

## Congregational Meeting to Elect a/an Pastor/Associate Pastor

A minister of the Presbytery (usually the moderator of the session) moderates the meeting. The Clerk of Session shall serve as secretary for the meeting or, if the Clerk cannot be present, a secretary pro tem may be appointed.

### Convening prayer

1. The clerk shall establish and record a quorum
2. The reading of the call of the meeting: "A special meeting of the *(name of the church)* \_\_\_\_\_ has been duly called and announced by the session to be held on *(date)* \_\_\_\_\_ for the purpose of hearing and acting upon the final report of the Nominating/Search Committee and to elect *(candidate's name)* \_\_\_\_\_ as *(position)* \_\_\_\_\_.
3. Pastor Nominating/Search Committee should present its final report to the congregation, including:
  - A review of the entire process followed by the PNC/PSC
  - The Equal Opportunity - Final Report
  - Terms of Call, including effective date
  - Introduction and presentation of the candidate for pastor/associate pastor.
4. The candidate may be asked to introduce her or himself further. The candidate and her or his family should be excused. A member of the Nominating Committee should be designated to keep the candidate company while the congregation votes on the election.
5. Motion that the congregation of the *(name of church)* \_\_\_\_\_, approve the terms of call presented and elect, *(candidate's name)* \_\_\_\_\_ to serve as *(position)* \_\_\_\_\_ effective *(date)* \_\_\_\_\_ and that the congregation requests that the Presbytery of New York City concur with the call.
6. Discussion
7. The vote was taken by written ballot and the results were *(indicate the number of votes for each category)*  
Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_
8. Invite the pastor-elect and family back into the meeting and congratulate.
9. The secretary shall record the actions of the congregation in minutes of the meeting and forward this and all information as indicated above to COM at [COM@presbynyc.org](mailto:COM@presbynyc.org)
10. Adjournment and benediction.