Presbytery of Arkansas
Adminstrative Commission Form

It is the responsibility of the pastor being ordained/installed to ask Commission members to perform specific duties associated with the Service of Worship. The PNC and pastor being called may work together to ask proposed members of the Commission if they would be willing to serve, and to present the names to the Committee on Ministry for recommendation to the Presbytery. There are five duties that must be designated prior to the election of the Commission members by the Presbytery: 1. The Moderator, who is ordinarily the Moderator of the Presbytery; 2. The Commission member to preach the sermon; 3. The Commission member to propound the constitutional questions (ordinarily the Moderator); 4. The Commission member to charge the pastor; 5. The Commission member to charge the congregation. The Commission is ordinarily made up of seven members with an even distribution between Ministers of Word and Sacrament and elders. Only one elder may serve from each congregation, and the church membership of the elder must be noted. Also, there should also be as even as possible distribution between male and female members. Please contact the Presbytery office (501.663.2424) to see if there is a conflict with the proposed date for the worship service prior to presenting it to the COM, and also contact the Moderator of Presbytery to make certain that she/he is available, or if not that the Moderator appoints a particular designee.

Pastor Being Ordained/Installed _____

Name of Church _____ City/Town _____

Date of Service _____ Time of Day _____ Offering Recipient: Select One

1. Moderator: Name _____

   ○ MSW
   ○ Elder Church _____ Date Accepted _____

   The Moderator will also propound the constitutional questions.

2. Preach: Name _____

   ○ MSW
   ○ Elder Church _____ Date Accepted _____

3. Charge the Pastor: Name _____

   ○ MSW
   ○ Elder Church _____ Date Accepted _____

4. Charge the Congregation: Name _____

   ○ MSW
   ○ Elder Church _____ Date Accepted _____

5. Name _____

   ○ MSW
   ○ Elder Church _____ Date Accepted _____

6. Name _____

   ○ MSW
   ○ Elder Church _____ Date Accepted _____

7. Name _____

   ○ MSW
   ○ Elder Church _____ Date Accepted _____

revised May 5, 2009

Presbytery of Arkansas
Worship Offering Information

The General Council of the Presbytery of Arkansas is charged with the responsibility of approving every offering recipient of a worship service of the Presbytery of Arkansas. Worship services to install or ordain are services of the Presbytery, through an Administrative Commission elected for that purpose. Toward that end, the General Council has compiled a list of pre-approved offering recipients (General Council meeting of April, 2008). Other recipients are possibly acceptable, but must be approved by the General Council prior to the Presbytery meeting at which the Committee on Ministry will present the date and time of the service, and the proposed Administrative Commission members. It is the responsibility of the Pastor being installed or ordained, or the Pastor Nominating Committee, to bring the request for approval of an offering recipient to the General Council. Dates of when the General Council meets may be obtained by calling the Presbytery of Arkansas office at 501.663.2424.

Approved Recipients:

- Ferncliff Camp and Conference Center
- Vera Lloyd Home
- Presbytery of Arkansas Scholarship at the University of the Ozarks
- Presbytery of Arkansas Scholarship at Lyon College
- Committee on Preparation for Ministry Emergency Fund for Candidates
- Mosley Tabernacle at Ferncliff Camp and Conference Center
- Presbytery of Arkansas Committee on Disaster Preparedness and Response
- Endowment Fund of the Presbytery
- Theological Education Fund of the PC(USA)