

## Policy on Administrative Commissions

*This policy is related to the creation of administrative commissions for the purposes of installations and/or ordinations to the Ministry of Word and Sacrament. The process for the organization of administrative commissions for any other purpose is outlined in the bylaws of the Presbytery.*

1. The Presbytery has delegated the function of establishing the Administrative Commission for installations and ordinations to the Commission on Ministry (COM).
2. It is the responsibility of the person being installed and/or ordained to:
  - a. Consult with the Moderator of the Presbytery and the Stated Clerk to determine if the day and time they are considering is viable.
  - b. Work with their local congregational leadership in organizing the worship service.
  - c. Submit a completed “Administrative Commission Planning Worksheet” to the COM at least one month prior to the proposed date for the worship service. This can be done through the Stated Clerk, [clerk@psne.org](mailto:clerk@psne.org)The COM will not approve any plans for an installation and/or ordination without prior consultation and time considerations.
3. The Commission shall be composed of five to seven members, including the Moderator (or Vice Moderator if not available), to serve on the commission to ordain and/or install, in numbers of teaching and ruling elders as equally as possible. There must be at least two (2) minister members of the Presbytery and two (2) elders representing two different congregations in the Presbytery plus at least one more minister or elder.
4. The Stated Clerk provides the necessary materials for the individual to be installed and/or ordained. They are also accessible on the PSNE website. The Stated Clerk can be reached at [clerk@psne.org](mailto:clerk@psne.org)
5. The person being installed and/or ordained is responsible for all organization and details of the worship service. The Presbytery will put out an invitation to the worship service to all members of the Presbytery electronically and via social media. It is customary for the individual being installed and/or ordained to consult with either the Stated Clerk and/or the General Presbyter regarding details of the worship service.
6. The order of worship is guided by the instructions in the Directory for Worship in the Book of Order and the worship service examples in the PC(U.S.A.) Book of Common Worship.
7. The offering at the installation and/or ordination is designated for the clergy and seminarians relief fund of the Presbytery. The Presbytery staff will provide information to be included in the bulletin for the worship service about this offering.

8. Prior to the worship service for an installation and/or ordination, the Moderator will lead a brief meeting of the Administrative Commission to approve the installation and/or ordination.
9. After the installation and/or ordination, the Moderator will provide written and signed minutes to the Stated Clerk for inclusion in the next report of the Stated Clerk to the Presbytery.
10. Guests who are not members of the Presbytery may participate in the installation and/or ordination service. They cannot be members of the Administrative Commission but may be enrolled as corresponding members. This applies to clergy who are members of other Presbyteries in the PC(U.S.A.), ecumenical and/or interfaith clergy.

**Administrative Commission Planning Worksheet**  
**For an Ordination and/or Installation of a Minister of Word and Sacrament**

Please use this form as you invite **five to seven members**, including the Moderator (or Vice Moderator if not available), to serve on the commission to ordain and/or install, in numbers of teaching and ruling elders as equally as possible. There must be at least two (2) minister members of the Presbytery and two (2) elders representing two different churches in the Presbytery plus at least one more minister or elder. Send the completed worksheet to the Stated Clerk for COM approval of your commission.

Name of Candidate/Minister to be Ordained/Installed:

Place of Ordination/Installation:

Date and Time of Worship:

Ministers on the Commission (members of PSNE):

Name:	Ministry context:
1.	
2.	
3.	
4.	

Elders on the Commission (representing unique congregations):

Name:	Congregation:
1.	
2.	
3.	
4.	

Corresponding Members (ministers who aren't PSNE members - optional):

Name:	Presbytery or denomination:
1.	
2.	
3.	

Other Worship Leaders:

Name:	Church affiliation:
1.	
2.	
3.	