**Minutes of the Administrative Commission to Ordain and/or Install**

The Clerk for the Commission shall complete this form (*writing NA for the parts which are not applicable*) and submit it to:

 Stated Clerk / Presbytery of Geneva P.O. Box 24393, Rochester, NY 14624

 Or email to: statedclerk@presbyteryof geneva.org

The Administrative Commission elected by the Presbytery of Geneva for the purpose of /installing

*name of ordinand or installee*

as of

 *position* *church*

met at on in the .

 *time* *date*

**Commission Members Present were:** Teaching Elder (TE), Ruling Elder (RE) /CHURCH

 *(Quorum is a majority of elected members)*

Other worship participants, if present

There being a quorum present, the Commission was convened with prayer by .

The Commission elected as clerk for the proceedings with the responsibility of

recording and filing the minutes.

All things being prepared in advance, decently and in order, the Commission voted to proceed with the ordination/installation of as directed by Presbytery.

The Commission moved to the sanctuary for the service of ordination/installation.

The call to worship was given by

The sermon was delivered by .

The Sacrament of the Lord’s Supper was/was not celebrated.

An offering was collected to benefit the Presbytery of Geneva Candidates’ Aid Fund.

The constitutional questions were asked of the candidate by .

The constitutional questions were asked of the congregation by .

The constitutional questions having been answered in the affirmative, the Commission proceeded, by the laying on of hands, to:

 install as pastor

 ordain to the ministry of Word and Sacrament

The Rev. .

The charge to the ordinand/installee was given by .

The charge to the congregation was given by .

The benediction/closing prayer was pronounced by .

 Respectfully submitted, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Clerk of the Commission*

*Revised and approvedby COM 8/5/2021*