

1 Introduction

This Policy assumes that matters under B6 or B7 have been followed in the initial preparations and in drafting the order of service. What follows attempts to guide the Interim Moderator, local pastorate and prospective minister in the subsequent stages of preparation.

2 Responsibility

a An Ordination and/or an Induction is an Area Meeting.

b In detail, this responsibility for the arrangements usually devolves upon the **Interim Moderator** who acts on behalf of the Pastoral Committee.

c When the date is known, it should be announced at a regular Area Meeting and **the attendance of representatives of that Meeting ensured.**

3 Invitations and local preparations

a The Interim Moderator should ensure that **invitations** are issued as appropriate. Sometimes these are sent out by the Area Secretary, sometimes by the Interim Moderator, sometimes by the local pastorate. In any case, it should be clear that **the invitation comes from the Area on behalf of the Synod.**

b It is important also that **members and friends of the local pastorate** realise their attendance is vital on this occasion. No opportunity should be lost to present this claim on their time and commitment.

c It is helpful if the **local pastorate** will appoint **one person to act as its representative** in making all the arrangements - either the church secretary or another. The Interim Moderator can then work closely with appointee.

d The Interim Moderator ensures that **all those to be invited to take part in the service are contacted.** It is appropriate for such contact to be made by the Interim Moderator directly, though occasionally the person to be inducted may make some of the approaches to certain individuals, and sometimes it is more appropriate for the local church secretary to approach local dignitaries and ecumenical representatives, by arrangement. **The Interim Moderator, however, retains overall responsibility.**

e Usually the local pastorate will assume responsibility for the preparation of **refreshments**, though the Interim Moderator should ensure this is being done and any necessary guidance given.

f In some places it may be necessary to arrange **extra seating** and attend to further logistical details. Usually the representative of the pastorate will attend to this under the oversight of the Interim Moderator.

g The representative of the pastorate should ensure adequate car-parking is available and stewards on hand to guide people. If the Mayor or other local dignitaries are to attend it is particularly important to reserve a space for the official car(s) near the front door.

4 Preparing the church building

a **Church layouts differ** considerably and it is difficult to be specific. Certain considerations need, however, to be taken into account.

b The **seats** on which those taking part, the minister's family, and any specially invited guests will sit need to be **clearly marked.**

c The **Moderator** sits in the presidential chair at the Communion Table. Sometimes, however, it is advisable for him to move to a seat elsewhere for the duration of the sermon. It is inadvisable for the preacher to be preaching directly over the Moderator's head!

B MINISTERIAL VACANCIES

B9 Preparing for Ordination/Induction Service

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d A **Representative of the Pastoral Committee** should sit on the Moderator's right hand side, emphasising that this is an Area occasion on behalf of the Synod.

e It is appropriate for the **minister to be inducted** to sit in the centre of the front row for the early part of the service, with the Interim Moderator in the next seat. From there the minister can be brought forward to the dais before the Act of Induction. There should, however, be a seat reserved for the minister on the Moderator's left hand side, to be occupied when the time arrives.

f **Others taking part** may sit conveniently, according to the geography of the church. Sometimes, but not always, it will be possible for the preacher, the leader of the Ordination/Induction prayer and perhaps others to sit in a semi-circle around the Table. In other situations it will be more dignified for them to sit elsewhere, either on chairs placed in appropriate positions or in the front row of the congregation.

g The Moderator urges that **all those taking any active part in the service should assemble in a vestry or other room at least 20 minutes before the service is due to commence**, so that the order of service may be examined and last minute arrangements made. The person appointed by the pastorate as its representative in making the arrangements should be among those who thus foregather.

h **The organist** should be informed that the service will proceed without announcement.

i **Stewarding** is the responsibility of the local pastorate. There should be sufficient people to cope with a large congregation, preferably identified with badges, and suitably positioned where required. **They should be in place three quarters of an hour before the service is due to commence**: people tend to arrive early for these services! Some stewards also need to be appointed to take the offering - usually a retiring collection on these occasions - and positioned at all exit doors. Others need to have a care for directing people to the places of comfort and refreshment.

j The Moderator will arrange those taking part into a **processional order** when he meets them before the service begins. It is helpful, however, if a **seating plan** can be available at the place where this meeting will take place. Sometimes the procession moves directly from the vestry to the church; sometimes, especially when there is a central aisle, it is arranged for it to enter by the main doors of the church and proceed down the aisle. Once again, local geography tends to dictate these details.

5 Finance

a The Area Finance Officer should take control of this matter on behalf of the Synod. Normally the **local pastorate** will pay for the **refreshments** and other local expenses. The **Synod** should pay the expenses of **principal participants** travelling from a distance. Payment for printing the **Order of Service** is a matter for negotiation. Sometimes a local pastorate is in a position to do this, and will want to do so; sometimes it might prove to be too heavy an expense. The **Area Finance Officer should take the initiative** to see that this matter, and all others related to it, are dealt with sensitively and appropriately. The **retiring collection** is usually designated for the Synod Ministerial Training Fund. The local church treasurer is responsible for counting this and, in due course, sending a cheque to the Synod Treasurer.

6 Conclusion

It is impossible in a paper of this kind to cover every local variation and eventuality. Interim Moderators may liaise with the Synod Moderator and others over details not covered here. Ordination and Induction services are high spots in the life of churches and ministers and merit meticulous preparation.