

ORDINATION AND/OR INSTALLATION COMMISSION

[Please print clearly or complete on a computer]

Instructions: There must be a total of at least five (5) elders and clergy from Presbytery de Cristo in as balanced a ratio as possible (3/2 ratio). **No more than one (1) elder that counts as the minimum of 5 people may come from any one church.** The commission shall include both men and women. Please return this *Form* to the presbytery office, attn Rev, Sue Westfall, at fax # 520-624-9076, email, or mail to the office **at least two weeks prior to the ordination/installation service for Presbytery approval. You must have approval before the service may take place.** See note concerning offering.

On behalf of Presbytery de Cristo, the following people will constitute the commission for the ordination and or / installation of _____ (Name of person) as _____ (Position). The ordination and or / installation will take place at _____ church, in _____, AZ/NM on the _____ day of _____, 2011 , at _____ o'clock.

Daytime telephone: _____ Evening telephone: _____

MEMBERS OF THE COMMISSION

The Moderator of the Presbytery shall ordinarily be invited to be the Moderator of the Administrative Commission. If the Moderator is unable to participate, the Moderator will appoint a replacement. The Moderator of the Commission shall ordinarily state the purpose of the ordination/installation, ask the constitutional questions, and make the declaration of installation/ordination.

Ministers from Presbytery de Cristo:

- 1. _____ Church: _____
- 2. _____ Church: _____
- 3. _____ Church: _____

Elders from Presbytery de Cristo: (For an Installation one elder must ask the Congregational Questions)

- 1. _____ Church: _____
- 2. _____ Church: _____
- 3. _____ Church: _____

Note: Ministers and elders from other Presbyteries or denominations may be invited to participate in the service; however, they are not included in the official commission.

Please list ministers and elders from other presbyteries and denominations that you would like included as guests of the commission;

- | | |
|------------------------------|--------------------------|
| Name(s) (list Elder or Rev.) | Presbytery/Denomination: |
| 1. _____ | Church: _____ |
| 2. _____ | Church: _____ |
| 3. _____ | Church: _____ |

OFFICE USE ONLY:

Moderator Signature:

Stated Clerk Signature:

MINUTES FOR ORDINATION AND/OR INSTALLATION

A secretary shall be appointed, to complete the minutes and return them to Presbytery de Cristo, The Rev. Sue Westfall, Stated Clerk, 401 E. 4th Street #C, Tucson, AZ 85705 or fax to 520-624-9076.

The Commission appointed for the ordination and or installation (Circle appropriate) of _____
as _____ of _____ church , met at the _____
Church, in _____ (City and State) on date: _____.

The following were present as members of the commission:

Ministers from the Presbytery de Cristo:

- | | |
|----------|---------------|
| 1. _____ | Church: _____ |
| 2. _____ | Church: _____ |
| 3. _____ | Church: _____ |

Elders from the Presbytery of de Cristo:

- | | |
|----------|---------------|
| 1. _____ | Church: _____ |
| 2. _____ | Church: _____ |
| 3. _____ | Church: _____ |

Guests:

- | | |
|----------|---------------|
| 1. _____ | Church: _____ |
| 2. _____ | Church: _____ |
| 3. _____ | Church: _____ |

The meeting was opened with prayer by _____ and _____ was elected Moderator and _____ was elected Secretary.

In conformity with the Book or Order:

_____ preached a sermon. _____ presided, recited the presbytery proceedings, and propounded the constitutional questions. _____ asked the congregational questions. The charge to the minister was delivered by _____, the charge to the congregation by _____.

The minister and the congregation having answered these questions in the affirmative, _____ was duly ordained and or/ installed. The presiding officer read the formal declaration of ordination and installation. After prayer and the singing of a hymn, the benediction was pronounced by _____. The minutes were read and approved and the meeting closed with prayer.

The Administrative Commission was dismissed at the Benediction of the worship service.

Secretary: _____

****It is the policy of Presbytery de Cristo for:** Provision to be made for a **special offering** at ordination and installation services for the purpose of a scholarship fund for inquirers and candidates for ministry from Presbytery de Cristo.