

**APPOINTMENT OF AN ADMINISTRATIVE COMMISSION  
TO ORDAIN AND/OR INSTALL A TEACHING ELDER**

The minimum number to ordain or install a teaching elder is six persons from Mission Presbytery: three teaching elders and three ruling elders from Mission Presbytery. The ruling elders must be from different congregations in Mission Presbytery. There shall be a balance between men and women. A quorum is one more person than half the commission. If desired, a commission larger than six may be members of the Administrative Commission. Any participants over the six will be listed as Guests of the Administrative Commission.

Plan the date for ordination and/or installation for anytime after the presbytery meeting (or meeting of the Committee on Ministry for previously ordained teaching elders) at which you become a member of Mission Presbytery. **An ordination and/or installation service shall not take place until you have been received as a member of Mission Presbytery.** The service of installation shall be conducted at a convenient time to enable the substantial participation of the presbytery (W-4.4002). Mission Presbytery approves the Administrative Commissions for ordination and installation worship services. That is because ordination and installation are acts of the presbytery, not of particular churches. You are reminded of the provision of (G-2.0703) service of ordination and of (G-2.0805) service of installation which note that the order for the ordination and/or installation shall follow the order for that service as found in the Directory of Worship (W-4.4000).

An offering is collected at each service for the care of Candidates and for pastors in crisis. You should inform the Stated Clerk as to how many offering envelopes you will need.

On Administrative Commission form, please indicate which persons are teaching elders and which are ruling elders and the churches they represent. ***Email address or complete e-mail addresses are needed for every person on the commission.*** Communication about the Ordination/Installation service will be sent to the Administrative Commission from the Stated Clerk prior to the service. Please mail this form back to the Stated Clerk prior to the meeting at which you become/are received as a Member of Mission Presbytery. Be sure to make a copy for yourself. Return to:

**Mission Presbytery  
Attn: The Stated Clerk  
7201 Broadway, Suite 303  
San Antonio, TX 78209**

**Administrative Commission to Ordain and/or Install a Teaching Elder**  
*Remember to include email or addresses, and church of each commission participant.*

**Full Name:**

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**Date and Time of Service of Ordination and/or Installation:**

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**Church:**

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**Administrative Commission: Include email address & church**

(Must be comprised of a minimum of 6 persons from Mission Presbytery: 3 ruling elders -- each from different congregations -- and 3 teaching elders, as well as a balance of men and women)

1.	/	/
2.	/	/
3.	/	/
4.	/	/
5.	/	/
6.	/	/

**To preside at the Administrative Commission and propound the constitutional questions to the Teaching Elder:**

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**To preach the sermon: (May be a guest on the commission)**

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**To propound the constitutional questions to the congregation:**

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**To charge the pastor:**

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**To charge the congregation:**

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**To lead the ordination/installation prayer:**

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**Names - emails - & churches of Guests/additional participants:**

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/	/
/	/