



The Connecting Our Ministry Commission must approve any Exceptions to this policy

COMMISSION:

The Ecclesiastical Administrative Commission shall be composed of at least seven members, with at least three Ruling Elders, three Teaching Elders, and one additional Ruling or Teaching Elder. The members of the Commission shall be members of the Presbytery of Donegal. At least two congregations, in addition to the congregation where the Teaching Elder will serve, shall be represented. There is no upper limit on the number of people who may serve on the Commission. The Session may invite participants who are members of other presbyteries, denominations, or religious traditions but are not members of the Commission. Schedule permitting, the Executive Presbyter, Stated Clerk, and Presbytery Moderator will be in attendance. They are, by definition, part of the Commission. Ordinarily, the charge to the Teaching Elder and the Congregation is delivered by members of the presbytery. The Connecting Our Ministry Commission must approve any exceptions.

SCHEDULING THE SERVICE:

Ordinarily, ordinations and installations will be celebrated at a service of worship at a time other than Sunday morning so that colleagues in ministries and friends in other worshipping committees may attend. The Connecting, Our Ministry Commission, may approve an exception for a Sunday morning service when there is a good reason. COM must approve the date and time before publication to the congregation. The schedules of the Presbytery Moderator, the Executive Presbyter, and the Stated Clerk shall be consulted, and a moderator appointed by the presbytery before the publication of the event.

OFFERING FOR THE TEACHING ELDER EMERGENCY FUND:

The Donegal Presbytery Teaching Elder Emergency Fund is primarily supported by the offerings collected at Ordination and Installation services. When the service is held at a time other than the community's regular worship service(s), an offering shall be collected. The bulletin will explain the purpose of the offering, and there will be an explanation during the Service of Worship. The offering will be counted by a congregational representative and a presbytery representative immediately following the Service of Worship and the amount will be recorded on a control slip. A designated presbytery representative will deliver the offering to the presbytery office at a pre-arranged time.

Suppose the ordination and/or installation is scheduled for the regular service of worship of the congregation. In that case, the Session shall determine whether to collect a special offering for the

Teaching Elder Emergency Fund during the service or authorize a donation to the Teaching Elder Emergency Fund. If a donation will be made, the suggested amount is:

Congregational Size	Suggested Amount of at least
Up to 100 members	\$300
Between 100 and 300 members	\$500
Between 300 and 500 members	\$750
Above 500 members	\$1000 or higher

See the presbytery website for sample services of Ordination and Installation and the Ordination/Installation Checklist of Details.

SERVICE PLANNING:

The person to be installed and or ordained chooses the preacher for the service approved by the Session and the COM. Ordinarily, the Charge to the Pastor (for ordinations and installations) and the Charge to the Congregation (for installations) shall be delivered by members of the Presbytery of Donegal.

The ritual of ordination and installation, which includes the Statement on Ministry, the Presentation of the Candidate, the Constitutional Questions, the Prayer of Ordination/Installation, and the Statement of Ordination/Installation, is conducted by the Moderator of the Presbytery.

The Executive Presbyter and or Stated Clerk may be asked to preach or deliver one of the charges when appropriate. If other participants handle those roles, the Executive Presbyter and or Stated Clerk will share the ritual of ordination and installation with the Moderator.

The bulletin and other details for confirmation should be sent to members of the Commission at least three days before the service.

Members of the Commission should be asked to assemble one-half hour before the service to meet as a Commission and go over service details. Traditionally, Teaching Elder participants robe with red stoles, and Ruling Elder participants wear red. Other Teaching Elders and ecumenical representatives may be requested to robe, process, and sit as a block for the service. The Moderator will submit the Commission Minutes Form following the conclusion of the service.



The Presbytery of
DONEGAL

Form for an Ecclesiastical Administrative Commission to Ordain and/ or Install a Teaching Elder

Name of Teaching Elder: _____

Title of Position: _____
(i.e., Pastor, Associate Pastor, Designated Pastor, Designated Associate Pastor)

Name of Congregation: _____

Date & Time of Service: _____

The Teaching Elder will be: Ordained Installed Both Ordained & installed

**The Session requests that the following people be appointed
to the Ecclesiastical Administrative Commission.**

Name: _____ Teaching Elder or Ruling Elder

Name of Congregation: _____

Name: _____ Teaching Elder or Ruling Elder

Name of Congregation: _____

Name: _____ Teaching Elder or Ruling Elder

Name of Congregation: _____

Name: _____ Teaching Elder or Ruling Elder

Name of Congregation: _____

Name: _____ Teaching Elder or Ruling Elder

Name of Congregation: _____

Name: _____ Teaching Elder or Ruling Elder

Name of Congregation: _____

Name: _____ Teaching Elder or Ruling Elder

Name of Congregation: _____

Name: _____ Teaching Elder or Ruling Elder

Name of Congregation: _____

Name: _____ Teaching Elder or Ruling Elder

Name of Congregation: _____

Name: _____ Teaching Elder or Ruling Elder

Name of Congregation: _____

Have the Moderator of the Presbytery, the Executive Presbyter, and the Stated Clerk been contacted for participation? Yes No

Name of Moderator representing the presbytery at the service: _____

Preacher: _____

Charge to the Teaching Elder: _____

Charge to the Congregation (if appropriate): _____

How will the Teaching Elder Emergency Fund Offering be collected? _____

Is there a reception following the service? _____
