

APPOINTMENT OF AN ADMINISTRATIVE COMMISSION (AC) TO ORDAIN AND/OR INSTALL A TEACHING ELDER

DO THIS FIRST:

Contact the Mission Presbytery office (210-826-3296 or missionpby@missionpby.org) to ensure your chosen date is clear on the Presbytery calendar. The Presbyter and Stated Clerk attend ordination and installation services when possible.

THEN:

The current Moderator of Mission Presbytery must be asked to serve on the AC. He or she will preside over the AC and propound the constitutional questions to the candidate/pastor. Contact him or her so that they may consult their calendar. The presbytery office can provide you with contact information. If the Moderator is unavailable for the service, he or she will arrange for a former Moderator to preside.

INFORMATION:

- The minimum number of people to ordain and/or install a teaching elder is six from Mission Presbytery: three teaching elders and three ruling elders.
- The ruling elders must be from different congregations in Mission Presbytery. List the churches they're from on the form.
- Provide email addresses for everyone on the AC.
- There shall be a balance between men and women.
- A quorum is one more person than half of the AC, or four.
- Any participants over six will be listed as guests of the AC.
- People who are not members of the Presbytery may be invited to serve as guests of the AC.

An ordination and/or installation service shall not occur until you have been received as a member of Mission Presbytery.

- For candidates for ordination, this is after the presbytery meeting at which they are examined on the floor.
- For already ordained pastors, this is after approval of the full Commission on Ministry after their examination by a COM sub-committee.

Mission Presbytery approves ACs for ordination and/or installation services through the Commission on Ministry. Ordination and installation are acts of the presbytery, not of particular churches.

The ordination/installation service shall be conducted at a convenient time to enable substantial participation of the presbytery (W-4.0402). It will be held outside of regular Sunday morning worship.

Book of Order G-2.0703 (ordination services) and G-2.0805 (installation services) note that the order of worship shall follow the order in the Directory of Worship, W-4.04.

An offering is collected at the service for the care of candidates and/or pastors in crisis. The church collects the offering and sends it to Mission Presbytery.

Mail or email a copy of this form to the Stated Clerk: statedclerk@missionpby.org;
7201 Broadway, Suite 303, San Antonio, TX, 78209.

Administrative Commission to Ordain and/or Install a Teaching Elder

Full name of candidate or pastor: _____

Date, time, and location of service:

Administrative Commission: Name, email, and church

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Guests of the Administrative Commission: Name, email, and church

1. _____
2. _____
3. _____

To preside over the Administrative Commission and propound the constitutional questions to the pastor: _____

To preach the sermon: _____

To propound the constitutional questions to the congregation: _____

To charge the pastor: _____

To charge the congregation: _____

To lead the ordination/installation prayer: _____