

**HELPFUL HINTS FOR ASSEMBLING YOUR INSTALLATION/ORDINATION COMMISSION**

As a new pastor in Whitewater Valley your installation is an important part of your spiritual beginning with a new congregation. The Installation/Ordination Commission form and guidelines are attached. You may be thinking, "But, I don't know anyone!" The following suggestions should help:

**GETTING STARTED**

**THE MODERATOR**

Contact the Presbytery Moderator first. Call the Presbytery office for the contact information, or find it on the Presbytery website, [www.whitewatervalley.org](http://www.whitewatervalley.org)

**THE PNC LIAISON**

One helpful person in assembling your Commission will be the COM liaison who was appointed to assist your PNC. The COM recommends that person be a member of your Commission, so you may already have either one elder or one minister slot filled. The liaison will also be able to suggest other ministers and churches in your geographic area.

PNC Liaison contact information:

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**ECUMENICAL REPRESENTATIVE**

Members of your church and/or Session should be able to give you suggestions. While an Ecumenical Representative is not required it is strongly recommended by the COM. A neighboring pastor in your community may be a good person to contact. If your church supports a local/regional mission agency with denominational representatives that may be an idea. Some churches also participate in community events with other denominations and you may be able to draw on that connection.

**COM APPROVAL**

The COM must approve your Commission prior to your Ordination/Installation. The COM meets the last Wednesday of every month and ordinarily they do not meet in July.

**PLEASE SUBMIT THE ATTACHED FORM TWO WEEKS PRIOR TO THE COM MEETING.**

**COM MEETINGS ARE NORMALLY THE LAST WEDNESDAYS OF EACH MONTH. THESE DATES MAY VARY IN NOVEMBER AND DECEMBER.**

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