

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 and to request approval to form an Administrative Commission for the purpose of ordination/installation. It is the responsibility of the individual to be ordained, installed, or commissioned 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 AC 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 AC members to the Sated Clerk for approval no later than 2 weeks prior to the service.

Candidate Name _____

Service Date/time _____ Location _____

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Corresponding Members:

Name/Elder _____

Presbytery _____

Please return this form to the Presbytery Office upon approval of the Stated Clerk:

6767 W Greenfield Ave Milwaukee, WI 53214

or e-mail office@pbymilwaukee.org