PRESBYTERIAN CHURCH IN AMERICA

SAMPLE AGENDA FOR A ORDINATION AND/OR INSTALLATION COMMISSION

1. Call to Order by the Convener and Opening Prayer

2. Determination of a Quorum (Note—BCO requires two REs and two TEs)

3. Election of Chairman and Secretary

4. Review and approval of Worship Service

5. Reading and Approval of Minutes

6. Commission recessed until the time of the Worship Service

7. Worship Service (The BCO specifies the following to be included.)

    - Commission reconvened with opening prayer of the Worship Service
    - Sermon (BCO 21-5)
    - Explanation of Proceedings (21-5)
    - Constitutional Questions (21-5-6)
    - Prayer of Ordination and/or Installation (21-7)
    - Right hand of fellowship
    - Declaration of Ordination and/or Installation (21-7)
    - Charge to Pastor/Assistant or Associate Pastor (21-7)
    - Charge to the Congregation (21-7)
    - Prayer (21-7)
    - Hymn
    - Benediction (By newly ordained and/or installed Pastor)

NOTE: If the minutes were not previously read and approved then the commission must meet following the service to read and approve them.