

# REQUEST TO APPOINT COMMISSION TO INSTALL A PASTOR

Presbytery of Eastern Virginia

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

(The Commission must be composed of a minimum of five persons who are a part of this presbytery, as equally divided between ministers and elders as possible)

MINISTERS: (minimum of two or three who are members of this presbytery)

\_\_\_\_\_  
\_\_\_\_\_

ELDERS: (Minimum of two or three who are members of a congregation of this presbytery; each must be from a different congregation. Provide name of the church)

\_\_\_\_\_  
\_\_\_\_\_

OTHERS: (The following are to be invited to sit with the Commission and take any parts assigned. These are persons in addition to the Commission who do not fill the categories above. Please give the name of the Presbytery of membership for ministers or Presbytery of their church for elders.)

\_\_\_\_\_  
\_\_\_\_\_

(Note: Everyone listed above should be filled in below in some place. Please include addresses.)

## THE FOLLOWING DUTIES ARE TO BE ASSIGNED:

**To Preside** (including call to worship, Presbytery proceedings, constitutional questions to minister and declaration of installation – must be a full member of the commission.)

NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

**To Preach the Sermon** (A minister, either member of Commission or invited for this occasion)

NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

**To Ask Constitutional Questions of the Congregation**

NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

**To Offer Installation Prayer**

NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

**To Charge the Associate Pastor**

NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

**To Charge the Congregation**

NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

**Others to take part as assigned by Commission:**

NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

Use back of sheet for other names and addresses. Check here \_\_\_\_\_ if so listed.

**SEND TO:** Stated Clerk, Presbytery of Eastern Virginia, 6901 Newport Ave, Norfolk VA 23505

**Others to take part as assigned by Commission (continued):**

NAME	_____	TELEPHONE #	_____
ADDRESS	_____		
NAME	_____	TELEPHONE #	_____
ADDRESS	_____		
NAME	_____	TELEPHONE #	_____
ADDRESS	_____		