

Commission on Ministry
Presbytery of Coastal Carolina
**Guidelines for Services of
Ordination, Installation and/or Commissioning of Pastors**

1. The *Book of Order* reference regarding Administrative Commissions can be found at G-3.0109b. Section W-4.4000 – W-4.4006 covers ordinations, installations, and commissioning of ruling elders for pastoral service; see especially W-4.4003 through W-4.4006.
2. The provisions in our Presbytery for an Administrative Commission to ordain and/or install include the following:
 - a. A minimum number of 5 persons; may be larger.
 - b. Equal numbers of Teaching and Ruling Elders; or if there is an odd number of members, the additional member may be either a teaching elder or a ruling elder.
 - c. No more than one Ruling Elder from any one church. One Ruling Elder should be from the church where the service is being held.
 - d. The quorum is a majority of the commission's members.
 - e. You select the moderator of the Commission and assign the parts.
 - f. Please use the form provided to you to submit the names to the Presbytery office 20 days prior to the COM meeting, but not later than 5 days prior. Note: COM **must** approve the commission ahead of time! Plan accordingly.
3. The commission needs to include one Ruling Elder from the calling church who will propound the constitutional questions to the congregation (see W-4.4006b).
4. Presbytery is committed to the principle of inclusiveness, and appoints each commission to reflect at least gender inclusiveness and racial ethnic inclusiveness if at all possible.
5. Commission members need to be Teaching Elders (Ministers) who are members of this Presbytery and Ruling 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, or commissioned), 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 (or a guest) of the commission:
 - East Community – Rev Nancy Gladden, (910) 284-0581; NancyGladden@presbycc.org
 - West Community – Rev. Laura Lupton, (910)-818-9938; LauraLupton@presbycc.org
 - Central Community – Rev. Clarence Page, (910) 301-1088; ClarencePage@presbycc.org
7. Any Community may invite
 - The General Presbyter (Rev. Bill Reinhold), 910-862-8300 extension 3; BillReinhold@presbycc.org
 - The Moderator or Vice Moderator of the Presbytery. Call the Presbytery office for information.
8. Please invite neighboring pastors who are near your church to attend the installation service as a way to be a friend among your colleagues. Your mission coordinator can help with this information.
9. The Clerk of the Commission needs to use the [minutes form](#) (Word Document) and mail the signed form to the Presbytery Office following the Service of Ordination, Installation, or Commissioning.

Offering at Service

From the Minutes of Presbytery, October 14, 2000:

“A Motion was made that Presbytery authorize an offering to be received at each installation service designated for a Presbytery Ministers’ Emergency Relief Fund to be administered by the Committee on Ministry.” Please indicate this information in the [bulletin](#). This offering can be channeled through your church treasurer with a check appropriately identified sent to Presbytery’s Treasurer, 807 W. King St. Elizabethtown, NC 28337.