

**FORM FOR THE MINUTES OF THE COMMISSIONS OF
THE PRESBYTERY OF SHEPPARDS AND LAPSLEY
TO ORDAIN AND/OR INSTALL MINISTERS OF THE WORD AND SACRAMENTS**
(Please use given names only – no titles) (rev. 2018)

The Commission appointed by the Presbytery of Sheppards and Lapsley to ordain and/or install _____ as Pastor____, Co-Pastor____, Associate Pastor____, of _____ Church(es), met at the (place) _____ (date)_____ at (hour)_____.

The meeting was called to order by _____. The prayer was offered by _____. The following members were present:

Ministers: _____, _____,

Ruling Elders: _____, _____,

_____ was elected Moderator and _____,

Clerk of Commission.

Guest Minister(s) _____, of _____ Presbytery and Guest Ruling Elders(s) _____ of _____ Church of _____ Presbytery was/were welcomed and invited to sit with the Commission.

After organization, a quorum being determined, the Commission joined the congregation(s) in a worship service at _____ o'clock, the Moderator presiding. _____ preached the sermon with the Scripture text _____ and sermon title, “_____.”

_____ propounded the constitutional questions to the Teaching Elder. _____

_____ propounded the constitutional questions to the congregation. _____

_____ offered the prayer of ordination and/or installation.

_____ was declared duly ordained and/or installed as

Pastor____, Co-Pastor____, Associate Pastor____, of _____

Church(es) according to the Constitution of the Presbyterian Church (U.S.A.) _____

_____ charged the Pastor____, Co-Pastor____, Associate Pastor____,

and _____ charged the congregation.

_____, the newly ordained and/or installed Pastor____, Co-Pastor____, Associate Pastor____, pronounced the benediction. The minutes were read and approved, and the meeting was closed with prayer by _____.

_____ Moderator

_____ Clerk

Please Note: The Book of Order G-3.0109b6 requires that Presbytery Commissions to install/ordain be composed of Ministers and Ruling Elders in numbers as nearly equal as possible. When the Commission consists of an odd number of members, the additional member may be either a Teaching or a Ruling Elder. A Presbytery requirement is that there be a female Minister and a Racial Ethnic Ruling Elder, if possible, serving on each commission and that Ruling Elders be from different churches.

RETURN FORM TO: Stated Clerk, Presbytery of Sheppards and Lapsley,
3603 Lorna Ridge Drive, Birmingham, AL 35216-5254.