

**PRESBYTERY OF GENESEE VALLEY  
COMMITTEE ON MINISTRY**

**Sample Form for Minutes  
of an Administrative Commission to Ordain/Install a Pastor**

The Commission to (ordain and/or install) \_\_\_\_\_  
(minister/candidate) was called to order with prayer, by the Moderator (or Moderator's designee) \_\_\_\_\_  
\_\_\_\_\_ (name)  
at \_\_\_\_\_  
\_\_\_\_\_ (name of church)  
on \_\_\_\_\_ (date)  
at \_\_\_\_\_ (time).

Commission members present were (list name, minister or elder, church):

All things being ready, the Commission voted to proceed with the (ordination/installation) and moved to the sanctuary where the congregation was called to worship. Participants in the service and their responsibilities were as follows:

- Presiding for Presbytery
- Call to Worship
- Prayers
- Scripture reading(s)
- Sermon
- Asking constitutional questions
- Charge to Candidate or Pastor
- Charge to Congregation (if applicable)
- Other

The constitutional questions were asked of \_\_\_\_\_ (candidate/minister),  
and the congregation of \_\_\_\_\_ (name of church) and were  
answered in the affirmative.

\_\_\_\_\_ (candidate or minister) was (ordained and/or installed)  
with prayer (and the laying on of hands++).

The benediction was given by \_\_\_\_\_ (newly  
ordained/installed person).

This completes the work of the Commission.

Respectfully submitted,

\_\_\_\_\_  
Moderator or Secretary of Commission

**\*\* For Installation Services Only**

**++For Ordination Services Only**

**RETURN COMPLETED FORM TO STATED CLERK, PRESBYTERY OFFICE**