Docket for Congregational Meeting to Elect Pastor

The moderator of the session, or some other minister of the same presbytery appointed by the moderator of the session or by COM, shall preside. The clerk of session or substitute elected at the time by the congregation shall act as secretary.

1. Call to order.

2. Open with prayer.

3. Declare the meeting to be in order, if (a) it has been properly called; and (b) a quorum is present.

4. State purpose: "To decide whether or not a call should be extended to _____ to become the _____ (pastor, co-pastor, associate pastor) of the _____ Church of _____.

5. Introduce the moderator of the Pastor Nominating Committee who in turn will (a) recognize the other members of the committee; and, (b) give a resume of the candidate.

6. Some personal statements by the candidate (if present) and his/her spouse would be appropriate at this time.

7. If there are any outstanding references or recommendations, it would be appropriate for them to be read or mentioned at this time (if confidentiality permits).

8. The terms of call shall be read.

9. A summary of the agreed upon job description should be given.

10. Information concerning the candidate's availability should be given (when he or she could arrive on the field of service, when his/her responsibilities would begin, etc...).

11. Plans for ordination and/or installation should be mentioned or discussed. (Moderator should make clear that installation is a presbytery event. See "Ordination-Installation Service Information Sheet." This should have been discussed in the Session Workshop, but the Committee on Ministry representative may need to be certain the moderator has this information.)

12. Excuse the candidate (if present) and his/her spouse from the meeting.

13. State motion:

  - Is there a motion that the congregation of the _____ Church of _____ call _____ to be their pastor according to the terms of call and summary job description as stated at this meeting?"

  - Does someone second this motion?

  - Is there any discussion or questions?

14. (When this above discussion/questions has concluded) Vote by secret ballot.
  - Moderator appoints tellers.
  - Ballots are distributed to active members only (of any age).

15. Collect and count ballots and report the count to the congregation:

  - Number of votes in concurrence _____
  - Number of votes in non-concurrence _____

16. Invite the candidate to hear the report (if present).

17. Ask the candidate to state his/her acceptance (if present and ready).

18. Receive and act on a motion to authorize persons to sign the call then present and prosecute the call before the presbytery. (The signed call is to be sent to the Committee on Ministry with a request for concurrence. See Form A-13 in Appendix.)

19. Receive and act on a motion that the Pastor Nominating Committee be discharged of their duties after the installation of the new pastor.

20. Close with prayer.

21. Close with a benediction.