

Electing a Pastor

Congratulations! You are approaching the end of an important process of discerning God’s call. The instructions below will guide you through the necessary final steps in the process.

This document is a “work in progress”. It contains the requirements of the Book of Order as well as important guidance in a number of areas where the process can go astray.

This is provided so that each of you will be aware of what the Presbytery expects will take place in the final stage of the process.

If you have questions about this process, please feel free to contact the Presbytery’s Stated Clerk @ 860-388-0874.

Instructions for congregational meeting to elect a pastor.

A. Before the meeting, make the following preparations:

1. The Pastor Nominating Committee (PNC) prepares one copy of the call, with names of the candidate and the church with the terms of call filled in.
2. The PNC recruits two or more persons to be nominated to sign the Call Form. These persons should be planning to be present at the congregational meeting and available to attend the Presbytery meeting at which the call and candidate would be presented. (No one should sign the Call Form at this time.)
3. The Clerk of Session should prepare ballots, adequate in number for the congregation to vote twice. Printed ballots may read as follows:

Shall the congregation, under the will of God, Call <u>(name of person)</u> to be its pastor?		
Yes	No	Abstain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. The Clerk of Session recruits individuals to be appointed as tellers.
5. The Moderator should bookmark a current Book of Order at G-2.08 (Call and Installation).

B. At the meeting the following should happen:

1. The Moderator calls the meeting to order with prayer.
2. The Clerk of Session calls the roll and informs the Moderator of the number of voting members present.
3. The Moderator announces the presence (or absence) of a quorum. If there is a quorum present, the meeting may proceed. Otherwise, the congregation may seek to obtain a quorum.
4. The Clerk of Session reads the call of the meeting.
5. The Moderator appoints as tellers those recruited by the Clerk of Session.
6. The Moderator offers prayer for God's guidance, and then calls upon the Pastor Nominating Committee to report.
7. The PNC presents its report, including both the name of the candidate and the terms of call.
8. While the candidate is in the room, the Moderator asks whether there are any additional agreements between the candidate and the PNC or any other member of the congregation, which have not been reported. If the answer is yes, the Moderator asks what those agreements are.
9. The candidate may leave the room.
10. The Moderator puts the question: "Are you ready to proceed to the election of a pastor?"
11. If they are ready, the Moderator shall declare the name submitted by the PNC to be in nomination. The vote shall be upon the question whether the congregation under the will of God shall call the person nominated to be its pastor, and it shall be taken by ballot.
12. The tellers gather the ballots, count them, and inform the Moderator of the results. The Moderator announces the result to the congregation. In every case a majority of the voters present and voting shall be required to elect.
13. Following the vote, the candidate is consulted and the Moderator shall inform the candidate of the vote: whether it was unanimous; how many times did the congregation vote; the results of each vote; and without revealing the identity of any member of the congregation, what issues the congregation discussed prior to voting. The candidate indicates whether the vote is acceptable.
14. Assuming the candidate accepts the vote, the pastor-elect may be invited into the meeting. The congregation may welcome the pastor-elect as it wishes.
15. The Moderator announces that nominations are open for persons to be elected by the congregation to sign the call and to "present and prosecute" the call before the presbytery.
 - a. The Chair of the PNC nominates the individuals it has recruited.
 - b. The Moderator asks for nominations from the floor.
 - c. The congregation elects the individuals so nominated.
16. The congregation votes to dismiss the PNC with gratitude.

17. The Moderator may declare the meeting adjourned and close with prayer.

C. Immediately following the meeting.

1. Any additional agreements to which the congregation is a party are entered on the call form.
2. Those elected to sign the call form stay and sign the prepared copy.
3. The Moderator fills in and signs the attestation that those elected to sign the call form were duly elected.
4. The Moderator transmits the original copy of the call, together with any documents by reference in the call, to the Stated Clerk of the Presbytery.

Stated Clerk
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P. O. Box 388
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Approved by COM on October 12, 2016