



Election of a Pastor -- Business Meeting Guideline

This guideline is based on the district's recommended bylaws for local churches. It is important to review the specific bylaws for the church, to insure that they are being followed.

1. Members sign in or Secretary calls roll (either way is acceptable.) If a sign-in process is used, the Secretary may distribute blank ballots to member's as they sign in, with the instruction not to mark their ballot until they receive instructions from the Chair.
2. Secretary reads roster report:
 - a. # of members on roster
 - b. # of members required for a quorum
 - c. # of members present
3. Chair notes that a there is sufficient number for a quorum and calls the meeting to order.
4. Chair announces the item of business:

"This special business meeting has been called to ratify the Church Board's nominee to the office of Senior Pastor. Let me remind the congregation that the nomination process has been conducted according to the Bylaws: the Board has searched and prayed, and interviewed several qualified candidates. The Board believes that Rev. _____ is the individual that God has called to Pastor this church.

"The bylaws now require this nomination to be ratified by the membership."

"According to the bylaws, the initial term of the Pastor is for three years (after which another vote is required.) This first election requires a 2/3 majority vote. The vote shall be a secret ballot."

"This is the only item on the agenda for today's business, and it is not debatable."

Although the members could ask procedural or informational questions related to the election, the members cannot conduct any business other than that which is related to the election itself. Therefore it is best to move as quickly as possible to the vote--and avoid the possibility that some may debate the matter, or raise other items of business

that are not relevant to the matter at hand. The Chair needs to exercise firm leadership to ensure that the meeting does not deviate. The Chair needs to be quick and firm with the two statements, "This is not debatable," and, "That is not on the agenda today."

Before we vote, let's pray and ask for God's wisdom and guidance.

5. Chair appoints individuals to serve as Tellers.
6. Chair instructs the Teller's to pass out blank ballots, (unless they've already received them.)
7. Chair instructs members to mark their ballots Yes or No. Anything other than Yes or No (for example, "undecided") will be counted as an illegal ballot, which are essentially No votes-- because they count in the percentages. If a member does not want their undecided vote to effect the outcome, they should leave their ballot completely blank--blank ballots do not count in the percentages.
8. Chair asks members to pass in their marked ballots
9. Chair closes the ballot, and instructs the Teller's to count the Ballots. Teller's should use the following report:

Total number of ballots cast		Any ballot with writing on it counts as a ballot, if it is cast by a legal voter
Majority needed to elect		Ballots divided by 3, times 2 = _____ Round up = _____
Yes votes		
No votes		
Illegal votes		Ballots cast by legal voters that are not Yes or No, such as "undecided" etc.

10. Teller delivers the count to the Chair and Chair reads all of the totals to the members and declares, "*Chair notes that a sufficient number of Yes votes were received, and hereby declares an election.*" (Or "not received" and "not elected.")
11. Chair dispatches a Board Member to inform the Pastoral Candidate of the result and asks the Pastoral Candidate to come into the room and accept the office.

It is best to have the Pastoral Candidate waiting in a side room--that way they can learn of the results in private, and decide whether or not to accept the office. If they are not elected or decide not to accept the office, they can leave the building quietly, without embarrassment.

Occasionally a candidate will request more time to consider whether to accept the office. There are no Bylaws or Parliamentary rules to govern this situation. The District discourages this, as the uncertainty creates hardship on the congregation. Nevertheless, if a candidate insists on more time, the Board must convene immediately and decide whether to allow more time and how much. (The district does not recommend more than 24 hours.) If the Board approves, the congregation should be informed of the delay, and the meeting adjourned. In no case should the candidate be allowed to use the interim to negotiate additional agreements (salary, staff, etc.) As this is an abuse of the process.

12. Chair introduces the newly elected Pastor, and gives opportunity for acceptance speech and comments.
13. Chair adjourns the meeting.
14. Chair facilitates a time of prayer for the Pastor and congregation.

Afterwards, the minutes should read similar to this,

The Board, acting as Pulpit Committee, has recommended Rev. Adam Moses for the position of Pastor of Great Church, and presented Rev. Moses to the members for election. The initial term of office is for a 3 year term. Such election requires a 2/3 majority vote. The members were asked to vote Yes or No, by secret ballot.

The Teller reported that there were XXX votes cast, XX Yes and XX No.

The Chairman noted that the Yes votes were in excess of the 2/3rd majority needed and declared Rev. Adam Moses to be elected.

Excerpts from recommended Bylaws for local churches

ARTICLE FIVE - ELECTIONS AND VACANCIES

Section One: The Pastor and Pastoral Staff

A. In event of vacancy in the office of Pastor, the Church Board shall act as a pulpit committee, and after prayerfully seeking to know the mind of God and carefully choosing the best counsel available, shall select a scripturally qualified minister credentialed with the Assemblies of God as a nominee to the office of Pastor, and present this name for the vote of the membership of this church. Any active regular member of this church may

suggest to the committee the name of an Assemblies of God minister in this regard. The Board should seek the advice and counsel of the local Presbyter, and Superintendent of District Council in these premises.

B. Election of the Pastor shall be by vote of the membership. The initial elections shall be for a three-year term, unless there be a restrictive ballot stating otherwise, and shall require a two-thirds majority vote by secret ballot of the membership present and voting at the meeting where such election is to be entertained, after a quorum has been established. The succeeding term of office for the Pastor shall be for an indefinite period, and shall require a simple majority vote by secret ballot of the membership present and voting at the meeting where such election is to be entertained, after a quorum has been established.

Please note that the Bylaws require the Board to submit only one nominee, the Board cannot submit multiple nominees.

Please note that the candidate is required to be a credentialed A/G minister.

8/30/2012