

**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

November 2009