

**PRESBYTERY OF GENESEE VALLEY  
COMMITTEE ON MINISTRY**

**Instructions for the Use of the *Pastoral Call Form***

1. Complete four copies of the form.
2. State terms of call in detail.
3. All four copies must be signed by:
  - a. Representatives of the congregation
  - b. Moderator of the congregational meeting
4. Return all copies to the Presbytery Office.
5. Call forms are referred to Committee on Ministry of pastor-elect's presbytery for recommendation to presbytery.
6. Upon approval, forms will be distributed as follows:
  - a. Present one call form to pastor-elect
  - b. Send two copies to presbytery of call
  - c. Retain one copy for presbytery files
7. Stated Clerk in presbytery of call shall:
  - a. Forward one copy to clerk of Session of calling congregation
  - b. Retain one copy for presbytery files
8. Final distribution shall then be:
  - a. Pastor-elect (one copy)
  - b. Presbytery of membership (one copy)
  - c. Presbytery of call (one copy)
  - d. Congregation of call (one copy)

NOTE: If the call is refused, all copies are to be returned to congregation of call through the Stated Clerk of the presbytery of call.