

MINUTES
ADMINISTRATIVE COMMISSION TO INSTALL

NAME _____

AS PASTOR/ ASSOCIATE PASTOR OF _____ **CHURCH**

DATE _____

The Commissioners present included:

The meeting of the Administrative Commission was called to order at _____ p.m. with prayer led by _____. _____ commissioner members were present, and introductions were made.

A motion was made, seconded, and approved to proceed to the installation of _____, as Pastor/Associate Pastor of _____ Church.

_____ reviewed the service and clarified each person's role in it.

A motion was made, seconded, and approved to adjourn the meeting with the benediction at the conclusion of the service.

The service of Installation proceeded, and _____ was duly installed.

Attest _____, Commission Clerk