

## 4.920 COMMITTEES OF PRESBYTERY: COMMITTEE ON MINISTRY, PASTOR NOMINATING COMMITTEE

### 4.924 Congregational Meeting to Call Pastor, Co-Pastor or Associate Pastor

The Committee on Ministry recommends that this Congregational Meeting Docket be used when a church is ready to issue a call:

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| 1.  | Call to Order. <i>Public notice of time/place/purpose to be given 10 days in advance. (G-7.0303)</i>  | Moderator  |
| 2.  | Prayer for Divine Guidance  | Moderator  |
| 3.  | Reading of the Call for the meeting. This or similar form: "To hear a report from the Pastor Nominating Committee to nominate a minister and any other business pertaining to the above."   | Clerk      |
| 4.  | Statement of Quorum (Not less than 1/10 of the members with no fewer than 3. (G-7.0305)   | Clerk      |
| 5.  | Overview of process/steps to be followed.<br>All on active roll entitled to vote, regardless of age.  | Moderator  |
| 6.  | Call for the report of the Pastor Nominating Committee.   | Moderator  |
| 7.  | Report of the Pastor Nominating Committee: Name of candidate and information regarding him or her.<br>Proposed terms of call-cost sharing if more than one church. (G-14.0504)  | Chair/Rep. |
| 8.  | Constitutional Question: "Are you ready to proceed to the election of a pastor (co-pastor or associate pastor)". (G-14.0503)  | Moderator  |
| 9.  | Vote (voice) on above question.   |            |
| 10. | Nomination Declaration: If vote is "yes", name submitted is declared to be in nomination. The candidate leaves the room.  | Moderator  |
| 11. | Questions/discussion about candidate and/or terms of call.  | Members    |
| 12. | Appointment of Tellers  | Moderator  |
| 13. | Vote on Candidate (secret written ballot)   | Members    |
| 14. | Report of Tellers (Moderator and Clerk record vote)   | Tellers    |
| 15. | If sizeable negative vote (G-14.0505), attempt to persuade minority to concur.<br>Motion to make it unanimous (takes motion, second, and no negative votes.)<br>If sizeable minority is unwilling to concur, recommend to majority that they not prosecute call.<br>If call is not unanimous, the moderator shall inform the Committee on Ministry and the person being called as to the number of those not concurring.<br>The elected candidate is invited to return to the room. (G-14.0505) | Moderator  |
| 16. | Other items related to the call, if any.  | Moderator  |
| 17. | Election of persons to subscribe/sign the call (8 maximum).   | Members    |
| 18. | Vote to dismiss the Pastor Nominating Committee   | Moderator  |
| 19. | Adjournment and Benediction/Prayer  | Moderator  |
| 20. | Reading of Minutes. <i>Both Moderator and Clerk/Secretary must sign the minutes of the Congregational Meeting. (G-7.0307)</i>   | Clerk      |
| 21. | Subscribers and Moderator sign call forms (5 or more copies). Moderator to send forms to Presbytery Office.   |            |