

COM 6.3 GUIDELINES FOR INSTALLATION AND ORDINATION COMMISSIONS IN THE MAUMEE VALLEY PRESBYTERY

2019 version

Welcome to Ministry in Maumee Valley Presbytery. As you plan for your installation, the following are norms and practices which have characterized our life together in Northwest Ohio and Southern Michigan.

Ordinarily, an installation or ordination takes place on a Sunday afternoon on a date which is negotiated between the candidate to be installed, the congregation in which the installation is to occur and the Moderator of the Presbytery of Maumee Valley. The pastor to be installed is ordinarily the initiator of the conversation. In Maumee Valley, the Committee on Ministry has been given permission to approve installation commissions at their monthly meetings which are held the fourth Tuesday of most months. However, any called meeting of the Presbytery (which includes your installation!) requires at least 10 days including two Sundays notice. So, please plan accordingly.

The 2019 Moderator of the Presbytery of Maumee Valley is:

CRE Tom Polker, First Presbyterian Church, Napoleon

419.592.7736 or 419.592.0933 email: tompolker@gmail.com

If the Moderator is unable to participate, he may appoint the Vice Moderator, who is Commissioned Ruling Elder Janeane Hopkins. Her number is 567.623.2746. Her email is jnphop@woh.rr.com.

The Moderator of the Committee on Ministry in 2019 is Ruling Elder Ron Boyd of First Presbyterian Church of Upper Sandusky. His number is 419.294.4521 and his email is rboyd13@att.net.

An installation commission is comprised of at least five individuals from Maumee Valley Presbytery – in as nearly equal numbers as possible of ruling elders and teaching elders (ministers of the Word). The elders must be from different churches. So, one might have three elders from three different churches and two ministers. Or, one might have three ministers and two elders from two different churches.

If you desire to invite additional persons from outside of the Presbytery to participate, you may do so. While these persons are not members of the commission, it is customary to list them as “Others to be invited to participate are.....”

The Book of Order outlines the questions to be asked by the Moderator, and a format for the service in W – 4.4000. The installation is an act of the Presbytery.

The offering received at installations is given to the Pastoral Support Fund of the Presbytery which provides for the unmet needs of clergy and church professionals in times of difficulty.

On the day of the installation, the Commission gathers and opens the meeting of the Commission with prayer. A clerk pro temp is appointed to take the minutes of the meeting, which ordinarily contain the names of the participants, the dates, and the motion to install. After instructions regarding the service, a motion is made that the work of the commission be concluded with the benediction. The clerk pro

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temp then is responsible for sending minutes to the Stated Clerk of the Presbytery who is Rev. Dean McGormley. He can be reached at dmcgormley@gmail.com.

You are encouraged to invite area clergy, area Presbyterian Churches and indeed, friends and family. Some congregations mail invitations to the entire Presbytery. The Presbytery does have a website and an email communication system. If you want to use our electronic systems, please send your announcement or invitation to Sara McLaughlin (mclaughlinsara75@gmail.com) who is the webmaster or to me at matt7okc@gmail.com

We welcome you to Maumee Valley Presbytery.

Rev. Dr. Matt Meinke

General Presbyter

matt7okc@gmail.com

419.423.9073 work

609.216.0093 cell