

OFFICE OF THE STATED CLERK

Ordination/Installation Information - Report Form

Installation is an action of the presbytery that is normally done within the congregation where the pastor or associate pastor will serve. Sometimes installations are conducted at other locations; a teaching elder serving in a non-parish validated ministry may be installed during a presbytery meeting, or within the setting of the ministry itself.

Installations are conducted by an Administrative Commission designated by the presbytery. Members of the commission perform the Constitutional sections of the installation service. Participants in the worship service do not need to be members of the commission. The moderator of the commission (not to be confused with the moderator of the presbytery—sometimes they are the same person) asks the minister the constitutional questions.

It is the custom that those being installed ask elders to be members of the commission, as this is considered a privilege and an honor (similar to being asked to participate in a wedding). Sometimes ministers are new to a presbytery and have few or no previous relationships within the new setting. In that case, the presbytery staff will assist in recruiting commission members.

**Commissions must consist of ruling and teaching elders who are members of Northwest Coast Presbytery “in numbers as nearly equal as possible and sufficient to accomplish their work. (G-3.0109b).”** The previous Form of Government required at least five members and that they be from different churches; this is now a guideline. Usually one ruling elder is chosen from the calling church and the other each come from a different church, so that the presbytery as a whole is widely represented.

**Installation**

Place: \_\_\_\_\_ Date & Time \_\_\_\_\_

**Teaching Elders**

Name	Congregation	Contact Information
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Ruling Elders**

Name	Congregation	Contact Information
_____	_____	_____
_____	_____	_____
_____	_____	_____