

# FORMS

(Updated 6 February 2019)

I	Declaration De Fideli Administratione.....	2
II	Edict of Vacancy in a Pastoral Charge .....	2
III	Form of Call to a Vacant Charge .....	3
IV	Edict of Ordination or Induction of a Minister .....	4
V	Form of Minute of Presbytery on Induction of a Minister .....	5
VI	Edict of Proposed Translation of a Minister .....	6
VII	Form of Resignation .....	7
VIII	Edict of Proposed Resignation of a Minister .....	8
IX	Common Forms of Certificate of Status.....	9
X	Extract of Licence to Preach the Gospel .....	10
XI	Edict for Ordination or Induction of Elders .....	11
XII	Form of Elder's Commission to the Presbytery .....	12
XIII	Form of Elder's Commission to the State Assembly.....	13
XIV	Form of Alternate Representative Elder to State Assembly .....	14
XV	Form of Certificate of Eldership .....	14
XVI	Minute Relative to the Election of Representatives of the General Assembly of Australia.....	15
XVII	Forms of Petition.....	16
XVIII	Overture from a Presbytery .....	18
XIX	Presbytery Roll .....	19
XX	Declarations by Ministers at their Ordination or First Induction in Queensland	20
XXI	Form of Bequest .....	21
XXII	Formula and Questions to Elders on Ordination.....	21
XXIII	Declaration of Trust .....	22
XXIV	Citations.....	23
XXV	Form of Transfer .....	24

# I - Declaration De Fideli Administratione

(See Rules 3.6, 4.8, 5.9, 13.8)

(To be made by Clerks and others on accepting office)

"I do solemnly affirm and declare that I will faithfully discharge the duties now entrusted to me."

# II - Edict of Vacancy in a Pastoral Charge

(See Rule 8.1)

The Presbytery of ..... having on the ..... day of ..... 20..... declared that the Pastoral Charge of ..... is now vacant, in consequence of ..... (here state the cause of the vacancy, such as the death or the translation) of ..... the former Minister thereof, appointed intimation of the same to be made in this place; and further that all parties having interest in that behalf should be called upon to proceed to fill the vacancy with all convenient speed and in due form, according to the laws of the Church; intimation of which is now accordingly hereby made.

Attested by me this ..... day of ..... 20.....

Presbytery Clerk

## Attestation of Service of the Edict

This Edict was duly announced to the Congregation at ..... on ..... day of ..... 20 .

Officiating Minister

### III - Form of Call to a Vacant Charge

(See Rule 8.7, 8.11, 8.12)

We the undersigned Communicants of the Pastoral Charge of ..... being satisfied that you, Mr ....., Minister (or Licentiate) of the Gospel, have suitable gifts from our Lord to edify and equip us for service, invite, call and encourage you to undertake the work of ministry and the preaching of the Gospel among us; and upon your acceptance of this call and being inducted into the Charge by the Presbytery of ....., we promise you due respect and encouragement and will support you in terms of that set out in the approved Ministry Support Fund Schedule, as God enables us.

In witness whereof we have hereunto subscribed our names this ..... day of ..... 20.....

Names \_\_\_\_\_ Residences \_\_\_\_\_ Signatures \_\_\_\_\_

#### Form of Attestation

(See Rule 8.13)

The above are the signatures of communicants of the congregation of ....., subscribed in my presence this ..... day of ..... 20.....

Interim Moderator

The above signatures other than those attested by the Rev. .... are the signatures of Communicants of the Congregation of ..... subscribed in our presence.

Commissioners

#### Form of Concurrence

(See Rule 8.13)

We, the undersigned, Adherents of the Congregation of ..... do hereby signify our hearty concurrence in the call in favour of Mr ..... to the pastoral charge of said Congregation.

*(In the attestation of the signatures to the Form of Concurrence, the forgoing forms are used substituting the word "Adherents" for the word "Communicants".)*

## **IV - Edict of Ordination or Induction of a Minister**

**(See Rule 7.3)**

The Presbytery of ....., having resolved to proceed to the (ordination and) induction of Mr ....., has directed an Edict to be published accordingly; in pursuance whereof notice is hereby given that if any person has any objection to offer against the life or doctrine of the said Mr ..... he may lodge the same in writing with the Clerk of said Presbytery, on or before the ..... day of ..... 20 ; with certification that, if no relevant objection be lodged and substantiated, the Presbytery will proceed to the ordination (or induction) of said Mr ..... according to the laws of the Church, and admit him to the pastoral charge of this Congregation.

Attested by me this ..... day of ..... 20.....

Presbytery Clerk

### **Attestation of Service of the Edict**

**(See Rule 7.4)**

This edict was duly announced to the congregation at ..... on ..... day of ..... 20.....

Officiating Minister

# V - Form of Minute of Presbytery on Induction of a Minister

(See Rule 7.5)

At ....., and within the Presbyterian Church, on ..... day of ..... 20....., the Presbytery of ..... met, and was constituted with prayer.

Sederunt:

The Rev. .... presided.

The Minute calling the meeting was read.

The Edict was returned certified as duly served. No objection having been offered to the life or the doctrine of Mr ..... the Presbytery resolved to proceed to his (ordination and) induction.

The Rev. .... conducted public worship, and preached on .....

The Clerk narrated the history of the Call. The Moderator put to the Congregation and the Minister the prescribed questions. Satisfactory answers having been received, the Presbytery did, in the name and by authority of the Lord Jesus Christ, the King and Head of the Church (ordain ..... to the office of the Holy Ministry, and did) induct him, the said ..... into the pastoral charge of the Congregation of (or at) ..... The Moderator declared him to be duly (ordained) inducted and admitted, and with the brethren, gave him the right hand of fellowship. The Rev. .... gave the charge to the Minister, and the Rev. .... the charge of the Congregation. Mr ..... signed the Formula, and his name was added to the Roll.

The meeting was closed with prayer.

## VI - Edict of Proposed Translation of a Minister

(See Rule 8.22, 8.23)

A call from the pastoral charge of ..... to the Rev. ...., Minister of the Charge of ..... to be their Minister, having been forwarded to the Presbytery of ..... Mr ..... (the Minister), the Commissioners appointed by the Congregation and all others having interest are hereby summoned to appear at the meeting of Presbytery to be held at ..... on the ..... day of ..... 20 ..... at ..... am/pm, that they may state their reasons, if they have any, why the proposed translation of Mr ..... should not proceed, with certification that the parties not so appearing will be held as consenting to the said translation.

Attested by me this ..... day of ..... 20.....

Presbytery Clerk

### Attestation of Service of the Edict

This Edict was duly announced to the congregation at ..... this ..... day of ..... 20.....

Officiating Minister

# VII - Form of Resignation

(See Rule 4.40)

To the Reverend the Presbytery of .....

I, ....., Minister of ....., in said Presbytery, being moved thereto by just and sufficient causes, do hereby resign my said pastoral charge purely and simply into the hands of the said Presbytery, declaring that, in so far as I am concerned, the said Charge shall be held vacant; and that it shall be free to the Congregation of the said Charge to call, and to said Presbytery to admit, another Minister thereto. And I further consent that my resignation shall be recorded in the Presbytery's books, in futuram rei memoriam. Witness my hand this ..... day of ..... 20.....

Minister

# VIII - Edict of Proposed Resignation of a Minister

(See Rule 4.40)

The resignation of the Rev. .... of his pastorate of this Charge having been laid upon their table, the Presbytery of ..... hereby summons any Commissioners appointed by the Congregation [of the ..... Charge] to appear at the meeting of the Presbytery, to be held at ..... on the ..... day of ..... 20..... at ..... am/pm that they may state their reasons, if they have any, why the resignation of Mr ..... should not be accepted; with certification that the parties not appearing will be held as consenting to the said resignation.

Attested by me this ..... day of ..... 20.....

Presbytery Clerk

## Attestation of Service of the Edict

This Edict was duly announced to the Congregation at ..... this ..... day of ..... 20.....

Officiating Minister

(BB 2013 Min. 105.9)



# IX - Common Forms of Certificate of Status

## A. - For Ministers of Charges

This is to certify that the Rev. .... is an Ordained Minister of the Presbyterian Church of Australia in full standing, and a member of the Presbytery of ..... and leaves the Presbytery holding the aforesaid status.

Attested by me this ..... day of ..... 20.....

Presbytery Clerk

## B. - For Ministers Without Charge and Licentiatees (See Rule 4.46, 8.20)

This is to certify that the Rev. .... is an Ordained Minister without Charge (or Mr ..... is a Licentiate) of the Presbyterian Church of Australia, and leaves the bounds of the Presbytery of ..... holding the aforesaid status.

Attested by me this ..... day of ..... 20.....

Presbytery Clerk

# X - Extract of Licence to Preach the Gospel

(See Rule 6.5)

At ..... the ..... day of ..... 20....., which day the Presbytery of ....., being duly met and constituted with prayer; inter alia: the Presbytery, having taken into consideration that Mr ....., an exit student, having produced satisfactory certificates from the College Committee of the General Assembly of the Presbyterian Church of Australia had been by this Presbytery and with the consent of the State Assembly admitted to public trials for licence, and had been examined; that he had likewise delivered with approbation before the Presbytery the exercises prescribed, and that the Presbytery is fully satisfied that the character of the said Mr ..... is in all respects suitable to his vocations.

Did, on a conjunct view of his whole trials, declare that the said Mr ..... is a fit and proper person to be admitted as a Licentiate of this Church, and resolved that he should be admitted and licensed accordingly. Whereupon, the prescribed questions appointed to be put to such as are to be licensed, were put to him and satisfactorily answered. Wherefore, the Presbytery did license the said Mr ..... to preach the Gospel with a view to the office of the Holy Ministry; and Mr ..... having subscribed the Formula, the Presbytery instructed the Clerk to furnish him with an extract of this licence. Closed with prayer.

Extracted from the records of the Presbytery of ..... by me ..... this ..... day of ..... 20.....

Presbytery Clerk

# XI - Edict for Ordination or Induction of Elders

(See Rule 3.39)

Mr (or Messrs)..... having been duly elected to the office of the Eldership in this Congregation, intimation is hereby given that if any person has any objection to offer to the admission of the said ..... or to any of them, into this office, he is requested to lodge such objection in writing with the Session Clerk, on or before the ..... day of ..... 20..... with certification that, if no relevant objection is lodged and substantiated, the ordination (and/or induction) and admission of the said ..... to the Eldership in this Congregation will be proceeded with on the ..... day of ..... 20..... according to the laws of the Church.

Attested by me this ..... day of ..... 20.....

Session Clerk

## Attestation of Service of the Edict

This Edict was duly announced to the Congregation at ..... this ..... day of ..... 20.....

Officiating Minister

## **XII - Form of Elder's Commission to the Presbytery**

**(See Rules 3.43, 3.44, 4.3 (b))**

It is hereby certified in the name and by the authority of the Kirk Session of ..... that on the ..... day of ..... 20....., Mr ....., a bona fide acting member of the Kirk Session of ....., was duly appointed to represent the said Session and Mr ....., a bona fide acting member of the Kirk Session, was duly appointed as an alternate representative elder in the Presbytery of ..... from the ..... day of ..... 20....., to the ..... day of ..... 20.....

Moderator  
Session Clerk

# **XIII - Form of Elder's Commission to the State Assembly**

**(See Rules 3.43, 3.44, 4.36, 5.1)**

It is hereby certified, in the name and by the authority of the Kirk Session of ..... that on the ..... day of ..... 20....., Mr ..... , a bona fide acting member of the Kirk Session of ..... , was duly appointed to represent the said Session in the General Assembly of the Presbyterian Church of Queensland, which is indicted to meet at ..... on the ..... day of ..... 20..... and in any meeting pro re nata during the twelve months thereafter.

Dated this ..... day of ..... 20.....

Moderator  
Session Clerk

## **XIV - Form of Alternate Representative Elder to the State Assembly**

It is hereby certified in the name and by the authority of the Kirk Session of ..... that on the ..... day of ..... 20....., Mr ....., a bona fide acting member of the Kirk Session of ....., was duly appointed to represent the said Session in the General Assembly of the Presbyterian Church of Queensland, which is indicted to meet at ..... on the ..... day of ..... 20....., and in any meeting pro re nata during the twelve months thereafter.

Dated this ..... day of ..... 20.....

Moderator  
Session Clerk

## **XV - Form of Certificate of Eldership** (See Rules 4.20 (viii), 3.35, 4.36)

It is hereby certified in the name and by the authority of the Kirk Session of ....., that Mr ..... is a bona fide acting member thereof.

Dated this ..... day of ..... 20.....

Moderator  
Session Clerk

# **XVI - Minute Relative to the Election of Representatives of the General Assembly of Australia**

**(See Rule 4.37)**

At ..... the ..... day of ..... 20.....,  
which day the Presbytery of ..... being duly met and  
constituted with prayer.

Inter alia –

The Presbytery resolved to appoint ..... as their  
representatives to the next meeting of the General Assembly of Australia, indicted  
to meet at ..... on ..... day of ..... 20..... Closed with  
prayer.

Extracted from the records of the Presbytery of ..... by me this  
..... day of ..... 20.....

Presbytery Clerk

# XVII - Forms of Petition

(See Rule 13.24)

## To a Kirk Session

To the Kirk Session of ..... Church.

The Petition of the undersigned

Respectfully shows

That ..... (Here state the reasons for the Petition)

Your Petitioners accordingly pray

.....  
.....

(Here state what is asked for)

Or do otherwise as the Kirk Session sees fit.

And Petitioners, as in duty bound, will ever pray. (Date).

(Here follow the signatures, with designations, including church membership, etc.)

## To a Presbytery

To the Reverend the Presbytery of .....

The Petition of the undersigned

Respectfully shows

That ..... (here state the reasons for the Petition)

Your Petitioners accordingly pray

.....  
.....

(Here state what is asked for)

Or do otherwise as the Presbytery sees fit.

And Petitioners, as in duty bound, will ever pray. (Date).

(Here follow the signatures, with designations, including church membership, etc.)

## To the State Assembly

Unto the Venerable the General Assembly of the Presbyterian Church of Queensland.

The Petition of the undersigned



Respectfully shows

That ..... (Here state the reasons for the Petition)

Your Petitioners accordingly pray

.....  
.....

(Here state what is asked for)

Or do otherwise as the Assembly sees fit.

And Petitioners, as in duty bound, will ever pray. (Date).

(Here follow the signatures, with designations, including church membership, etc.

## **XVIII - Overture from a Presbytery**

(See Rule 13.25)

At its meeting on ..... the Presbytery of ..... resolved to transmit the following Overture to the General Assembly:

SINCE:

1. ....
2. .... (place here the reasons for the overture).

THEREFORE:

The Presbytery of ..... overtures the General Assembly of the Presbyterian Church of Queensland to ..... (suggest here the action desired or proposed)

Or do otherwise as the Assembly may consider fitting.

Confirmed as an accurate record of the Presbytery of .....

Signature of Presbytery Clerk

Date of signature by Presbytery Clerk

# XIX - Presbytery Roll

(See Rule 4.20)

At ..... the ..... day of ..... 20....., which day the Presbytery of ..... being duly met and constituted with prayer. Inter alia –

The Presbytery proceeded to make up the Roll of the Presbytery for the General Assembly of the Presbyterian Church of Queensland for the year ..... and the same was made up as follows:

<b>Charges</b>	<b>Ministers</b>	<b>Date of Ordination</b>	<b>Representative Elders</b>

The Presbytery found that the commissions of the abovenamed Elders were all in due form, and the Presbytery instructed the Clerk to forward an extract of this minute to the Clerk of Assembly.

Closed with prayer

Extracted from the records of the Presbytery of ..... by me this ..... day of ..... 20.....

Presbytery Clerk

# XX - Declarations by Ministers at their Ordination or First Induction in Queensland

(See Rule 7.1)

A. I, ....., do sincerely engage and promise to conform to all rules which may from time to time be enacted by the General Assembly of the Presbyterian Church of Queensland.

Dated this ..... day of ..... 20.....

Witness: Minister:

B. I, ....., do sincerely engage and promise to become and continue to be a contributor to the Superannuation Fund of the Presbyterian Church of Queensland in accordance with its Regulations so long as I am a Minister of the Church in Queensland.

Dated this ..... day of ..... 20..... Witness:

Minister:

C. I, ....., do sincerely engage and promise to continue my membership of the ..... and by the regular payment of the dues required by its Regulations maintain my interest therein unimpaired as long as I am a Minister of the Presbyterian Church of Queensland.

Dated this ..... day of ..... 20.....

Witness:

Minister:

(BB 1969 Min.146)

## **XXI - Form of Bequest**

I bequeath to the Presbyterian Church of Queensland absolutely the sum of ..... dollars free of all probate and succession estate and other death duties and I declare that the receipt of the Treasurer or other officer for the time being of the said Church shall be a full and sufficient receipt and discharge to my Trustees.

## **XXII - Formula and Questions to Elders on Ordination**

### FORMULA TO BE SIGNED BY ELDERS AT THEIR ORDINATION OR INDUCTION

I own and accept the Subordinate Standard of this Church, with the explanations given in the Articles contained in the Declaratory Statement as an exhibition of the sense in which I understand the Holy Scriptures, and as a confession of my faith. I further own the purity of worship practised in this Church and the Presbyterian government thereof to be founded on the Word of God and agreeable thereto, and I promise that through the grace of God I shall firmly and constantly adhere to the same, and to the utmost of my power shall, in my station, assert, maintain, and defend the doctrine, worship, and government of this Church.

### QUESTIONS TO BE ANSWERED BY ELDERS AT THEIR ORDINATION OR INDUCTION

- I. Do you believe the Word of God which is contained in the Scriptures of the Old and New Testaments to be the only rule of faith and practice?
- II Do you own and accept the Westminster Confession of Faith, as amended by the General Assembly and read in the light of the Declaratory Statement contained in the Basis of Union adopted by this Church on the 24th day of July 1901, as an exhibition of the sense in which you understand the Holy Scriptures and as a confession of your faith; and do you engage firmly and constantly to adhere thereto, and to the utmost of your power to assert, maintain and defend the same?
- III Do you own and accept the purity of worship as practised in this Church?
- IV Do you own the Presbyterian form of government to be founded on the Word of God and agreeable thereto; and do you promise that through the grace of God you will firmly and constantly adhere to, and to the utmost of your power, in your station, assert, maintain and defend the same?
- V Do you adhere to your acceptance of the Call of this congregation, to exercise among them the office of Ruling Elder?

- VI Do you engage through Divine Grace to discharge with diligence and faithfulness the various duties of your office, watching over the flock showing yourself a pattern of good works, and giving a conscientious attendance on the meetings of Session, Presbytery, and Assembly, when duly called so to do?
- VII All these things you profess and promise through grace, as you shall be answerable at the Coming of the Lord Jesus Christ?

(GAA BB 1977 Min.26 (5))

### **XXIII - Declaration of Trust**

I, ....., do hereby declare that I will hold the land or other forms of property or investments known as ..... in trust for the Presbyterian Church of Queensland, subject to the rules, for the time being, of that Church and for no other purpose.

AS WITNESS my hand this ..... day of ..... in the year of our Lord two thousand .....

Witness: .....

(BB 1989 Min.262.3)

## XXIV – Citations

(Rule 13.53)

- (a) To ..... of ..... I ..... the Clerk of the Session of ..... (or of the Presbytery of ..... or of the General Assembly of the Presbyterian Church of Queensland) on behalf of this Court cites you to be in attendance when this Court shall meet at ..... (location) on ..... at ..... (time) for the purpose of ..... and if you fail to attend at this time and place this Court may proceed to determine the matter in your absence.

Dated this ..... day of ..... 20..... Clerk of the Session (or other Court)

- (b) To the Congregation of .....(or the Kirk Session of ..... or the Presbytery of .....) I, ....., the Clerk of ....., on behalf of this Court cites all members to be in attendance when this Court shall meet at ..... (location) on ..... at ..... (time) for the purpose of ..... and if you, the Congregation (or Kirk Session or Presbytery) fail to attend at this time and place this Court may proceed to determine the matter in your absence.

Dated this ..... day of ..... 20.....

Clerk of .....

### Attestation of Reading of Edict of Citation

This Edict was duly read to the ..... of ..... on ..... Witnesses

(BB 2006 Min. 40.13)

# XXV - Form of Transfer

## Presbyterian Church of Australia

Name .....

Address .....

.....

.....

Moved to .....

.....20

### CERTIFICATE OF TRANSFERENCE

..... 20

It is hereby certified that .....

leaves the congregation of .....

in full Communion with the Presbyterian Church of Australia.



.....Minister

.....Session Clerk

### RECEIPT OF CERTIFICATE

..... 20

It is hereby confirmed that on .....

..... 20

joined the Congregation of .....

.....

.....

Minister or Session Clerk