

## SOME INFORMATION REGARDING ORDINATION &/OR INSTALLATION

1. The *Book of Order 2009/2011* reference with regard to administrative commissions is G-9.0503. Section G-14.0400 covers ordinations; see especially G-14.0405. Section G-14.0510 covers installations.
2. The provisions in G-9.0503 for an administrative commission to ordain and/or install include the following:
  - a. A minimum number of 5.
  - b. Ministers and elders in equal numbers; or if there is an odd number of members, the additional member may be either minister or elder.
  - c. No more than one elder from any one church.
  - d. The quorum is a majority of the commission's members.
3. The commission needs to include one elder from the calling church, who will propound the constitutional questions to the congregation (see G-14.0510a).
4. Presbytery is committed to the principle of inclusiveness, and appoints each commission to reflect at least gender inclusiveness and racial ethnic inclusiveness. Presbytery's Manual of Administrative Operations states a goal of having at least 25% racial ethnic membership on entities of Presbytery.
5. Commission members need to be minister members of this Presbytery and elders from churches of this Presbytery. Presbytery can be asked to invite others from outside the Presbytery to sit with the commission as guests (with their expenses to be met by the calling church or the person to be ordained/installed), but technically they are not members of the commission.
6. You are asked to include the Mission Coordinator for your region of the Presbytery as a member (if minister or elder) or a guest (if a church member) of the commission:
  - East Community– Rev Dr. Nancy Gladden, (910) 284-0581  
[nancygladden@presbycc.org](mailto:nancygladden@presbycc.org)
  - West Community – Rev. Laura Lupton , (910)-818-9938;  
[lauralupton@presbycc.org](mailto:lauralupton@presbycc.org)
  - Central Community – Rev. Dr. Hazel Wilson, (910) 876-2269  
[hazelwilson@presbycc.org](mailto:hazelwilson@presbycc.org)
  - Any Community – may invite the General Presbyter to serve
7. The Commission Moderator needs to use the minutes form (Word Doc) found at [www.presbycc.org/forms/minofordinationorinstallation.doc](http://www.presbycc.org/forms/minofordinationorinstallation.doc) and mail it to the Presbytery Office.

From the Minutes of Presbytery, October 14, 2000:

“A Motion was made that Presbytery authorize **an offering** to be received at each installation service of a pastor or associate, designated for a Presbytery Ministers' Emergency Relief Fund to be administered by the Committee on Ministry.” This offering can be channeled through the church treasurer, and a check appropriately identified sent to Presbytery's Treasurer.