**Name of Church**

**Congregational Meeting**

## Date

# Docket

**Opening prayer** (arrange for an elder to offer prayer)

**Certification of call and quorum (Explain procedure for the meeting, take questions.)**

**Introductions**

**Report of the pastor nominating committee**

* Explanation of process and procedure
* Informal report on candidate
* Opportunity for questions

**Presentation of the candidate**

* Informal statement
* Opportunity for dialogue

**(Candidate and spouse/family members are excused.)**

**Election of pastor**

* Recommendation from the pastor nominating committee (See call form; terms must be presented completely. The PNC may wish to copy terms of call or provide other means of display, so that members may be informed.)
* Report of session action regarding terms (and sabbatical leave, if any)
* Opportunity for questions and discussion of terms
* **"Are you ready to proceed to the election of a pastor?"** If they are ready the moderator shall declare the name submitted by the nominating committee to be in nomination. The *Book of Order* no longer requires that the vote be by ballot, however taking a ballot vote is a wise choice.
* Appointment of tellers (Arrange for tellers ahead of time, if ballots are used.)
* Ballot taken
* Report on balloting (Moderator announces result of vote.)

**Congregation elects those who will sign the call** (usually members of the PNC “here present”)

**Congregation elects commissioner and alternate (elders) to prosecute the call before presbytery** (With powers granted to COM, this may be pro forma.)

**Dismissal of pastor nominating committee** with appreciation

**Congregation greets the pastor designate**

**Approval of minutes** (or refer to session for approval)

**Adjournment with prayer** (moderator)

**NOTE: 4 COPIES OF CALL FORM – ALL WITH ORIGINAL SIGNATURES – MUST BE FORWARDED TO PRESBYTERY STATED CLERK.**