

## COMMISSIONS TO ORDAIN/INSTALL PRESBYTERY OF ARKANSAS

Administrative Commissions to ordain and/or install Ministers of the Word and Sacrament shall be constituted with not fewer than seven members, with not more than one of its elder members from any one of its constituent churches. By action of the Presbytery, this commission may be reduced to five. The commission shall be composed of ministers of the Word and Sacrament and elders in numbers as nearly equal as possible. When the commission consists of an odd number of members, the additional member may be either an elder or a minister of the Word and Sacrament. [G-9.0504b, (3)] Other elders and Ministers of the Word and Sacrament may be invited to participate in the worship service, however the members of the commission only shall participate in the ordination/installation liturgy. One member of the commission shall be the moderator of presbytery, or the moderator's designee. If it is a service of installation, or ordination and installation one member of the commission shall be an elder from the congregation.

The moderator of the presbytery, or the moderator's designee shall moderate the commission, give the statement of purpose on behalf of the Presbytery, propound the questions to the candidate or the minister of Word and Sacrament to be installed, and declare the ordination/installation.

If it is a service of installation, the elder from the congregation elected to the commission, shall propound the questions to the congregation.

The ordination or ordination/installation commission shall be elected by the Presbytery, as recommended by the Committee on Ministry. The Committee on Ministry may approve commissions to install only and shall report this to Presbytery. The date and time of the ordination/installation, shall ordinarily be at a time when a majority of the Presbytery may be in attendance.

If it is a service of ordination, it shall ordinarily be held in the sanctuary of the candidate's congregation of membership.

If it is a service of installation, or ordination and installation, it shall ordinarily be held in the sanctuary of the candidate's congregation of call.

On the day of the ordination/installation, the commission shall gather well ahead of the time of worship, at a place designated by the candidate/minister of Word and Sacrament to be installed. The moderator, or the moderator's designee, shall moderate the meeting, appoint a clerk to record minutes of the meeting, distribute worship bulletins to the commission, and begin the meeting with prayer. The candidate/minister of Word or Sacrament to be installed, will lead the commission through the order of worship, taking particular note of seating of the commission, procession and recession of the commission, and the particular role of each participant. The meeting of the commission may be adjourned with the benediction offered by the newly ordained/installed minister of Word and Sacrament.

The clerk of the commission will be responsible for mailing to the stated clerk of the presbytery: a copy of the minutes, a digital picture of the Administrative Commission with Candidate (to be sent to the Presbytery office as an e-mail attachment), and three (3) copies of the worship bulletin.

**Stated Clerk  
Presbytery of Arkansas  
9221 N. Rodney Parham Rd.  
Little Rock, AR 72227**

The ordination/installation liturgy shall be couched in a service of worship in the reformed tradition, and shall include:

presentation of the candidate/minister of Word and Sacrament;

questions to the candidate/minister of Word and Sacrament [G-14.0405b];

if an **ordination**, the candidate shall kneel, ordained elders and ministers of the Word and Sacrament shall be invited to come forward for the laying on of hands, and a member of the commission shall offer a prayer;

if an **installation**, the elder from the congregation shall propound questions to the congregation [G-14.0510a]; the minister shall stand for the prayer of installation offered by a member of the commission;

the moderator shall make a statement of ordination or installation [G-14.0510d];

members of the presbytery shall welcome the newly ordained and/or installed minister;

members of the commission shall deliver a brief charge to the pastor and to the congregation;

at the conclusion of the service, the newly installed minister may make a brief statement and shall pronounce the benediction.

If an offering is to be collected, the Presbytery shall approve the recipient of the offering, which will ordinarily be a concern within the bounds of the Presbytery of Arkansas. Other elements of worship may be assigned to the members of the commission or its guests.