

### INSTALLATION PLANS - OUTLINE

Please use the following information as a guide for preparing your plans for the Service of Worship and Installation. All information should be provided in writing to the chairperson of the Committee on Ministry to request approval for your plans. Thank you.

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- 1) Select a date and specific time. Contact the Stated Clerk, (631) 499-7171, to make sure the date is clear on the Presbytery calendar. Installations normally take place between two and four months after arrival.
  - 2) Contact the Moderator of the Presbytery before making further plans, and ascertain whether he/she can participate on the date and time you have selected. If this is not possible, the Moderator will select an alternate with whom you should be certain the date and time are agreeable for the service you propose. This person will serve as moderator of the administrative commission to install.
  - 3) The Administrative Commission, which will be approved by the Committee on Ministry and which will meet with you just prior to the service, should be composed minimally of the following, one of whom is the Moderator of the Presbytery (or alternate):
    - four minister members of the Presbytery of Long Island
    - four elders of the Presbytery of Long Island, representing four different churches
- It is important to contact each elder and minister prior to the presentation of your plans to the Committee on Ministry to ascertain their willingness and ability to participate in the service as you propose.
- 4) Other participants may be selected by you for the service, and you should be certain each of these persons is able to participate in the service as you propose. The Committee on Ministry will approve the invitation to proposed participants from outside the Presbytery bounds.
  - 5) The order of service must include a sermon, charges to the pastor and congregation, Constitutional questions, and an offering. You should be guided by the Reformed tradition in the preparation of the order of service. Participants in the service should be noted by those portions of the service for which you intend them to be responsible. This order of service should be presented to the Committee on Ministry in written form for review.

6) The offering will be used by the Presbytery of Long Island through the Committee on Preparation for Ministry. The following statement is to appear in the bulletin for the service:

"Today's offering will be used by the Presbytery's Committee on Preparation for Ministry, to aid women and men in their preparation for ministry."

The offering is to be forwarded by the church treasurer to the treasurer of the Presbytery of Long Island, at 109 Udall Road West Islip New York 11795. Please make the check payable to "The Presbytery of Long Island" and designate it for the Candidates Grant Fund.

7) Contact the Committee on Ministry chairperson at least seven days prior to its stated meeting at which you wish to present your plans for installation. Stated meetings are normally held on the second Tuesday of each month. This will allow both you and the Committee time to review and plan accordingly. Please include the following information:  
a) persons who will comprise the Administrative Commission to install you, and  
b) the order of service with participants noted accordingly.\*

8) The bulletin and invitations ought to reflect that the installation is a service of the Presbytery of Long Island.

9) Questions you may have regarding the formation of plans for your installation may be directed to the chairperson of the Committee on Ministry or the chairperson of the Subcommittee on Ministers:

Committee on Ministry  
December 1986, Amended:  
March 1992, September 1993, September 2000

\*It is a good idea to have installation plans approved by the Committee on Ministry sufficiently in advance of the installation date so that the minister may personally invite people to attend from the floor of a presbytery meeting.