

# Metropolitan Chicago Synod Ordination Information

## *Liturgical Rubric and Procedures for Ordinations - 2014*

### **Dates and Times for Ordinations**

Ordinations in MCS take place four times a year, roughly once a quarter, generally at 3:00 p.m.:

- On or near Transfiguration (February 23, 2014)
- On or near the Second or Third Sunday of Easter (May 4, 2014; 4.00 p.m.)
- On or near the Festival of St. Bartholomew (August 24, 2014)
- On or near Reformation Sunday or All Saints (last Sunday in October/first Sunday in November, October 26, 2014);

### **Who Plans the Ordination?**

The Liturgy for the Holy Eucharist with Rite of Ordination is planned by the Synodical Liturgy Team. This includes hymns, readings, personnel, etc. Candidates for ordination are invited to participate by choosing one or more Ordination Sponsors who are ordained Pastors of the ELCA.

### **Where do Ordinations Take Place?**

Ordinations are scheduled at centrally located parishes of the Synod that offer ample parking, are near public transportation, and in venues that can handle large congregations.

### **Who prints the bulletins?**

The Synod is responsible for the printing of bulletins.

### **Can I be Ordained in my home Synod? In my home parish?**

Yes, *if the home Synod/Parish is outside of MCS*. If the Candidate for Ordination chooses, this can be arranged by contacting the Bishop of Chicago *first*, who will give approval for the request and make contact with the bishop of the home Synod. The Bishop of Chicago does not customarily travel to do Ordinations outside of MCS, and so ordinations that occur outside of MCS must be coordinated with the ordaining bishop's schedule in the home Synod. This is the responsibility of the Candidate once initial permission has been granted and contact made with the ordaining synod. In short: the bishop's office in MCS only gives permission for this to occur, they do not schedule it or participate in the planning of it. If the home parish is within MCS, then it is assumed that the candidate will be ordained at one of the regularly scheduled Synodical ordinations.

### **What if I start work before I am ordained?**

If you begin serving the parish to which you have been called before you are ordained, and the congregation wishes to have you preside at the Eucharist, the Bishop's office will work with you to provide a license to preside at Holy Communion for a limited time, generally until the ordination. Installation occurs *only* after the ordination and is a separate event, scheduled with the Assistants to the Bishop.

### **Who preaches and presides at Synod Ordinations?**

The Bishop of Chicago preaches and presides at Synodical ordinations.

### **Who is the “Director of Liturgy?”**

The Director of Liturgy (DL) is a member of the Synod Liturgy Team assigned to oversee the ordination liturgy. This person will conduct the rehearsal, and any questions related to the Ordination Liturgy should be directed to them.

### **What do I need to do to prepare for the Ordination Eucharist?**

- Spiritual preparation leading up to the ordination, including designated time for prayer, reflection, and study of Holy Scripture;
- Reflection on the Ordination Rite itself (*Occasional Services for the Assembly*, pg. 100);
- Make sure sponsors have been asked, *that they are ordained clergy of the ELCA*, and those names forwarded on to the Director of Liturgy three weeks before the Ordination;
- Notify the President of your calling congregation (or other designated leader) that they will need to be present at the Ordination to certify the Letter of Call;
- Procure a red stole;
- Send out invitations to any family and friends you wish to invite
- Encourage and invite members of your calling congregation to attend the liturgy.

### **Schedule**

#### ***One month before the ordination:***

- The DL will be in contact with candidates for Ordination to inform them of Synodical policies regarding Ordinations;

#### ***Three weeks before the ordination:***

- Candidates for Ordination complete and submit online Ordination Information Form, including the names of their Sponsors;
- Synod issues e-mail invitation to clergy of the Synod;
- Candidates send out invitations to family and friends;
- Candidates have in-hand their red stole;

#### ***Two weeks before the ordination:***

- Financial contribution of calling congregation is sent to the Synod;
- Cut-off for those to be ordained. Those who are voted on after this time will be moved to the *next* ordination;

#### ***Day of Ordination:***

- Candidates arrive at host congregation two hours before the ordination liturgy begins. This is a **vital** requirement, because we will be rehearsing the entire service so that everything will run smoothly.

### **What do I wear to the ordination Eucharist?**

Candidates for ordination normally wear clerics that day. Candidates are vested throughout the liturgy in white alb. The red stole is worn only after the Rite of Ordination.

### **Liturgical Matters Particular to those being Consecrated as Diaconal Ministers and those Commissioned as Associates in Ministry**

Those to be consecrated as Diaconal Ministers and commissioned AiM's are vested in white alb; there is no additional vesture (towel, stole, etc.) for AiM's. The symbols of office appropriate to consecrated Diaconal Ministers is red diaconal stole, towel, or dalmatic (tunicle) which are placed on the credence table and given to the newly consecrated at the appropriate time in the liturgy.

### **Contribution of the Calling Congregation**

The congregation that is calling the candidate is asked to contribute \$250.00 to the Synod towards the cost of the ordination. This contribution goes to pay for musicians, reception, and staff of the host congregation. It should be sent to the Synod Office (attn. Steve Homberg) no later than two weeks before the Ordination.

### **Reception**

The Synod hosts a light reception for the newly ordained immediately following the Ordination Liturgy.

### **Online Information**

Prior to your ordination, you must go to the following website to fill out information on names, sponsors, etc:

**<https://adobeformscentral.com/?f=-nXusOlrth%2A92aocR-hxvw>**