## Guidelines for Creating a Commission to Ordain and Install

Before an Installation service is planned, **contact the Moderator of the Presbytery to establish a date** for the service. It is the responsibility of the individual to be ordained or installed to propose a group of individuals to serve on the administrative commission. The Stated Clerk is available to assist in the identification of individuals available to serve.

The commission can have as few as five members including the moderator (or his/her designee) and be as equally balanced as possible with elder, clergy, male/female and geographical participants. No two elders may be from the same congregation.

Please submit the names of commission members to the Sated Clerk no later that 5 days prior to the service.

Service Date/time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commission Members: Please list Name, Church and indicate whether Ruling or Teaching Elder

1. \_
2. \_
3. \_
4. \_
5. \_
6. \_

Corresponding Members:

Name/Elder

Presbytery

Please return this form to the Presbytery Office for approval by COM:

6767 W Greenfield Ave Milwaukee, WI 53214

or e-mail [office@pbymilwaukee.org](mailto:office@pbymilwaukee.org)