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)

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Secretary of the Commission