

**PRESBYTERY OF GENESEE VALLEY  
COMMITTEE ON MINISTRY**

**Congregational Meeting Agenda for Election of a Pastor**

The congregational meeting for the purpose of hearing and acting upon the final report of the PNC/DPNC and to elect \_\_\_\_\_ as (pastor, co-pastor, associate pastor, designated pastor) shall be moderated by the moderator of Session or his/her designee. If there appears to be a conflict of interest, another moderator should be appointed. It is the responsibility of the Moderator of the congregational meeting to obtain the [\*Pastoral Call Form\*](#), see that all four copies are signed and properly filled out, and returned to the Stated Clerk of the Presbytery. The congregational meeting shall have the following docket:

1. Opening prayer
2. Reading of the Call of the Meeting by the moderator and affirmation by the clerk that proper notice was given for the meeting and that a quorum is present. The quorum of a meeting shall be not less than 1/10<sup>th</sup> of the members, unless the particular church upon application to the Presbytery shall obtain the consent of the Presbytery to a provision for a smaller quorum. It is the responsibility of the moderator to introduce the COM representatives.
3. The Pastor Nominating Committee shall present its final report to the congregation including:
  - A review of the process followed by the PNC/DPNC, including EEO/AA report
  - Terms of call and effective date; in the case of a designated pastor, the review or end date of the call
  - Introduction and presentation of the candidate
  - Opportunity for questions and answers
4. The candidate may be asked to introduce her or himself further. The candidate and her or his family should be excused.
5. Question by the moderator: “Are you ready to proceed to the election of the (pastor, co-pastor, associate pastor, designated pastor) and vote?” Assuming the answer is affirmative, the moderator shall declare the name submitted to be in nomination.
6. Reading of the call to the Pastor, including the full terms of the call ([\*Pastoral Call Form\*](#)). This call becomes the motion for election.
7. Discussion. This is an opportunity for the congregation to explore with the PNC/DPNC its endorsement of the candidate. However, the candidate may be invited to return to the meeting in order to clarify questions that might be raised during the discussion. In the rare circumstance when discussion within the congregational meeting becomes contentious and/or uncontrollable, the moderator may consider the following options: a break for silence concluding with prayer followed by continued discussion; a motion to postpone the question.
8. **Vote shall be by written ballot.** Notice is given by the moderator that only members on the active rolls of the congregation are eligible to vote. On the election of the (pastor, co-pastor, associate pastor, designated pastor) if it appears that a substantial minority of voters are adverse to the nominee who has received a majority of the votes, and that they cannot be persuaded to concur in the call, the moderator shall recommend to the majority that they not prosecute the call. If the congregation is

nearly unanimous, or if the majority insists upon their right to call a pastor (co-pastor, associate pastor, designated pastor), the moderator shall forward the call to the Presbytery, certifying the number of those who do not concur in the call and any other facts of importance. The moderator shall also inform the person being called of the nature and circumstances of the decision.

9. Declaration of election. Invite the pastor-elect and family back into the meeting and congratulate.
10. Congregational election of those who are to sign the copies of the call, usually members of the PNC/DPNC, and to be the congregational representatives to prosecute the call before the Presbytery. ([\*Call Sheet Information Form\*](#))
11. Motion to dismiss the PNC/DPNC to take effect upon Presbytery's installation of the new pastor or upon the start of ministry at the calling church in the case of the Designated Pastor.
12. Adjournment with prayer.

Following the meeting, be sure that each call form is signed by those elected by the congregation, by the moderator of the meeting and by the one being called. Return all four originals to the Stated Clerk.