

**THE PRESBYTERY OF WESTERN NORTH CAROLINA
GUIDE FOR APPOINTMENT OF ADMINISTRATIVE COMMISSION
TO ORDAIN/INSTALL PASTORS**

Name of Pastor Being Ordained/Installed _____

Church In Which Pastor Will Be Installed _____

Address: _____ City _____ State _____ Zip _____

Telephone: Church _____ Home _____

Date of Service _____ Time _____ Place _____

Membership of Commission

An Administrative Commission of presbytery shall be composed of MINISTERS AND ELDERS IN NUMBERS AS NEARLY EQUAL AS POSSIBLE. THERE SHOULD BE BOTH MALE AND FEMALE MEMBERS. The minimum number and distribution of members shall be: NOT FEWER THAN SEVEN MEMBERS, with NOT MORE THAN ONE ELDER MEMBER FROM ANY ONE OF OUR CHURCHES, G-9.0504. Because diversity is very important to this Presbytery, the Committee on Ministry requests that at least one racial-ethnic member serve on the commission.

NAME (Seven must be from PWNC You are welcome to add guests.)	ADDRESS (Please include address to insure that directions/instructions will be sent.)	RESPONSIBILITY ON COMMISSION	MINISTER/ELDER
1. _____ Member of PWNC only	_____	Serve as Moderator/Preside _____	_____
2. _____	_____	Propound the Constitutional Questions	_____ Presbytery Moderator
3. _____	_____	Preach the Sermon	_____
4. _____	_____	Propound Questions to Congregation	_____ Elder
5. _____ Member of PWNC recommended	_____	Charge the Minister	_____
6. _____ Member of PWNC recommended	_____	Charge the Congregation (optional when ordaining for another congregation)	_____
7. _____	_____	Lead In Worship	_____ General Presbyter
8. _____	_____	_____	_____
9. _____	_____	_____	_____

Ministers and Elders Invited from other Governing Bodies

Minister or elder guests from other governing bodies may be invited to sit with the commission and participate in the service. These GUESTS ARE NOT COUNTED IN MEETING THE ABOVE MEMBERSHIP REQUIREMENTS. List below the names and duties of invited guests. (Guests may perform duties described above except 1 and 2.)

GUEST'S NAME	ADDRESS	GOVERNING BODY	RESPONSIBILITY ON COMMISSION	MINISTER/ ELDER
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

The Commission is to convene in (room) _____ at _____.

DEADLINE for returning completed list of names for commission for Presbytery approval is: _____.

Signed: _____ Date: _____
Commission Moderator

MINUTES OF THE PRESBYTERY COMMISSION TO (ORDAIN AND) INSTALL
(Return immediately to Presbytery Stated Clerk)

Rev./Ms./Mr. _____

As Pastor of the _____ Church(es)

The Commission, according to the appointment of Western North Carolina Presbytery met at the _____ Church at _____ AM/PM on _____, 20 ____.

Present were: Ministers _____

Elders _____

Ministers/Elders invited by Presbytery to serve on the Commission:

A quorum was present, and the meeting was opened with prayer, led by the Presbytery appointed Moderator, _____ was elected/appointed to serve as Clerk.

The assigned parts and the Order of Worship were reviewed, and a motion was made and passed that the worship service be approved as carrying out the Commission's assigned responsibilities.

In the service of worship that followed, _____ assisted in the leadership of worship; _____ preached the sermon _____ from the text _____; _____ reminded the congregation of the meaning of this service and proposed the Constitutional questions to the minister; _____ proposed the Constitutional questions to the congregation.

These being answered in the affirmative _____ was (ordained with prayer and the laying on of hands, and) installed as pastor of the _____ Presbyterian Church(es) agreeably to the Word of God and the *Book of Order*. The charge to the pastor was delivered by _____, and to the congregation by _____. The newly installed pastor pronounced the benediction.

Following the service, the Commission reconvened, read and approved the minutes, and adjourned with prayer, led by _____, or a motion was made, and approved, to let the moderator and clerk approve the minutes and be adjourned with the benediction.

Moderator _____

Clerk _____