

**Guidelines
for an
ADMINISTRATIVE COMMISSION
to
ORDAIN, INSTALL, COMMISSION**

When an administrative commission is appointed, it acts with the full authority of the Presbytery to accomplish a specific task. Care should be taken to be sure that the work of the commission is accomplished decently and in order. This is a significant and joyous occasion for the person being ordained/installed/commissioned. The demeanor of those serving on the commission should reflect both the solemnity and the joy of the occasion.

It is the responsibility of the person being ordained, installed or commissioned to send a copy of the bulletin to each member of the commission at least one week before the date.

Members of the commission should gather at the appointed place at least thirty minutes before the time set for the beginning of the service of worship. Unless specified otherwise, it is safe to assume that the meeting will be in the study of the pastor to be ordained/installed/commissioned.

The Moderator of Presbytery is usually the moderator of the administrative commission, unless the moderator has appointed someone else to act in this capacity. If another person has been appointed to act in this capacity, he/she should so identify himself/herself to those present. The General Presbyter is usually invited to be part of the commission.

When all have assembled, the moderator opens the meeting with prayer. She/he welcomes those who are present and states the purpose of the commission.

Logistics for the service are shared, usually led by the person being ordained/installed/commissioned. The assignments for the service are reviewed, along with the physical arrangements: how the commission members will enter the sanctuary, where they will sit, where they will conduct their part of the service, how they will exit.

There is inevitably a social gathering after the service. If at all possible, the members of the commission should stay for this gathering, at least long enough to identify themselves to the family of the person being ordained/installed/commissioned and to welcome them to the presbytery.

After the service, the moderator of the commission is to complete the report found on the other side of this sheet and return it to the stated clerk of Presbytery.