MINUTES
ADMINISTRATIVE COMMISSION TO ORDAIN AND INSTALL

NAME:______________________________________AS TEACHING ELDER TO THE MINISTRY OF WORD AND SACRAMENT

AT CHURCH: __________________________________________

DATE:___________________________________________

The Commissioners present included:

The meeting of the Administrative Commission was called to order at p.m., with prayer led by _________________________________.

_____ commissioner members were present, and introductions were made.

A motion was made, seconded and approved to proceed to the ordination of ________________________________ as Teaching Elder to the Ministry of Word and Sacrament.

________________________________________reviewed the service and clarified each person’s role in it.

A motion was made, seconded, and approved to proceed to the installation of ________________________________ as Pastor/Associate Pastor of _________________________________.

A motion was made, seconded and approved to adjourn the meeting with the benediction at the conclusion of the service.

The service of ordination/installation proceeded, and ________________________________ was duly ordained and installed.

Attest: ________________________________________

COMMISSION CLERK