

**Form Letter for Moderator of Administrative Commissions to Install/Ordain
(Responsibility of Presbytery Staff on behalf of Stated Clerk)**

*Presbytery of Arkansas
9221 N. Rodney Parham Road
Little Rock, Arkansas 72227*

Date

Dear Members of the Administrative Commission,

Thank you for your willingness to serve on the Administrative Commission to ordain/install name as the pastor of name of church, name of city. The Presbytery's service of worship for this purpose is scheduled for date, at time, at name of church, name of city. You are asked to meet at the church thirty minutes prior to the service for the meeting of the Commission. The appropriate liturgical color for an ordination or installation service is red.

Members elected to serve on the Commission are the following:

Ministers of the Word and Sacrament

Name

Name

Name

Name

Elders

Name (list church membership)

Name (list church membership)

Name (list church membership)

Name (list church membership)

It is the responsibility of the pastor being ordained/installed to ask Commission members to perform specific duties associated with the service of worship. If you have not been contacted by name of called pastor please call the church office.

Again, the Presbytery of Arkansas thanks you for your service.

In Christ,

Name
Stated Clerk