

**REPORT OF COMMISSION TO ORGANIZE A MISSION CHURCH  
AND ORDAIN/INSTALL PASTOR**

Commission of \_\_\_\_\_ Presbytery to organize \_\_\_\_\_  
Mission Church, install and/or ordain pastor.

The Commission convened on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ am/pm, at the  
church (or at \_\_\_\_\_).

Commission members present were: (Quorum - as specified by Presbytery, but not less  
than two TEs and two REs)

Teaching Elders: \_\_\_\_\_ (Chairman): \_\_\_\_\_

Ruling Elders: \_\_\_\_\_

Others present: \_\_\_\_\_

Secretary: \_\_\_\_\_

The following have been elected to the office of Ruling Elder and Deacon by the  
members of \_\_\_\_\_ Mission Church from the list of  
those found qualified by the Commission:

\_\_\_\_\_

TE \_\_\_\_\_ has been elected as pastor by the communicant members of  
the \_\_\_\_\_ Mission Church.

The Commission recessed with prayer by \_\_\_\_\_ for the service of  
Organization (and Ordination/Installation of the Pastor).

A sermon was preached by TE \_\_\_\_\_ on the topic/text: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (of the Commission) asked the members of the  
mission congregation the question for entering into church covenant contained in  
*BCO* 5-9i(3) which was answered affirmatively by the congregation with uplifted  
hands. \_\_\_\_\_ then declared that \_\_\_\_\_  
Mission Church was constituted as a church in the PCA (*BCO* 5-9i(4)).

The Sermon having been heard during the Worship Service, the presiding minister,  
\_\_\_\_\_, stated the warrant and nature of the office of Ruling Elder and  
Deacon together with the proper character to be sustained and the duties to be  
fulfilled per *BCO* 24-5. The 6 questions in *BCO* 24-5 were addressed to the Ruling  
Elder candidates and each responded affirmatively to the questions. The question  
to the congregation in *BCO* 24-5 was made and they answered in the affirmative  
by holding up their right hands.

A Dedicatory Prayer was offered for \_\_\_\_\_ who had previously been  
ordained as Ruling Elders. The Candidates, \_\_\_\_\_

\_\_\_\_\_ ,

then kneeled and were set apart with prayer and the laying on of hands to the office of Ruling Elder and Deacon. The new officers were then given the right hand of fellowship. The Minister then declared that \_\_\_\_\_

\_\_\_\_\_ (names of all Ruling Elders and Deacons)

had been regularly elected, ordained and installed as Ruling Elders and Deacons of the church using the words of *BCO* 24-5. The Minister then addressed a charge to the Officers and to the church.

The Chairman led in the installation (ordination & installation of \_\_\_\_\_ as pastor of the newly established particular church. He stated briefly the previous proceedings of the Presbytery, and pointed out the nature and importance of the (ordination/installation) ordinance.

The Chairman propounded the constitutional questions (in *BCO* 21-5 for a Candidate, *BCO* 21-9 for a Minister, and *BCO* 21-11 for an Evangelist) to the Candidate/Minister and these were answered in the affirmative. The Chairman then propounded the constitutional questions (in *BCO* 21-6 or 21-10) to the congregation of the \_\_\_\_\_ Church and these were answered in the affirmative by members holding up their right hands. The Candidate/Minister then kneeled and was set apart to the holy office of the Gospel Ministry with prayer and the laying on of hands. He then rose and the Members of the Commission gave him the right hand of fellowship. The Chairman then declared that Mr./TE \_\_\_\_\_ had been regularly elected, (ordained,) and installed as Pastor of the Church, using the words of *BCO* 21-7.

A Charge to the Pastor was delivered by RE/TE \_\_\_\_\_.

A Charge to the Congregation was delivered by RE/TE \_\_\_\_\_.

Following prayer and singing, the new Pastor pronounced the benediction.

The Commission reconvened, approved its Minutes, and was adjourned with prayer by \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary of the Commission

***Please submit the completed report to the Stated Clerk of Presbytery as soon as possible.***

## **CHECKLIST FOR ESTABLISHING A MISSION CHURCH**

### **I Establishing a Mission Church**

- A. Petition to plant a mission church approved by presbytery (BCO 5-2).
- B. Presbytery provides a temporary system of government (BCO 5-3)
- C. Pastoral ministry provided by presbytery (BCO 5-4).
- D. Church members received by temporary government (BCO 12-5a & 57).
- E. Potential officers identified, nominated, trained, and examined following the procedures in BCO 24.
- F. Election of Officers (Normally 2 weeks before the organization service.) BCO 5-9d.
- G. Election of a Pastor (See BCO 5-9f)
- H. Presbytery approves the membership petition to organize (BCO 5-9g).
- I. Presbytery appoints an organizing commission and sets the date and time of the organization service (BCO 5-9h).

### **II Organization Service (BCO 5-9h)**

- A. Ordination and Installation of Officers.
- B. Ordination and installation of a Pastor (If necessary).
- C. Membership Covenant
- D. Declaration of Organization