

**ADMINISTRATIVE COMMISSION REQUEST: TO ORDAIN AND/OR INSTALL**

**ATTENTION: Minister-elect and/or Clerk of Session**

This form is provided for your convenience to request of the Committee on Ministry membership and of the commission to preside over and the time for the service of ordination/installation. **A service of installation shall occur in a timely fashion, ordinarily within the first three months of the beginning of service.** The commission to ordain/install a minister shall be composed of a minimum of five members from the Presbytery of New Covenant, with not more than one of its elder members from any one of its constituent churches. Ministers and elders from other presbyteries may be included on the commission as “guests of the commission.” A quorum shall be 2/3 of the commission’s membership. The Moderator of the Presbytery or the Moderator’s representative shall be a member of the commission and shall preside and propound the constitutional questions. Composition of the commission shall be representative and inclusive of the diversity within the presbytery and with women and men and ministers and elders in approximately equal numbers.

**Commission to ordain and/or install must be approved by the Committee on Ministry at least three weeks prior to the service, and shall be scheduled within the first three months of service.**

Name \_\_\_\_\_ is to be ordained/installed as (title) \_\_\_\_\_ of  
(church) \_\_\_\_\_ (city) \_\_\_\_\_ at (date) \_\_\_\_\_ (hour) \_\_\_\_\_

To preside and propound the constitutional questions:

Name \_\_\_\_\_ Church/City \_\_\_\_\_

To preach the sermon:

Name \_\_\_\_\_ Church/City \_\_\_\_\_

To charge the pastor:

Name \_\_\_\_\_ Church/City \_\_\_\_\_

To Charge the Congregation:

Name \_\_\_\_\_ Church/City \_\_\_\_\_

To complete the Commission:

Name \_\_\_\_\_ Church/City \_\_\_\_\_

Name \_\_\_\_\_ Church/City \_\_\_\_\_

Name \_\_\_\_\_ Church/City \_\_\_\_\_

Name \_\_\_\_\_ Church/City \_\_\_\_\_

The minister-elect shall contact each person to determine willingness and availability to service, and upon approval by the COM, will be so advised. Expenses for commission members will be paid by the church. **It is the policy of the Presbytery of New Covenant that an offering be received and designated to assist those preparing for pastoral ministry.**

**Once this form is completed send to Committee on Ministry, Attention: Sharon Darden, The Presbytery of New Covenant 1110 Lovett, Houston Texas 77006-3808; [sdarden@pbvofnewcovenant.org](mailto:sdarden@pbvofnewcovenant.org)**