

2. (minister) _____

(The first named minister after the Moderator will be clerk of the commission.)

3. (minister) _____

4. (elder & church) _____

5. (elder & church) _____

MEETING INFORMATION

The next scheduled meeting of the Commission on Preparation for Ministry is _____

The next scheduled meeting of Pittsburgh Presbytery is _____

*Number of commissioners is required by Pittsburgh Presbytery as determined on January 25, 2012.