

Peace River Presbytery
6.1420 thru 6.1462 Pastor Nominating Committee

6.1420 PASTOR NOMINATING COMMITTEE.

6.1421 Organizing:

1. COM appoints a liaison for the PNC, (the initial liaison may continue). Typically, the Committee on Ministry liaison will regularly attend the initial meetings until the church's Ministry Information Form (MIF), is written. During the time that the PNC is reviewing Personal Information Forms (PIF), the liaison will maintain weekly contact with the committee chair. At the time the committee is ready to conduct phone/skype interviews the liaison should be present, especially for any face-to-face interviews that are conducted.
2. COM, upon the request of the session to form the PNC, and with the concurrence of the interim pastor, approves the request of the session to proceed to call a Congregation Meeting for the purpose of electing the Pastor Nominating Committee (PNC).

Election of the Pastor Nominating Committee (PNC) ordinarily should take place after the pastor has left, the session has met with representatives from the Presbytery's Committee on Ministry (COM) and a temporary pastor relationship has been secured. In cases when an adaptive transition model is being pursued, the election of the PNC may happen earlier in the transition process.

3. The congregation agrees to a nominating process to nominate members of the congregation to serve on the PNC (Note: the session can make recommendations to the congregation related to this process and the PNC ordinarily should consist of between five and nine members representative of the whole congregation. Many congregations will use one of the following methods to produce candidates that are representative of the congregation and are presented as a slate of candidates for the congregation's election:
 - (a) use the existing Church Nominating Committee; or
 - (b) session appoints a special nominating committee to put names before the congregation.
4. Selecting a Pastor Nominating Committee Guidelines: (Process also relevant for selecting an Associate Pastor).

(a) Initial orientation meeting(s):

Nominating a Pastor Nominating Committee is one of the most important responsibilities and will impact the congregation for years to come. Therefore, it is valuable to take some time at the beginning of the process to agree on some basic understanding of how to proceed. Once this portion is completed, the next focus will be on gathering names of potential nominees.

- Welcome and Introductions
- Discuss Goal
- Overview of PNC process
- Review a position description for the pastor to be called (if available)
- Consider organizational criteria (see 4b)
- Consider characteristics desired for PNC members (see 4c)
- Consider characteristics desired for PNC Committee as a whole (if not already covered)
- Develop a timeline for completing the task

(b) Organizational Criteria

1. Is God working with us and through us during this nomination process? We serve and pray with this hope. Based on past experience, we can be confident that God is leading, if we will follow!
2. Will we have enough qualified candidates to fill the number of positions? Because this will be the biggest – and most important – decision we make for many years, almost everyone we ask will accept and serve well.
3. How many members should serve on the PNC?
Most PNC's have 5-9 members. Some prefer an odd number in total.
4. How broadly should it represent the congregational?
The PNC MUST represent the congregational. The goal is for every member of the congregation to look at the PNC members and see someone they know and trust.
5. What age range? Should mobility be an issue?
How young – is it better to have someone who is a youth or someone that represents the interests of the youth (parent, teacher, etc.)? How old – will the person need to visit candidates, drive at night, computer literacy, etc.?
6. Are there special skills required?
It is important for one person to have strong computer skills and be willing to be the PNC record/secretary.
7. How closely should the gender balance?
The ideal is to have an equal number of males and females – unless you choose an odd number!
8. Who is eligible? Members of Nominating Committee? Family members of leaders?
Generally, members of the nominating committee are not eligible. Immediate family members – spouses, parents, children – may/may not be eligible. Exceptions can be considered, especially in smaller churches.
9. Should Ruling Elders and/or Deacons be included in consideration?
At least one session member and one deacon should be nominated for the PNC. Both are important groups to represent. More may be acceptable as appropriate.
10. Should we include a youth representative?
Usually answered under question #5, but it's important to agree and articulate the rationale for your decision.
11. Should we nominate the moderator and vice-moderator?
There are merits to either nominating or not. If yes, the Nominating Committee can balance abilities and personalities, helping the PNC to get off to a good start. If no, an important organizational beginning is provided for the PNC for them to participate in the section of their leaders.
12. What church groups should be represented?
Consideration should be given to representation by the “major” groups in your congregation: choir, Presbytery Women, Presbyterian Men, etc. However, the PNC MUST represent the congregation as a whole.
13. What characteristics should PNC members embody? (See 4c for Desired Characteristics)

(c) Desired Characteristics for PNC members:

1. Participation in the life of the church e.g. regular worship attendance, involvement in education, outreach, and/or fellowship.
2. Ability and initiative to communicate – speak and listen – with the congregation and other PNC member.
3. Ability to absorb information, use own judgment in decision making, and follow through on agreed actions. Desired PNC candidate qualities include the following (partial list): integrity, calm manner/non-anxious presence, team builder and player, sound judgment, organizational and communication skills, open-mindedness, patience, ability to keep information confidential, sense of humor, hopeful attitude, and love of others.

(d) Searching for and selecting PNC nominees:

After a Nominating Committee has completed the initial work, suggestions for possible candidates should be broadly encouraged. Direct communication with the congregation is essential. The Nominating Committee should next discuss the suggested candidates and identify those candidates to present as a slate for a congregational vote. If a candidate is to be recommended, a discussion should be held with the candidate so that the individual understands what will be expected if elected, especially an estimate of the time and skills required. Any candidate presented should have given assurance that they will serve if elected. Candidates should be made aware of the timing of the congregational meeting and vote. Nominating Committee may use a variety of approaches to introduce their proposed slate of candidates to a congregation. Congregations should be reminded that electing a PNC is one of its most important responsibilities and will impact the congregation for many years to come.

(e) Congregational Meeting – election of PNC:

Session calls a congregational meeting for the purpose of electing a PNC. The Nominating Committee presents its recommended slate of candidates and any supporting comments it would like to make. Nominations are open to the floor. If there are more candidates than the recommended size of the PNC, a secret vote should be taken. If not, an open vote may be taken.

5. Session approves a salary range, a position description for the PNC to use in recruitment, along with search expenses budget for travel and relocation.
6. COM liaison and General Presbyter instructs and trains the PNC and provides regular guidance. If the search is for an Associate Pastor, the Pastor/head of staff will be involved in appropriate ways (to be determined in consultation with COM, the COM liaison, and members of the APNC). The PNC will also be provided with a copy of *On Calling a Pastor*, a manual from the PC (USA) about the search process.
7. The PNC should organize, identifying a chairperson and secretary. Many PNCs also have a vice chairperson. *It is advised that the secretary be computer literate.*
8. The congregation and the session need to understand that the PNC works in extreme confidentiality and, except for regular progress reports on the process, does not consult with or report to either the congregation or the session during its work.

6.1422 Ministry Information Form:

9. The PNC is responsible for completing the Ministry Information Form (MIF). The information gathered from the congregation during the mission self-study will be used by the PNC in writing the MIF and will inform the pastoral search deliberations. It is possible to work on many parts of the MIF at the same time by making assignments. Some sections can be assigned to individual members for writing. It is helpful, however, to have two readings of every section before its acceptance is voted upon. Other parts of the MIF require discussion and agreement of the PNC as a whole (required experience and leadership competencies). The MIF which includes Equal Employment Opportunity Statement (below), shall be approved by the Session. The Clerk of Session has to attest to the MIF. Once completed, send MIF to Presbytery office as pdf and WORD file to be included on COM agenda for approval.

6.1422a Equal Employment Opportunity Statement from Ministry Information Form:

The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than those stated in this Constitution. (F-1.0403)

6.1422b Milestones in the calling process at which the commitment to inclusiveness shall be remembered include:

- A. When the PNC is formed. As far as possible, this committee should be composed of people of different ages, sexes, marital conditions, races, talents and abilities.
 - B. Obtaining PIFs, reading them and deciding who will be given further consideration. Search procedures should be used which will locate and consider for employment persons regardless of race, sex, age, disability or marital status.
 - C. In the interviewing process, whether by phone or in person, only questions relevant to the position and its stated responsibilities should be asked.
 - D. Factors in deciding which candidate to nominate should have nothing to do with race, age, sex, disability or marital status unless it can be shown that the factors have a significant relationship to a person's ability to perform the job.
10. COM approves MIF and Stated Clerk of Presbytery provides verification to CLC.
11. COM chair provides church with "on-line" ID number for MIF; unique to the church, combination of letters and numbers, and is case sensitive when typed into the screen log-in box.
12. MIF is entered into the Church Leadership Connection (CLC) web site. The CLC has instructions that can be downloaded. It is highly recommended that the person assigned by the PNC to type the MIF on the computer read these instructions. For example, a church can download computer-friendly (WORD format) forms to type most of the material "off line" and then cut and paste the information into the

CLC site. Further, care should be taken, inasmuch, as there is a character limit to many of the narrative responses on the MIF. These limits are imposed without exception by the computer program.

13. MIF becomes "Active" on CLC website. CLC phone # 1.888.728.7228. At this point the PNC is free to advertise the position seeking self-referrals.
14. PIFs are downloaded from CLC site, received from referrals, and recruited. Instructions for receiving the PIFs can be downloaded from CLC. One person from the PNC is usually assigned to download these PIFs. The CLC does not send paper copies. Further, the PNC may not request certain PIFs from the CLC, even if the church has a PIF identification number; an individual PIF may be obtained by contacting the candidate directly.

6.1423 Initial Screening:

15. COM Liaisons are to have a copy of all PIFs the PNC has received.
16. The PNC, after studying the PIFs, should identify their candidates-of-interest; likely to be five to seven candidates. The PNC may consult with the COM liaison for evaluation ranking methods.
17. The liaison and General Presbyter will help the PNC design an interview process that identifies competencies and skills necessary to be successful in the position. Looks at areas of emotional, relational, and spiritual maturity, and interview questions that are based on behavior and past performance, not just wishful thinking. Included in this design will be suggestion on helpful ways, in addition to the MIF, to introduce candidates to the church and community. After initial interviews the Pastor Nominating Committee may call additional references for follow up questions.

6.1424 Active Screening:

18. The PNC after studying the PIFs, checking references, listening to sermons, doing video conference interviews, etc. should select a priority list of three to five persons. Should a candidate be selected who is not a PCUSA member, the General Presbyter and Stated Clerk should be consulted for guidance on next steps.

6.1425 Final Screening:

19. An executive reference check is conducted by the General Presbyter, Stated Clerk or Chair of COM (or designee), prior to an invitation for face-to-face interviews with a potential candidate. If the candidate is a seminary student, it will be necessary to secure clearance from the Committee on Preparation for Ministry/Presbytery that is maintaining the covenant relationship with the candidate.
20. The PNC must hear the final candidate preach and lead worship in person in either a neutral pulpit or private worship setting. An APNC may arrange a suitable face-to-face activity applicable to the candidate's expected primary responsibility.
21. It is required that the PNC do a comprehensive (including criminal and financial) background check on the finalist candidates through the Presbytery office. Candidates will be informed that the PNC, as part of its process and in addition to doing reference checks, will do a comprehensive background check. (Note: The church will pay for the cost of the background check. Only the PNC Chair, COM Chair, PNC liaison, Stated Clerk and General Presbyter will have access to the information.) Additional information is in section 6.1314.

The PNC Chair should ask the Presbytery office to forward the Background Study Authorization form for completion by the candidate. Since the form requests personal information (social security number

and driver's license number), it is recommended that the candidate return the completed form directly to the Presbytery office.

The PNC may wish to use an assessment tool when considering finalists for a position. One such tool is LeaderWise and details on it are found in the COM Tool Kit; other assessment tools are available.

22. Sub-committee of COM interviews the finalist candidates. It is typically convenient to arrange this interview meeting in conjunction with a candidate's visit to the church campus.

6.1426 Offering the Call:

23. Once the PNC has made their selection, ordinarily the chair of the PNC contacts the candidate to discuss the call, provide specifics of the terms of call, and outline the next steps in the process.

6.1427 Preparing for the Committee on Ministry Meeting:

24. The PNC will coordinate with the Committee on Ministry to schedule an Order of the Day interview to be conducted with the candidate. Members of the PNC will come to the meeting to introduce the candidate and be prepared to discuss the rationale for selecting the candidate being presented.
25. Prior to the meeting, the PNC will provide the Committee on Ministry with: the candidate's Personal Information Form, the terms of call which must meet Presbytery minimum and include start date (complete form in section 6.1450), the candidate's biographical sketch (a one-page summary) and a personal statement of faith. The biography and statement of faith documents will be used to introduce the candidate to the members of the Peace River Presbytery. Additionally, the PNC shall provide a one-page statement setting forth the reasons the PNC believes this particular pastor is the right person for their church.

Statement of Faith Guidelines for Ministers:

The Statement of Faith should include, but not be limited to the following topics:

- A. Person and Work of Christ
- B. Trinity
- C. Holy Spirit
- D. Authority of Scripture
- E. Sacraments
- F. The Church – its mission and ministry to society

26. Welcome Letter: The PNC should request the Presbytery office to send the Welcome Letter and packet to the candidate.

Salutation,

The Committee on Ministry of Peace River Presbytery supports ministers and congregations in Christ. We understand that you have reached a point in your candidacy where additional information might be helpful to your discernment process and our conversation about your sense of call to the new congregation and presbytery.

Ours is a covenant community grounded in a shared commitment to live into and under the discipline of our promise to *be a friend among (our) colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit* (Book of Order W-4.4003).

We invite you to prayerfully consider our mission statement and two specific documents that reflect our commitment to collegial relationships based upon God's Word and mutual respect for the standards we embrace as leaders in this community of faith.

Peace River Presbytery Mission/Vision Statement. We believe Peace River Presbytery is called:
to affirm congregations,
to connect disciples in mission,
and to be the body of Christ together.

A *Code of Ethics for Ministers* is important to us and our congregations. Please review the attached document carefully so that you are prepared to seek clarification if necessary, and subject to affirmation of your call, sign the document.

The *Clergy Sexual Misconduct Policy* enables us to preserve the integrity of our pastoral relationships and immediately address any behavior that compromises this standard. We ask that you study the document so that we can discuss any questions you have since our members confirm their commitment to uphold this standard by signing the document.

We look forward to meeting with you and appreciate your dedication to ministry and the call process that has brought you to the pivotal point. Know that we hold you in our prayers as we prepare to meet on _____date_____in North Port, Florida.

Sincerely,

COM Moderator

6.1428 Approvals:

27. Final candidate is examined by the COM and terms of call approved.

The Presbytery of Peace River has the responsibility to examine ministers and candidates seeking membership in the Presbytery (G-3.0306) including their Christian faith and view in theology, the sacraments, and the government of the Presbyterian Church (USA). The Presbytery of Peace River has delegated this examination to the Committee on Ministry (COM).

Presbytery and Interview Questions.

The Committee on Ministry (COM) is authorized by the Presbytery of Peace River to find in order calls issued by churches, to approve all calls for service of ministers, to approve the examination of ministers transferring from other presbyteries, to dissolve the pastoral relationship in cases where the congregation and pastor concur, and to dismiss ministers to other presbyteries, with the provision that all such actions be reported to the next stated meeting of the Presbytery, in accordance with G-3.0306 and G-3.0307.

The COM examination of all persons seeking membership in the Presbytery will take place at its regular monthly meeting on the second Tuesday.

The examination will include the following:

- (1) The applicant's Christian faith and views on theology, the Sacraments, and the government of the church.
- (2) The applicant's suitability for the position.

- (3) The “match” between applicant and position.
- (4) The talents and interest of the applicant.
- (5) The needs of the church or employing body.
- (6) The applicant’s knowledge of the position.

6.1429 Interview Questions for COM Use in Examining Candidates

- (1) Tell us about your faith journey.
- (2) What are the things you feel best about in your present ministry?
- (3) What have been the challenges there?
- (4) What makes you think you may be called to leave there now?
- (5) What interests you about this position?
- (6) What do you bring to (church) ministry?
- (7) What are your greatest strengths in ministry?
- (8) What are your greatest weaknesses?
- (9) One of the goals is to strengthen _____. How would you do that?
- (10) Describe a typical week in your ministry.
- (11) Share your perspective on the Presbyterian Church (U.S.A.).
- (12) How do you balance your personal/family life with your ministry?
- (13) What questions or concerns do you have?

If the COM vote is unanimous the pastor can begin serving once congregation approves call (steps 28-29).

28. PNC requests session to call a congregational meeting to hear their report.
29. The congregation receives the PNC's recommendation and calls the pastor. Ordinarily, the candidate will preach on the Sunday on which the congregational meeting is held. At this meeting the PNC may be dismissed at a date certain. The COM liaison reports the action of the congregation to the Peace River Presbytery Stated Clerk for PC (USA) processing.
30. The candidate will confer with COM regarding the composition of the Administrative Commission appointed to install the pastor and will give COM the names to make up that commission. COM will elect this Administrative Commission to install the pastor.
31. Remove MIF from CLC when the call has been extended and accepted.
32. COM presents the pastor, biography, statement of faith and terms of call, at a meeting of Presbytery for official welcome. A representative from the congregation will attest before Presbytery that a congregational vote was received in support of the candidate. Interested members of the congregation are often observers at the meeting of Presbytery when their candidate is presented.
33. PNC to issue letters to candidates at the time the candidate is no longer being considered.

6.1430 Preparing for New Ministry:

34. The General Presbyter ordinarily preaches the Sunday prior to the new pastor's arrival.

35. Service of Installation is coordinated by new pastor and COM liaison, in consultation with General Presbytery and PRP Moderator. COM encourages installations of pastors and designated pastors to occur at times other than on Sunday mornings so that members of the Presbytery can be present. The Service of Installation is a Presbytery event, even if it is combined with a congregational worship service. Ordinarily the current moderator of the presbytery convenes the commission and asks the installation or ordination questions, and the General Presbyter brings greetings on behalf of the presbytery.
36. Many churches have found it helpful to keep the PNC in place for the first six months of the new pastorate to serve as a support team and transition committee for the new pastor.
37. A First Year Review Workshop is normally held with the PNC, the session, the pastor, COM liaison and General Presbyter within the first year of the pastor's ministry. It is designed to name the expectations, affirm the experiences, and appreciate the hopes that the PNC, the pastor, the session, and COM have for the church as the pastor begins their ministry as pastor/head of staff, and as the church moves into God's future. Additional information in section 6.1360.

PEACE RIVER PRESBYTERY
6.1450 Pastoral Terms of Call

_____ Presbyterian Church of _____, Florida,
 being well satisfied with your qualifications for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you, _____

(Name)

to undertake the office of _____
(Pastor, Associate Pastor)

of this congregation, beginning on _____ *(date)*, promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.

That you may be free to devote full time/part time *(if part time, indicate what percentage of time devoted to this call: _____)* to the ministry of the Word and Sacrament among us, we promise and obligate ourselves to provide you the following annually:

DIRECT COMPENSATION:		
1.	Salary	\$
2.	Housing Allowance	\$
3.	Deferred Income	\$
4.	Special Income	\$
5.	Other Income	\$
6.	TOTAL EFFECTIVE SALARY	\$
BENEFITS:		
7.	Board of Pensions Dues	\$
8.	SECA Reimbursement	\$
9.	*Auto Expense	\$
10.	*Continuing Education Expense	\$
11.	*Book Expense	\$
12.	*Professional Expenses (Optional)	\$
13.	*Medical Expense (Optional)	\$
14.	TOTAL BENEFITS	\$
TOTAL PACKAGE (add item 6 plus item 14) =		\$

*These items are paid through an Accountable Reimbursement Plan

ALSO PROVIDED:

- ▶ Vacation (minimum 1 month) ▶ Moving Expense Reimbursement (taxable) up to \$_____
- ▶ Study Leave (minimum 2 weeks) ▶ Other _____

Pursuant to G-2.0804 of the Book of Order, the Session promises to review with you annually the adequacy of this compensation. Pursuant to G-1.0503 of the Book of Order, these Pastoral Terms of Call shall be effective upon the affirmative vote of the congregation.

 Teaching Elder
 Date Signed: _____

 Clerk of Session
 Date Signed: _____

Revised 5/2019

6.1451 CERTIFICATION OF CALL

Once the call has been reviewed approved by the Committee on Ministry the Stated Clerk electronically certifies with call with the PCUSA. To complete that the pastor's personal contact information should be sent to the Stated Clerk.

6.1460 Ordination- Installation Guidelines.

When the Pastor Nominating Committee (PNC) of a church has completed its task, and when the teaching elder has been called by the congregation, and when the teaching elder-elect has signified his/her intention to accept the call, it is time to plan a service of installation/ordination. The ordinary date and time for the service shall be 4:00 PM on a Sunday afternoon

A commission for ordination/installation will be elected by the COM and consists of five (5) or more persons having authority to act for the Presbytery. The teaching elder-elect and the calling church have the privilege to nominate the persons who will comprise the Commission. Members of the Presbytery staff will welcome invitations to participate in the Ordination/Installation service (W-4.4000). Section 1461 should be completed and forwarded to the Presbytery Office for COM action.

1. Before the date of the service is set, the Moderator of the Presbytery should be consulted. The Moderator of the Presbytery shall be the Moderator of the Commission, but if unavailable on the desired date, the Vice-Moderator or former Moderator can fulfill the duties.
2. There shall be at least 5 *ruling* elders and *ministers* from the Presbytery *including the Moderator* in as balanced a ratio as possible. No more than one ruling elder may come from a single church. The Commission shall include both men and women. Presbytery permits the teaching elder-elect to invite ministers and ruling elders from another Presbytery to participate in the service as corresponding members. Expenses for such should be paid by the church, not the Presbytery.
3. The Commission gathers one-half hour before the service and is convened in prayer by the Moderator. It is dismissed by the act of Benediction at the conclusion of the worship service.
4. Sample Order of Worship for an Installation Service: (Additionally, the Book of Occasional Services, PCUSA website is a good resource.)

<p>Call to Worship (Moderator):</p> <p>“Peace River Presbytery is assembled here in the persons of this Commission for the worship of God and the installation of the Rev. _____ as teaching elder (associate teaching elder) of _____ Presbyterian Church.”</p> <p>Welcome from Peace River Presbytery: offered by either the General Presbyter or Stated Clerk</p>	<p>Offering:</p> <p>“The offering today will be used to help seminary students from Peace River Presbytery who are preparing for ministry.”</p> <p>Installation Questions (Moderator) (from W-4.4003)</p> <p>Questions to members of Peace River Presbytery</p> <p>Questions to the Congregation</p> <p>(a Ruling Elder)</p> <p>“Prayer and laying on of hands.</p>
<p>Hymn</p> <p>Prayer of Confession</p> <p>Assurance of Pardon</p> <p>Scripture Reading</p> <p>Sermon</p>	<p>Charge to Teaching Elder</p> <p>Charge to Congregation</p> <p>Hymn</p> <p>Benediction (Teaching Elder being Installed)</p>

5. After the Ordination or Installation service is concluded, the commission should complete section 6.1462 and submit it to the Presbytery office.

6.1461 Ordination and/or Installation Commission

Instructions: There must be a total of at least five (5) ruling elders and ministers from Peace River Presbytery in as balanced a ratio as possible. No more than one (1) ruling elder may come from any single church. The commission shall include both men and women. An offering will be taken for the theological education fund (candidates' fund) of the Presbytery. Please return this form to the Presbytery office.

On behalf of Peace River Presbytery, the following people constituted the commission for

ordination installation of _____ as

Teaching Elder or Associate Teaching Elder of _____ Presbyterian Church located

in _____, Florida on the ____ day of _____, year ____ at ____ o'clock.

The ordinary date and time for the service shall be 4:00 PM on a Sunday afternoon.

Name of teaching elder being ordained/installed: _____

Daytime telephone: (____) _____ Evening telephone: (____) _____

Members of the Commission

1. _____ Moderator of Presbytery (or Moderator's designee.)

Ministers from Peace River Presbytery:

1. _____

2. _____

3. _____

4. _____

Ruling Elders from Peace River Presbytery:

1. _____ Church: _____

2. _____ Church: _____

3. _____ Church: _____

4. _____ Church: _____

Note: Ministers and Ruling Elders from other Presbyteries or denominations may be invited to participate in the service; however, they are not included in the official commission. Please complete this form and return it to the Presbytery office at 5600 Peace River Road, North Port, Florida 34287.

6.1462 Minutes of the Administrative Commission to Ordain and/or Install

The Reverend _____

as the: Pastor _____ Associate Pastor _____ (check one)

Name of Church _____

Address _____ City _____

Date: _____ Time _____

Ministers Present:

Ruling Elders Present:

Others Participating:

Who opened Commission meeting with prayer? _____

Who was elected Secretary? _____

Moderator or Designee _____

Elder who propounded questions to congregation _____ (Book of Order W-4.4004)

Motion: to dissolve commission with the benediction of the Service of Ordination/Installation

Motion made by _____, seconded by _____, action _____.

Closing Prayer and Benediction _____

If guest ministers or elders who are *not* members of Peace River Presbytery; please indicate Presbytery to which they belong or church in which they serve as ruling elders (in spaces above.)

A commission shall keep a full record of its proceedings and shall submit that record to the council or councils for incorporation into its record. Actions of a commission shall be regarded as actions of the council or councils that created it. (Book of Order G-3.0109b(6))

Please attach a copy of the printed program and mail it to: Stated Clerk, Peace River Presbytery, 5600 Peace River Road, North Port, FL 34287.

Signature of Secretary of Commission _____

Signature of Moderator _____