

Policy on Administrative Commissions

The “policy” for administrative commissions (AC) is set by G-3.0109b

G-3.0109b(2) says that a presbytery may conduct ordinations and installations via an AC.

- PSNE has delegated the function of establishing the Administrative Commission for ordaining and installing to the Committee on Ministry.
- The Stated Clerk provides the necessary materials to the Pastor Nominating Committee.
- The Stated Clerk provides the necessary materials for the individual to be ordained or installed. He can be reached at clerk@psne.org
 - An instruction letter of what, where, and why
 - The form requesting an Administrative Commission with the time, location, clergy and elders participating
 - The questions and to be asked and the subscription to the vows form
 - A letter to the clerk of session stating the offering be designated for the Ministerial Relief Fund including the purpose of the Ministerial Relief Fund
 - A draft of the minutes of the Administrative Commission’s actions at the ordination/installation
- Before setting a date for the ordination or installation, check with both the Moderator and Stated Clerk of PSNE to determine if the desired date is viable. The current Moderator and Vice-Moderator can be reached through the Presbytery Office.
- After the ordination/installation, the clerk of the Administrative Commission forwards the signed minutes to the Stated Clerk for inclusion in the Stated Clerk’s report to Presbytery at the next Stated Meeting

- Guests from outside of the PSNE may participate in the service but may not serve as commissioners. They may be enrolled as corresponding members of the Administrative Commission

An Administrative Commission for any function other than an ordination/installation has not been delegated to any committee.

2/14/18



THE PRESBYTERY OF
SOUTHERN NEW ENGLAND