

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. The suggested liturgical color for ordinations and /or installations is red – black robes and red stoles.

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 ½ to assist those preparing for pastoral ministry and ½ for pastors special needs fund.

Once this form is completed send to Attention: Committee on Ministry, Coordinator, The Presbytery of New Covenant, 4803 San Felipe, Houston Texas 77056; mcurrie@pbyofnewcovenant.org