



Any Exceptions to this policy must be approved by the Connecting Our Ministry Commission

COMMISSION:

The Ecclesiastical Administrative Commission shall be composed of at least seven members, with at least three Ruling Elders and 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 they are not members of the Commission. Ordinarily, the charge to the Teaching Elder and the Charge to the Congregation are delivered by members of the presbytery. Any exceptions must be approved by the Connecting Our Ministry Committee.

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 worshiping committees may attend. The Connecting Our Ministry may approve an exception for a Sunday morning service when there is good reason to do so. The date and time must be approved by COM before publication to the congregation. The schedules of the Presbytery Moderator and the Executive Presbytery shall be consulted, and a moderator appointed by the presbytery prior to 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 services of Ordination and Installation. When the service is held at a time other than the regular worship service(s) of the community, 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 as well. The offering will be counted by a congregational representative and a presbytery representative immediately following the Service of Worship, and the amount recorded on a control slip. A designated presbytery representative will deliver the offering to the presbytery office at a pre-arranged time.

If the ordination and/or installation is scheduled for the regular service of worship of the congregation, then the Session shall determine whether to collect a special offering for the Teaching Elder Emergency Fund during the service, or whether to 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 for the Ordination/Installation Checklist of Details.

SERVICE PLANNING:

The person to be installed and or ordained chooses the preacher for the service, which is 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 may be asked to preach or deliver one of the charges, when appropriate. If those roles are handled by other participants, the Executive Presbyter 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 prior to the service.

Members of the Commission should be asked to assemble one half hour prior to the service to meet as a Commission and to 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 Commission Minutes Form will be submitted by the Moderator following the conclusion of the service.

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 and the
Executive Presbyter 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? _____
