

Presbytery of Arkansas

Instructions for Completing the Administrative Commission Form

The content and composition of the Administrative Commission is subject to approval by the Committee on Ministry. It is the responsibility of the minister of the Word and Sacrament (MWS) who is being ordained/installed to confirm personally with each proposed commission member the availability and agreement of that person to perform the duties associated with the service of worship.

The Pastor Nominating Committee and MWS being called may work together to discuss with proposed members to determine if those persons are willing to serve and to then present the names to the Committee on Ministry for recommendation to the Presbytery.

The Presbytery Moderator, who moderates and propounds the constitutional questions, shall be contacted first, prior to the establishment of any date. The date shall be reviewed in light of the Presbytery's calendar, as well as the General Presbyter's calendar, in addition to the Moderator's calendar prior to submitting the Administrative Commission Form. The MWS/PNC may contact the Presbytery of Arkansas office to coordinate the dates (501.663.2424). If the Presbytery Moderator is not available a designee, ordinarily a former Moderator, may be properly appointed.

There are five specific duties that must be designated by the MWS prior to the election of the Commission Members by the Presbytery. Those are as follows:

1. The Moderator (ordinarily the Moderator of the Presbytery);
2. The Commission Member to deliver the message (preach);
3. The Commission Member to propound the Constitutional Questions (ordinarily the Moderator);
4. The Commission Member to charge the Minister; and
5. The Commission Member to charge the congregation

The Commission is ordinarily made up of seven (7) members with as even a distribution as possible between ministers of the Word and Sacrament and Ruling Elders; and also between male and female. Only one Ruling Elder from a specific congregation may serve, and the church membership of all Ruling Elders must be noted. It is assumed that all members of the Administrative Commission of the Presbytery of Arkansas or a congregation thereof.

The COM recognizes that the instructions and requirements are lengthy. This is an extremely important event in the life of the congregation and the Presbytery. It is the culmination of a process that requires significant time, talent, and resources.

*Approved September 7, 2010
Revised November 7, 2017*