

APPENDIX C

11. Ordination/Installation Administrative Commission

Please Complete

To: **The Committee on Ministry**

Date of Request: _____

Church: _____

Pastor-Elect: _____

Ordination/Installation, or Installation (underline which is applicable)

Date Requested: _____ Time Requested: _____

Requested Membership of the Administrative Commission: [Note: A minimum of five members is required, with equal number of clergy and elders, odd may be either; elders shall be from different congregations.]

The Moderator (or appointee) _____

[The Moderator shall preside and propound the constitutional questions]
[Be sure to clear your date with the Moderator.]

The Preacher: _____, _____
Church/Presbytery

[NOTE: The Constitution does not require that a presbytery appoint a minister or elder from that presbytery to preach. If the preacher is from another presbytery or denomination, please name; however, he or she cannot be appointed to the Commission. There is no provision for a corresponding member of an administrative commission.]

the Rev. _____, _____
Name Church

the Rev. _____, _____
Name Church

the Rev. _____, _____
Name Church

the Rev. _____, _____
Name Church

Elder _____, _____
Name Church

Elder _____, _____
Name Church

Elder _____, _____
Name Church

Elder _____, _____
Name Church

Also Participating:

the Rev. _____, _____
Name Church

the Rev. _____, _____
Name Church

Elder _____, _____
Name Church

Elder _____, _____
Name Church

NOTE: Reimbursement for mileage: The host session is responsible for the mileage reimbursement at the Presbytery Committee rate for members of the commission. The Presbytery recommends that the offering be designated by the church to the Theological Education Fund.

The pastor-elect or the clerk of session shall forward one copy of the completed form at once to the Committee on Ministry (COM) member assigned to your church and one copy to the Stated Clerk. The COM will consider the request at its next meeting.