

B MINISTERIAL VACANCIES

B6 Ordination of Ministers

November 2014

1 The arrangements for an Ordination are the responsibility of the Area Pastoral Committee on behalf of the Synod. Normally this responsibility will be carried out by the Interim Moderator.

2 The local church(es) and the minister-elect should be fully consulted. Both may make suggestions as to hymns, Bible readings, who should take part and other matters of content and procedure.

3 Particular care should be given as to who should be invited to:

- a) preach the sermon;
- b) lead the prayer of ordination;
- c) lead the intercessions.

It is advisable that the preacher should be a person of some maturity and with experience of Christian ministry.

4 In order further to recognise the Pastoral Committee's role in the provision of ministry, it is recommended that a statement on behalf of the Committee be included in the service.

5 The Laying-on of hands comes immediately after the Prayer of Ordination and closely related to it. See order of service for guidance as to who should take part.

6 It is usual for a newly ordained minister to be presented with a Bible by the representatives of the local church(es). The version is for the ordinand to choose.

7 Greetings should be given by right hand of fellowship and a few brief words. See order of service for guidance as to who should take part.

8 In preparing the Order of Service, the United Reformed Church Services Book should be consulted and material used as appropriate.

9 The responsive version of "Statement of Nature Faith and Order" is available in leaflet for from the Synod Office and copies may be obtained for use and return. Alternatively, the wording is to be found in 'Rejoice and Sing' (number 761).

10 The Moderator of Synod should be kept fully in the picture as arrangements are made and should, as the person appointed to preside, be consulted before the Service Paper is printed. When the printing has been done, two copies should be forwarded to the Moderator.

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11 Draft Order of Service

A suggested outline follows. It may be varied to meet local requirements.

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| 1 | THE APPROACH | |
| | Call to Worship | Moderator |
| | Hymn of Praise | |
| | Prayer of Adoration and Confession | Representative of the Area |
| | Assurance of Pardon | |
| | Statement of Purpose | Moderator |
| 2 | THE WORD | |
| | Reading(s) from the Bible | Perhaps read by member(s) of local church(es) |
| | Hymn of Preparation | |
| | Sermon | Invited preacher |
| 3 | THE RESPONSE | |
| | Hymn of affirmation | |
| | Introduction to the act of Ordination | Moderator |
| | Statement on behalf of Pastoral Committee | Convener or another |
| | Statement on behalf of pastorate | Secretary or other representative |
| | Statement by the ordinand | |
| | Statement of the Nature, Faith and Order of the United Reformed Church | |
| 4 | THE ACT OF ORDINATION | |
| | Questions to the minister - elect | Moderator |
| | [see Guideline B9] | |
| | Questions to the local church | Moderator |
| | [to be printed - see URC Service Book] | |
| | Questions to the Area Pastoral Committee [to be printed - see URC Service Book] | Moderator |
| | Hymn of the Holy Spirit (all remain standing) | |
| | Prayer of Ordination | Moderator, representative of college or other invited person |
| | The Laying-on of hands | Moderator, representative of College, Area, local church(es) |
| | Declaration of Ordination and Induction | Moderator |
| | Presentation to the ordinand | Representative of pastorate |
| | Greetings: | Representatives of:
Pastorate,
Area Pastoral Committee,
churches of other denominations,
local community,
The Synod and the United Reformed Church (the Moderator) |
| 5 | THE DEPARTURE | |
| | Prayers of Intercession | Invited person |
| | Hymn of praise and/or discipleship | |
| | The Blessing | Newly ordained minister |

Note: It is usual to include the following rubrics:

- a. At the beginning: a request to the congregation to stand as those leading the worship enter.
- b. At the end: a request for the congregation to remain standing until those leading the worship have withdrawn.
- c. Also at the end: an invitation to refreshments, if these are to be served, and an indication of where they can be found.

It is also usual for a retiring offering to be collected and forwarded to the Synod Office for the Ministerial Training Fund.

Statement on behalf of Area Pastoral Committee - outline

The ministry of the Revd _____ in this pastorate / the pastorate of (name(s) of church(es) came to an end on (date). The Area Pastoral Committee, then sought to discharge its responsibility for the oversight of local churches and the provision of ministry. It considered the situation in the light of current needs and the availability of ministers. Following consultation and (here insert any relevant details) a vacancy was declared (in the _____ group/in the churches at /other agreed arrangements) at the Area meeting on (date)

The Moderator of Synod was then asked to visit the pastorate and to seek a suitable introduction from the Moderators' Meeting. Subsequently he was able to introduce the name of the Revd _____

to the pastorate. On (date) the Pastoral Committee was informed that the pastorate had addressed a Call and that (name of minister) had responded affirmatively. Having ascertained that all was in order the Committee was happy to give concurrence to the Call be given. This took place on (date) and the Committee looks forward to this new ministry within the Area with pleasure and confidence.