

II –Committee on Ministry (COM) On Calling a Pastor: Installed Presbytery of Susquehanna Valley

Resource: Agenda for Congregational Meeting to Call a Pastor

1. Call to order and opening prayer -- Moderator
2. A Quorum is established -- Clerk of Session
3. The Call for the meeting is read and declared in order -- Clerk of Session
4. Moderator explains the process, including appointing tellers and announcing signatories for the formal Pastoral Call
5. Introduction of representative(s) from COM -- Moderator
6. Pastor Nominating Committee (PNC) report to the congregation
 - a. Introduction of the candidate
 - b. Time for questions
 - c. Moderator shall ask: “Are you ready to proceed to the election of a pastor?”
(At this point the candidate is placed in nomination and excused.)
7. Vote by written ballot
 - a. Clerk of Session states the question
 - b. Moderator explains who is eligible to vote
 - c. Ballots are distributed
 - d. The congregation votes using written ballots
 - e. Tellers collect and count ballots
8. Interlude while ballots are being counted
9. Tellers report vote count to the moderator
10. Moderator announces the results of the vote to congregation
11. Candidate is informed of the vote by the COM Rep.
12. If the vote is affirmative, the pastor-elect is welcomed by the congregation.
If negative or a significant number of negative votes, the COM Rep consults with the candidate privately and the Moderator prays with the congregation.
13. If the vote is affirmative, the congregation votes to
 - a. Dismiss the PNC with thanks at the conclusion of the ordination/installation.
If negative, the PNC continues its work.
 - b. Elect three (3) to eight (8) members of the congregation to sign the Pastoral Call Form which will be presented to Presbytery.
14. Moderator certifies the Call which becomes official after the ordination/installation.
15. Meeting is adjourned in prayer

Book of Order G-1.05 and G-2.0803