

MODERATOR INSTRUCTIONS: ELECTION OF A PASTOR

During the worship service the Moderator or Clerk shall:

- Announce the Congregational Meeting to immediately follow the morning worship service, for the purpose of hearing and acting on the recommendation of the Pastor Nominating Committee, and related items.

Following worship

1. The Moderator shall call the meeting to order.
3. Open the meeting with prayer seeking the guidance of God
4. State the purpose of the meeting.
5. State that while visitors and others are welcome to stay, only active members of the congregation will have the privilege of voice and vote.
6. State that when the time comes for voting the voting will be done by written ballot, as required by the Book of Order.
7. Ask for three volunteers to serve as tellers for the ballot vote. {None should be on the PNC or spouse or child of a PNC member}
8. Have congregation elect the volunteers as tellers.
9. Ask the PNC representative if they are ready to report. Upon an affirmative response ask the PNC representative to make the report for the Committee.
10. The PNC representative shall move that the Rev. ?????? be elected pastor with the following terms of call. . . . (Reads the terms of call) *{It is permissible for a member of the congregation to request a "division of the question." Usually this would be to consider the terms of call separately}*
11. The PNC representative should speak to the reasons the PNC recommends the election of this person as pastor.
12. Provide opportunity for comments from the congregation.
13. After discussion, the Moderator shall ask, "Are you ready to proceed to the election of pastor?" If they are ready the Moderator shall declare the name submitted by the Pastor Nominating Committee to be in nomination.
14. The question before the congregation is "Shall the Rev. ??? be called as pastor, with the terms of call as stated by the PNC?" {ballots are to be marked only YES

- or NO; a blank ballot is an abstention}
15. Have tellers distribute ballots. Give people time to mark the ballot. Have tellers collect the ballots.
 16. Instruct the tellers to count the ballots and return with:
 - total number of ballots cast
 - total yes
 - total no
 - total abstention
 17. The congregation shall elect persons to "sign and prosecute" the call. These people can be the PNC, the Session, both, or others. Some of those elected to prosecute the call shall attend the Presbytery meeting to seek Presbytery approval of the Call.
 18. The Congregation shall act to dismiss the PNC, upon the installation of the pastor.
 19. Ask the Clerk to read the minutes for approval by the Congregation. Congregation votes to approve the minutes.
 20. Ask those elected to "sign and prosecute the Call" to remain after the meeting to sign the Call.
 21. Adjourn the meeting with prayer
 22. Have Call signed by those elected and certified by you.
 23. Send or bring the signed Call forms to the Presbytery office the day after the meeting.