

REPORT OF COMMISSION TO ORGANIZE A MISSION CHURCH AND ORDAIN/INSTALL PASTOR

Commission of _____ Presbytery to organize _____ Mission Church, install and/or ordain pastor.

I. Examination of Ruling Elder Candidates

A. The Commission met on _____, 20____, at _____ am/pm at the church (or at _____). Commission members present were: (Quorum - as specified by Presbytery, but not less than one TE and one RE)

Teaching Elders: _____(Chairman): _____
Ruling Elders: _____
Others present: _____

The Commission meeting was opened with prayer by _____.
TE/RE _____ was elected Secretary of the Commission.

B. The following Ruling Elder Candidates were examined: _____

C. Each nominee was questioned individually and in turn in the areas of Christian Experience, Knowledge of the System of Doctrine, Government and Discipline contained in the Standards, the duties of the office, and willingness to give assent to the questions required for ordination in *BCO* 24-5.

D. After completion of examination, it was moved, seconded and passed to declare the following men eligible for election to the office of Ruling Elder according to *BCO* 24-1: _____

E. The Commission closed the meeting with prayer by _____.

II. Organization of _____ Mission Church and Installation and/or Ordaining of the Pastor

A. The Commission reconvened on _____, 20____, at _____ am/pm, at the church (or at _____).

Commission members present were: (Quorum - as specified by Presbytery, but not less than two TEs and two REs)

Teaching Elders: _____(Chairman): _____
Ruling Elders: _____
Others present: _____
Secretary: _____

B. The Commission (if not done at Presbytery) received and approved a petition subscribed to by the members of _____ Mission Church indicating that they are seeking to be organized into a congregation of the Presbyterian Church in America, and appointing a time and date for the service of organization. (This petition is to be sent to

the Stated Clerk of Presbytery so that it becomes part of the permanent record of the Presbytery.)

- C. The following had been nominated for election to the office of Ruling Elder by the members of _____ Mission Church from the list of those found qualified by the Commission: _____

This list has been submitted to the organizing Commission not less than 30 days prior to the date of election per *BCO* 5-9 (3).

- D. The Commission recessed with prayer by _____ for the service of Organization (and Ordination/Installation of the Pastor).

- E. The Commission, congregation and friends gathered for the service of Organization (and Ordination/Installation of the Pastor).

- F. A sermon was preached by TE _____ on the topic/text: _____

- G. The following were received as new members of _____ Mission Church by the Commission (per *BCO* 5-8 (2) and 57).

- H. _____ (of the Commission) asked the members of the mission congregation the question for entering into church covenant contained in *BCO* 5-8 (3) which was answered affirmatively by the congregation with uplifted hands. _____ then declared that _____ Mission Church was constituted as a church in the PCA (*BCO* 5-8 (4)).

- I. Election of Elders per *BCO* 24 then took place.

- J. The congregation determined the number of Ruling Elders needed to be _____.

- K. The following were declared elected: _____

- L. The Sermon having been heard during the Worship Service, the presiding minister, _____, stated the warrant and nature of the office of Ruling Elder together with the proper character to be sustained and the duties to be fulfilled per *BCO* 24-5. The 6 questions in *BCO* 24-5 were addressed to the Ruling Elder candidates and each responded affirmatively to the questions. The question to the congregation in *BCO* 24-5 was made and they answered in the affirmative by holding up their right hands.

- M. A Dedicatory Prayer was offered for _____ who had previously been ordained as Ruling Elders. The Candidates, _____, then knelt and were set apart with prayer and the laying on of hands to the office of Ruling Elder. The new officers were then given the right hand of fellowship. The Minister then declared that _____

(names of all Ruling Elders)

had been regularly elected, ordained and installed as Ruling Elders of the church using the words of *BCO* 24-5. The Minister then addressed a charge to the Ruling Elders and to the church.

- N. The Chairman, _____, called for the Pulpit Committee Report of the _____ church and the Call to _____ was read. The members of the congregation were asked if they were ready to vote (*BCO* 20-4) and upon affirmative answer, the congregation elected _____ as their Pastor per *BCO* 5-11.
- O. The Chairman stated briefly the previous proceedings of the Presbytery, and pointed out the nature and importance of the (ordination/installation) ordinance.
- P. The Chairman propounded the constitutional questions (in *BCO* 21-5 for a Candidate, *BCO* 21-9 for a Minister, and *BCO* 21-11 for an Evangelist) to the Candidate/Minister and these were answered in the affirmative. The Chairman then propounded the constitutional questions (in *BCO* 21-6 or 21-10) to the congregation of the _____ Church and these were answered in the affirmative by members holding up their right hands. The Candidate/Minister then kneeled and was set apart to the holy office of the Gospel Ministry with prayer and the laying on of hands. He then rose and the Members of the Commission gave him the right hand of fellowship. The Chairman then declared that Mr./TE _____ had been regularly elected, (ordained,) and installed as Pastor of the Church, using the words of *BCO* 21-7.
- Q. A Charge to the Pastor was delivered by RE/TE _____.
- R. A Charge to the Congregation was delivered by RE/TE _____.
- S. Following prayer and singing, the new Pastor pronounced the benediction.
- T. The Commission reconvened, approved its Minutes, and was adjourned with prayer by _____.

Date

Secretary of the Commission

Please submit the completed report to the Stated Clerk of Presbytery as soon as possible and attach the petition for organization and the call to the report.