



Minister of Word and Sacrament Ordination and Installation Planning Form

A commission to ordain and/or install shall consist of at least six people with a minimum of three ruling elders and three teaching elders of the Presbytery of East Iowa with equitable gender representation. Each ruling elder needs to be from a different congregation (one ruling elder from the congregation that the teaching elder is being installed to serve should be a part of the commission for an installation, but not necessarily for an ordination). The moderator of the presbytery, or their designee, will be a member of the commission and the moderator should be contacted before plans are finalized. The current moderator of the PEIA can be found [here](#).

You are encouraged to work with the members of the Pastor Nominating Committee and the presbytery's liaison to that committee in seeking to complete this commission. If you would like assistance, the presbytery staff and the Committee on Ministry and Vitality is happy to help.

Please scan and return this completed form to leann@peia.org.

Name of person to be ordained and/or installed _____

Position to be installed
(e.g. pastor, associate pastor) _____

Name of congregation _____

Date and time of service _____

Proposed members of the Commission to Ordain and/or Install

Please provide the name, congregation, and email or phone of each member.

Teaching Elders	1. Moderator (or designee)
	2. _____
	3. _____
	4. _____
Ruling Elders	1. _____
	2. _____
	3. _____
	4. _____

Guests from outside the bounds of the presbytery may be invited to participate in the service. If you intend to invite guests to participate in the service, please list their name, title, what role you'd like them to have in the service, and their contact information below.

Service Preparation

Please see Book of Order W-4.04 for details about the installation worship service. Please list who will perform which roles during the service:

Convenor: Presbytery Moderator or designee

Constitutional questions to the person to be installed (W-4.0404): Presbytery Moderator or designee

Ruling Elder asking constitutional questions to congregation
(this must be done by a Ruling Elder per W-4.0403)

Charge to the congregation

Charge to the person being installed

As you plan the service of worship, you are encouraged to include the other members of the commission in leading other elements of the liturgy.

It is appropriate, but not required, for the sacrament of the Lord's Supper to be celebrated at a service of installation. If the Lord's Supper is to be celebrated, it must be by the Session.

Will the Lord's Supper be celebrated at this service?

☐ Yes ☐ No

If so, when did the Session authorize the celebration?

There should be an opportunity for an offering during the service. The offering will go to the Presbytery of East Iowa's Unified Mission Fund. This fund enables the presbytery to support Mission & Social Justice Grants, Camp Bear Creek, Youth Triennium, and other programs that advance the presbytery's mission. Please include this link or QR code in the service bulletin for the offering:

<https://secure.myvanco.com/L-ZYCY/campaign/C-168C0>

