

PRESBYTERY OF SAN FRANCISCO
Committee on Ministry

PLANS FOR INSTALLATION ____ *ORDINATION* ____ (please check)

Name: _____

Place: _____

Date: _____ Time: _____

Will communion be served during the service? Yes ____ No ____

Please remember that this is a **Presbytery** service and needs to be scheduled when members of Presbytery are available – preferably NOT during Sunday morning worship

The following have agreed to serve on the Administrative Commission:

Moderator: _____
(or designee)

Ministers: _____
(list church)

Elders: _____
(list church)

Corresponding _____
Members _____
(optional) _____
(list Presbytery)

For your commission, the *Book of Order* requires a minimum of five members (2 ministers and 3 elders or 3 ministers and 2 elders). We ask that they be from Presbytery of San Francisco. All members of the commission **must** be from different churches. Normally, the current Moderator of Presbytery or his/her designee presides as Moderator of the Commission and is part of the minimum five required. It is your responsibility to contact them to serve. Inclusivity is expected with regard to representation of churches, lay/clergy, male/female, ethnicity, age and condition. Many others can certainly participate in worship, but for the purposes of the commission, only 5 names are needed. *Installation and Ordination plans must be approved by the Presbytery before the service occurs.

Please complete this form and **attach a copy of your one-page Statement of Faith and a one-page biographical sketch. Return to Committee on Ministry, Presbytery of San Francisco, 545 Ashbury Ave. El Cerrito, CA 94530 – at least three weeks before the Presbytery meeting at which you will be received.**