

## TRINITY PRESBYTERY

### COMMISSION TO ORDAIN AND/OR INSTALL A TEACHING ELDER

When a teaching elder comes into Trinity Presbytery or relocates within the Presbytery to accept a call as a Pastor or Associate Pastor, the Presbytery must appoint a commission to ordain and/or install that person. The Committee on Ministry expects the new teaching elder and the Pastor Nominating Committee to work together to select a date for the service of ordination and/or installation and list of persons to serve on the commission. It is important to select a date and time that coordinates well with the new pastor's schedule, the activities of the church, and the availability of presbyters to participate (given driving distances and other commitments). The date must be after the meeting of Presbytery at which the commission is appointed.

An ordination or installation commission is a group of people carefully selected to represent the Presbytery, since ordination and installation are acts of the Presbytery, and the Presbytery will elect these people. A commission should consist of 5-7 people, divided as evenly as possible between clergy and ruling elder participants, gender and racially inclusive, with only one ruling elder from any particular church. (Any additional Elders from the same church may be seated as guests of the Commission). It would be considerate to include the church's Commission on Ministry Liaison on the commission.

**Please Note!** Presbytery will reimburse members of the Commission for mileage to attend the Installation and/or Ordination. **However, it is the responsibility of the church or the incoming clergy member to pay the expenses of any guests of the Commission.**

**PLEASE COMPLETE THE FOLLOWING AND RETURN TO THE STATED CLERK AS SOON AS POSSIBLE, BUT BEFORE THE MEETING OF PRESBYTERY AT WHICH THE COMMISSION IS TO BE APPOINTED.**

*Name of Pastor to be Ordained and/or Installed:* \_\_\_\_\_

*Name of Church in which service will be held:* \_\_\_\_\_

*Date and Time of Service:* \_\_\_\_\_

*Members of the Commission:*

	<i>Name</i>	<i>Address</i>	<i>Phone</i>	<i>Min/Elder?</i>	<i>Church</i>	<i>Part in Service</i>
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____
*8.	_____	_____	_____	_____	_____	_____
*9.	_____	_____	_____	_____	_____	_____

\*Non-members invited to sit with the Commission (OPTIONAL)