

NARRATIVES OF PROCEDURE

A Narrative of Procedure read during a service reports to all present what has led to the service and that the proper procedure has been duly followed. Words in round brackets in the Narratives below are omitted when they do not apply. The asterisks in Narratives 3, 4, 5 and 6 relate to Narrative number 7.

1. *To be read when a Probationer is about to be licensed and appointed to a congregation (Manual of Faith and Order, par.17.31-34,37)*

This is an account of how we have arrived at the service this morning/afternoon/evening and of what will follow.

The Ministry Committee of the General Assembly informed the Presbytery that [full name] has satisfactorily completed the studies that the Committee prescribed as necessary for him/her to enter the ministry (or completed as much of his/her prescribed studies as the Ministry Committee stipulated as necessary for him/her to enter the ministry) and is ready to begin his/her probation.

Presbytery at its meeting on [date] therefore agreed to license [name] to preach the gospel and to appoint him/her to serve his/her probation in the congregation of [full name of the congregation].

All this has been done according to the law and procedure of the Church.

Presbytery (or With the authority of Presbytery the Moderator of Presbytery or the duly appointed deputy of the Moderator of Presbytery) will therefore now proceed to license [name] to preach the gospel and then appoint him/her a Probationer in this congregation, under the oversight of his/her supervising Minister, [name].

Presbytery will later authorize [name] to administer the sacraments within the congregation, once he/she has passed the required examination on the doctrine and administration of the sacraments.

At the end of a year's probation [name] may accept a call from a congregation, subject to the approval of the Presbytery from within whose boundaries the call comes, and then be ordained to the holy ministry of the Word and sacraments.

- 2(a) *To be read when an Ordinand has accepted a call from, and is about to be ordained in, the congregation in which he/she has served his/her probation* (Manual, par.16.2-4,25-31,33-48,53-56,72-75, 17.39-44)

This is the story of how we have arrived at this service this afternoon/evening.

Presbytery on [date] licensed [full name] to preach the gospel, appointed him/ her to serve his/her probation in the congregation of [full name of the congregation] and after the required examination authorized him/her to administer the sacraments within that congregation.

At the end of his/her year's probation the Ministry Committee of General Assembly granted [name] a Ministry Certificate, and he/she became eligible for a call.

At a duly summoned and constituted meeting the congregation of [full name of the congregation] resolved to call [name]. [The number] of its members then signed the Call.

The Interim Moderator at that meeting and by announcement in his/her name at all services on the following Sunday called for any objections to the life, character, conduct or doctrine of [name] to be lodged with him/her in writing within two weeks from the date of that meeting. (None was offered.)

Presbytery duly examined his/her doctrine and character and was satisfied with these.

At its meeting on [date] Presbytery then approved the call and agreed to ordain [name] to the holy ministry of Word and Sacrament and induct him/her to this congregation.

All these things have been done according to the law and procedure of the Church.

Presbytery will therefore now proceed to ordain [name] to the ministry and then induct him/her to this congregation.

- 2(b) *To be read when an Ordinand has accepted a call from, and is about to be ordained in, a congregation other than that in which he/she has served his probation* (Manual, par.16.2-4,25-31,33-48,53-56,72-75, 17.39-44)

This is the story of how we have arrived at this service this afternoon/evening.

The Presbytery of [*name of the Presbytery*] licensed [*full name*] to preach the gospel, appointed him/ her to serve his/her probation in [*name of the congregation*], a congregation within its boundaries, and after the required examination authorized him/her to administer the sacraments within that congregation.

At the end of his/her year's probation the Ministry Committee of General Assembly granted [*name*] a Ministry Certificate, and he/she became eligible for a call.

At a duly summoned and constituted meeting the congregation of [*full name of the congregation*] resolved to call [*name*]. [*The number*] of its members then signed the Call.

The Interim Moderator at that meeting and by announcement in his/her name at all services on the following Sunday called for any objections to the life, character, conduct or doctrine of [*name*] to be lodged with him/her in writing within two weeks from the date of that meeting. (None was offered.)

Presbytery at its meeting on [*date*] approved the call and transmitted it to the Presbytery of [*name*], which also approved it.

Presbytery duly examined [*name*]'s doctrine and character and was satisfied with these.

At its meeting on [*date*] Presbytery then agreed to ordain [*name*] to the holy ministry and induct him/her to this congregation.

All these things have been done according to the law and procedure of the Church.

Presbytery will therefore now proceed to ordain [*name*] to the holy ministry and then induct him/her to this congregation.

3. *To be read when a Minister is about to be inducted to a congregation (Manual, par.16.2-4,25-31,33-55, 72-75)*

This is the story of how we have arrived at this service this afternoon/evening.

The congregation of [*full name of the congregation*] within the boundaries of this Presbytery became vacant on [*date*].

Presbytery appointed an Interim Moderator, in order that the vacancy might be filled as soon as possible.

At a duly summoned and constituted meeting the congregation resolved to call [*name*], Minister of the gospel. [*The number*] of its members then signed the Call.

The Interim Moderator then at that meeting and by announcement in his/her name at all services on the following Sunday called for any objections to the life, character, conduct or doctrine of [*name*] to be lodged with him/her in writing within two weeks from the date of that meeting. (None was offered.)¹

* Presbytery at a meeting held on [*date*] approved the call (and transmitted it to the Presbytery of [*name of the Presbytery*], which also approved it).

(Presbytery duly examined [*name*]'s doctrine and character and was satisfied with these.)

All these things have been done according to the law and procedure of the Church.

Presbytery will therefore now proceed to induct [*name*] to this congregation.

4. *To be read when a Minister is about to be inducted as a Colleague Minister or Colleague Minister and Successor in a congregation (Manual, par.16.2-4,23-31,33-55,72-75)*

This is the story of how we have arrived at this service this afternoon/evening.

Presbytery granted permission to the congregation of [*full name of the congregation*] to call a Colleague Minister (or Colleague Minister and Successor).

At a duly summoned and constituted meeting the congregation resolved to call [*full name*], Minister of the gospel. [*The number*] of its members then signed the Call.

The Interim Moderator at that meeting and by announcement in his/her name at all services on the following Sunday called for any objections to the life, character, conduct or doctrine of [*name*] to be lodged with him/her in writing within two weeks from the date of that meeting. (None was offered.)²

¹ This parenthesis and the parenthesis after the next paragraph are alternatives, depending on whether any objections were offered.

² This parenthesis and the parenthesis after the next paragraph are alternatives, depending on whether any objections were offered.

* Presbytery at a meeting held on [date] approved the call (and transmitted it to the Presbytery of [name of the Presbytery], which also approved it).

(Presbytery duly examined [name]'s doctrine and character and was satisfied with these.)

All these things have been done according to the law and procedure of the Church.

Presbytery will therefore now proceed to induct [name] as Colleague Minister (or Colleague Minister and Successor) in this congregation.

5. *To be read when a Minister is about to be appointed an Assistant in a congregation (Manual, par.16.66-67,70,72-75)*

This is the story of how we have arrived at this service this morning/afternoon/ evening.

At a duly summoned and constituted meeting the congregation of [full name of the congregation] agreed to request the Presbytery to appoint [full name] as an Assistant Minister.

The Session then petitioned the Presbytery to make the appointment.

* Presbytery at its meeting on [date] agreed to appoint [name] under the direction of the Minister of this congregation (and to request the Presbytery of [name of the Presbytery] to release him/her, which it has done).

All these things have been done according to the law and procedure of the Church.

Presbytery will therefore now proceed to appoint NN as Assistant Minister in this congregation.

6. *To be read when a Minister is about to be appointed to a congregation that has no right of call or that has waived its right of call (Manual, par.16.41,57-63,69,72-75)*

This is the story of how we have arrived at this service this afternoon/evening.

The congregation of [full name of the congregation] applied to Presbytery for a Minister (or Probationer) to be appointed to it.

The Presbytery consulted the Maintenance of the Ministry Committee of General Assembly, and at its meeting on [date]

agreed to appoint [*full name*] (and to request the Presbytery of [*name of the Presbytery*] to release him/her, which it has done).

* Presbytery called for objections to doctrine or character of [*name*] in the face of this congregation. (None has been offered).³

(Presbytery duly examined his/her doctrine and character and was satisfied with these.)

All these things have been done according to the law and usage of the Church.

Presbytery will therefore now proceed to appoint [*name*] to this congregation.

7. *To be read when a Minister of another Church is about to be received into the ministry of the UPCSA (Manual, par.16.2-5, 25-4853-63, 66-70, 72-75, 17.48-56)*

This is the story of how we have arrived at this service this afternoon/evening.

General Assembly on [*date*] resolved to admit [*full name*], an ordained minister of the [*name of the Church*], to the ministry of the Uniting Presbyterian Church in Southern Africa (and placed him/her under the Maintenance of the Ministry Committee for appointment).

This Narrative then proceeds with whichever of Narratives 3, 4, 5 or 6 matches the particular circumstances of the call or appointment. In doing so it inserts at the asterisk in the Narrative with which it proceeds the following words:

Presbytery duly examined his/her doctrine and character and was satisfied with these.

³ This parenthesis and the next are alternatives, depending on whether any objections were offered.