

**INSTRUCTIONS FOR COMPLETION FOR ADMINISTRATIVE
COMMISSION FORM:**

(Approved September 7, 2010)

The content and composition of the Administrative Commission is subject to approval by the Committee on Ministry. It is the responsibility of the Minister of Word and Sacrament (MWS) who is being ordained / installed to personally confirm with each proposed commission member the availability and agreement of that person to perform the duties associated with the service of worship.

The Pastor Nominating Committee and MWS being called may work together to discuss with proposed members to determine if those persons are willing to serve and to then present the names to the Committee on Ministry for recommendation to the Presbytery.

There are five specific duties that must be designated by the MWS prior to the election of the Commission Members by the Presbytery. Those are as follows:

1. The Moderator (ordinarily the Moderator of the Presbytery);
2. The Commission Member to deliver the message;
3. The Commission Member to propound the Constitutional Questions (ordinarily the Moderator);
4. The Commission Member to charge the Minister; and
5. The Commission Member to charge the congregation;

The Commission is ordinarily made up of seven members with as even a distribution as possible between Ministers of Word and Sacrament and Elders; and also between male and female. Only one Elder from a specific congregation may serve and the church membership of all elders must be noted. It is assumed that all members of the Administrative Commission will be members of the Presbytery of Arkansas or a congregation thereof.

In addition to the persons comprising the proposed Administrative Commission it is also the responsibility of the MWS / PNC to contact the Presbytery of Arkansas office and coordinate the dates selected with the calendar of the Presbytery (501.663.2424) and of the General Presbyter, and Moderator of the Presbytery. If Presbytery Moderator is not available, a designee may be properly appointed.

The COM recognizes that the instructions and requirements are lengthy. This is an extremely important event in the life of the congregation and the Presbytery. It is the culmination of a process that requires significant time, talent and resources.