**Hosting an Ordination Service**

**To prepare for hosting an Ordination service,** it is generally beneficial to have members of the host congregation who know the church facility well and the traditions the best to take the following roles:

**Greeters:** Welcome guests and help them find coat racks, restrooms, worship area, etc.

**Ushers:** Reserve front pews for Ordinand’s family members, close friends, and Rostered Ministers who may attend the event. Hand out bulletins, collect offering, provide directions to the communion table, etc.

**Musicians:** Discuss with Ordinand whether organ, piano or other instrumental music will be a part of the service, what your church policies are for who can play the instruments, and any fees required.

**Crucifer:** Lead the procession in by carrying the processional cross, if used.

**Acolytes:** Light the candles and assist with Holy Communion, if needed.

**Altar Guild:** Provide the elements for Holy Communion and set the table as is customary in the congregation.

**Provide a room for all rostered ministers** who are attending to robe and prepare for worship. A sign on the main door to direct them to the room is helpful or instruct the greeters to give directions.

**Bulletins:** It is up to the Ordinand to plan the worship service in consultation with the host pastor and synod staff liaison to synod Worship Committee.

**Offering:** It is typically up to the Ordinand to determine where he/she would like to designate the offering that is collected. It is best to have a designated council person or financial secretary of the congregation collect and count the money following protocol normally utilized in the congregation. A check for that amount then could be written directly to the institution or agency that will receive the offering. Determine whether the Ordinand or the congregation will mail a letter and check to the place the offering is designated for.

**Reception:** It is up to the host congregation and the Ordinand whether or not there is a reception held after the service. It is generally welcomed by the guests but is not a requirement for hosting the service.

A reception, if held, can be as simple as a cup of coffee & cookies or be much more expansive – sandwiches, fruit bowl, cake, and beverages. Volunteers will need to be recruited to provide the food, beverages, plates, napkins, and silverware needed, as well as set-up, serve and clean-up afterwards.

**Other questions?**

**Please contact the synod office at:**

**309.794.4004**

(revised 8/2022; mgh)