

PRESBYTERY OF ARKANSAS

9221 North Rodney Parham Road
 Little Rock, Arkansas 72227
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Administrative Commission to Install a Pastor

By submitting this form, the Minister confirms that all persons have been contacted and that the instructions have been followed.

Pastor(s) Being Installed:			
Contact Information:	Phone(s)		
	e-mail		
Church:			
Church Address:			
Date:			
Time:			
Offering Recipient (see Approved Recipients on back)			

Members of this Administrative Commission should be members of the Presbytery of Arkansas or one of its congregations. There are generally seven members on a commission. The commission should be as balanced as possible between clergy and laity and between male and female. Only one Ruling Elder from a specific congregation may serve on the commission, and the membership of all Ruling Elders must be noted. A member of another Presbytery may be asked to sit with the commission but shall not be a member of the commission.

Members of the commission are asked to meet at the church 30 minutes prior to the service for the meeting of the Commission. The appropriate liturgical color for an installation service is red.

Members elected to serve on the Commission are the following:

Name	TE or RE	e-mail	Church

Sitting with the Commission:

Name	TE or RE	e-mail	Church

Specific Duties

Moderate and Propound the Constitutional Questions	
Preach	
Charge the Pastor	
Charge the Congregation	

The Presbytery of Arkansas thanks you for your service.

Presbytery of Arkansas Worship Offering Information

The General Committee of the Presbytery of Arkansas is charged with the responsibility of approving every offering recipient of a worship service of the Presbytery of Arkansas. Worship services to install or ordain are services of the Presbytery, through an Administrative Commission elected for that purpose. Toward that end, the General Committee has compiled a list of **pre-approved** offering recipients (General Council meeting of April, 2008). Other recipients are possibly acceptable, but must be approved by the General Committee prior to the Presbytery meeting at which the Committee on Ministry will present the date and time of the service, and the proposed Administrative Commission members. It is the responsibility of the Pastor being installed or ordained, or the Pastor Nominating Committee, to bring the request for approval of an offering recipient to the General Committee. Dates of when the General Committee meets may be obtained by calling the Presbytery of Arkansas office at 501.663.2424.

Approved Recipients:

Ferncliff Camp and Conference Center

Vera Lloyd Home

Presbytery of Arkansas Scholarship at the University of the Ozarks

Presbytery of Arkansas Scholarship at Lyon College

Committee on Preparation for Ministry Emergency Fund for Candidates

Mosley Tabernacle at Ferncliff Camp and Conference Center

Presbytery of Arkansas Committee on Disaster Preparedness and Response

Endowment Fund of the Presbytery

Theological Education Fund of the PC(USA)

Youth Advisory Team Scholarship Fund for summer trips