

Report of Administrative Commission (AC)  
to ordain and/or install teaching elder or to commission a ruling elder

\_\_\_\_\_ as Pastor, or Associate Pastor (AP), or Commissioned Pastor (CP) for  
\_\_\_\_\_ Presbyterian Church, \_\_\_\_\_, Texas; or  
to the following Validated Ministry  
\_\_\_\_\_

The AC met at \_\_\_\_\_ Presbyterian Church, \_\_\_\_\_, Texas, on  
\_\_\_\_\_, 20\_\_\_\_\_ at \_\_\_\_\_ am/pm with the following present:

Ruling Elders: \_\_\_\_\_

Teaching Elders: \_\_\_\_\_

Guests of the AC: \_\_\_\_\_

The chair, \_\_\_\_\_, called the meeting to order with prayer.  
\_\_\_\_\_ was elected clerk.

The Administrative Commission completed arrangements for the service. The afternoon  
(evening) (morning) worship, including the ordination and/or installation of the teaching elder, or  
commissioning of a ruling elder began at \_\_\_\_\_ am/pm.

The sermon was preached by \_\_\_\_\_.

The ordination/installation/commissioning questions were asked by the chair and answered  
affirmatively by the candidate.

\_\_\_\_\_ asked the congregation its constitutional questions and  
the congregation answered affirmatively.

The AC gathered around and laid hands upon the candidate, and ordaining/installing/ or  
commissioning the candidate with prayer by \_\_\_\_\_.  
(The candidate may kneel to be ordained, and remain standing if being installed only).

The chair then declared the Rev. or CP \_\_\_\_\_ to be regularly ordained  
and/or installed/commissioned as Pastor, or Associate Pastor, or Commissioned Pastor of  
\_\_\_\_\_ Presbyterian Church, \_\_\_\_\_, Texas, or  
to the following Validated Ministry \_\_\_\_\_

\_\_\_\_\_ gave the charge to the Pastor, or AP, or CP.

\_\_\_\_\_ gave the charge to the congregation.

After the Pastor or CP gave the benediction, the Administrative Commission was dissolved.

\_\_\_\_\_ (Chair) \_\_\_\_\_ (Clerk)

Please return this completed form (scanned or mailed) to the Stated Clerk, Mission  
Presbytery: 7201 Broadway, Suite 303 San Antonio, TX 78209; [statedclerk@missionpby.org](mailto:statedclerk@missionpby.org).

Revised 01/23/2026