

**PRESBYTERY OF GENESEE VALLEY  
COMMITTEE ON MINISTRY**

**Election of Pastor Nominating Committee: Congregational Meeting Agenda**

The moderator is the pastor appointed by Presbytery as moderator of the Session. Only ministers of this Presbytery may serve in this capacity. Usually the COM liaison shall be present to answer questions and convene a brief meeting of the newly elected PNC following the meeting of the congregation.

1. Convening Prayer
2. Reading the call of the meeting:  
“A special meeting of the congregation of \_\_\_\_\_ Church has been duly called and announced by the Session, to be held on \_\_\_\_\_ (Date) for the purpose of electing a pastor nominating committee.”
3. Report of Session/ COM liaison  
The Session shall report to the congregation what has been done to date, the mission study, and outline the rest of the process involved in calling a pastor including the EEO/AA policy. The COM liaison may assist with this task if needed. The importance of confidentiality in the process should be stressed.
4. Determining the Size of the Pastor Nominating Committee.  
The Session shall recommend the size of the Pastor Nominating Committee. The Congregation shall determine the size of the PNC by vote on the Session’s recommendation, which may be amended.
5. Electing the Pastor Nominating Committee
  - a. The congregation’s Nominating Committee or the Session shall present a slate of nominees who fully represent the makeup of the congregation.
  - b. The moderator shall call for nominations from the floor. It is important that all persons nominated are aware of the task before them and are able to give the time it will require. Those nominated shall declare their willingness to serve and to comply with the Equal Employment Policy.
  - c. If there are nominations from the floor voting by ballot will be necessary. (The Pastor Nominating Committee chooses its own officers.)
6. Approving the minutes of this special meeting before adjournment or submitting the minutes to the Session.
7. Adjournment and Benediction. [**The clerk or the COM liaison will need to fill out [Report on Election of Pastor Nominating Committee.](#)**]