

JOHN KNOX PRESBYTERY
ADMINISTRATIVE COMMISSION MINUTES

The administrative commission appointed by John Knox Presbytery on
(date) _____ to ordain/install (name) _____ as
pastor/associate pastor/designated pastor of (church) _____
in (town) _____ met at (town) _____
on (date) _____ at (time) _____.

The moderator of the commission, _____, called the
meeting of the commission to order with prayer at (time) _____.

Upon motion, the commission voted to elect (name) _____
to serve as secretary.

Present were: Teaching Elders:

- 1.
- 2.
- 3.
- (4.)

Ruling Elders: (give church)

- 1.
- 2.
- 3.
- (4.)

A quorum was declared to be present.

Upon motion, the commission voted to seat the following as corresponding members (if
PCUSA, give presbytery; if other denomination, give name of denomination):

Upon motion, the commission voted to adopt the order of worship as its docket for this meeting.

Upon motion, the commission voted to adjourn with the benediction by

_____.

And so following the propounding and answering of the constitutional questions,
_____ was ordained and/or installed as pastor/associate
pastor/designated pastor of (church) _____
in (town) _____. Book of Order (W-4.4003-W-4.4006)

Secretary of the Commission