

**Minutes of Installation Service
Palo Duro Presbytery**

The Commission established by Palo Duro Presbytery to install _____ as Pastor (Associate Pastor; Co-Pastor (s)) of the _____ Presbyterian Church (or other work) _____ met at the _____ Presbyterian Church, in _____ (location) on the _____ day of the month of _____, in the year of our Lord _____ at _____ O'clock.

Vote on who will be the moderator and who will be the clerk at the beginning of service. A commission, approved by the Committee on Ministry (COM), to ordain or install shall consist of at least 7 people 4 ministers and 3 elders, or 4 elders and 3 ministers, all members of Palo Duro Presbytery, and must include both male and female members. Elders must be from different congregations.

Ruling Elders

Teaching Elders

A quorum of the Commission was present.

(Optional)

The Commission took action to invite and enroll as corresponding members the following persons: _____

(Optional)

After the Moderator vote, the Commission took action to enroll as ecumenical corresponding members the following person: _____.

The Commission elected _____ as Moderator and _____ as Clerk of this Commission.

The Congregation was called to worship.

_____ (name of preacher) preached the sermon on the subject “_____” based on a text from _____.

The Commission Moderator stated the proceedings of the Presbytery in preparation to the installation and asked the Constitutional Questions to the candidate. Commission member _____ asked the Constitutional Questions to the congregation.

_____ delivered the Charge to the Pastor (or Associate Pastor) or (Co-Pastor) and _____ delivered the Charge to the Congregation (for installation).

A special offering was received and designated for: _____.

At the conclusion of the service, installed Pastor (or Associate Pastor) or (Co-Pastor) made a brief statement and pronounced the benediction.

The Commission approved their minutes and closed with prayer.

Submitted by:

_____, Moderator of the Commission *(agreed at beginning of service)*

_____, Clerk of the Commission *(agreed at beginning of service)*