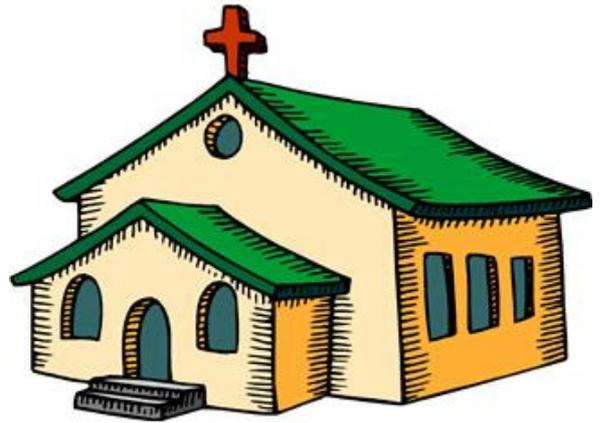


A SUGGESTED ORDINATION / INDUCTION SERVICE CHECK LIST



In no particular order.... (and certainly not an exhaustive list!)



- ❑ Will there be an order of service printed and will it contain the promises that the minister and others will respond too? If it will please check with the Regional Minister involved in the service to confirm wording etc. If service sheets are not being provided (n.b. they generally are!) ensure that the congregation have the words in front of them that they have to respond too – i.e. not on a projection screen.

- ❑ Always ensure that the Regional Minister approves the wording on the Service Sheet **before** it goes to final print.



- ❑ The suggested wording for both these services can be found in “Gathering for Worship” (Baptist Union).

- ❑ Usually the service contains an opportunity for the minister to be prayed for – usually with the laying on of hands. It is suggested that the minister personally invites 4-5 folk before the service (even during the previous weeks) to take part, rather than asking folk to come forward on the day itself. Ask them to all pray and to keep their prayers shorter rather than longer!





- ❑ Ensure that all those taking part 'up front' (in particular the guest speaker and others) are given an appropriate gift. For those who are travelling some distance their travel costs



should be reimbursed (including the Regional Minister). Car mileage is presently 45ppm.



- ❑ For those ministers who are being Inducted the service or reception should include a time when the Moderator of the church during the period of Interregnum is thanked. An appropriate gift should also be given.



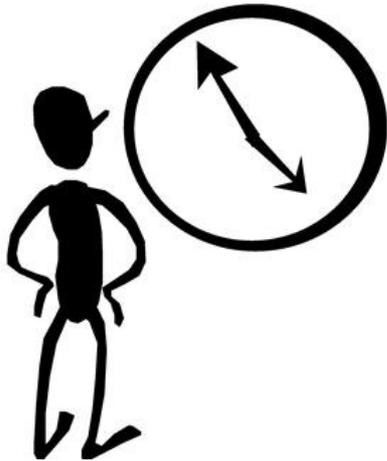
- ❑ It is often appropriate to offer the opportunity for folk to bring greetings.



This can be done in the service or during the reception. Greetings are usually brought in the service if there are a lot of people present and they will not all fit into one large hall / room for the reception afterwards. However if it is done during the service watch the time! Maybe it would be good to invite folk in the days before the service to bring greetings. (e.g. local Ministers / Church

Leaders, dignitaries, friends etc. Ask them also to keep their greetings short!). Should greetings be given during the reception (seems to generally work well if most folk are in one room) ensure that there is a good PA system available and do this sooner rather than later in the proceedings (after folk have had their first sandwich!).

- If there is a reception following the church service it is sometimes helpful to say Grace for the food about to be eaten as part of the final Benediction prayer in the church.



- Aim to have the church service finished within an hour and a half. This is usually long enough for such a service.

- Please contact your Regional Minister well in advance of your special day to arrange the date of the service (their diaries get full up very quickly!).



- Likewise please contact your Regional Minister should you have any further questions. They will only be too pleased to help!

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