CHAPTER VII
CONGREGATION ELECTS THE PASTOR OR ASSOCIATE PASTOR:

A. PASTOR NOMINATING COMMITTEE (PNC or APNC)
1. When the PNC/APNC has chosen a candidate, negotiated terms and COM has completed the credentials interview, it shall request that the Session call a meeting of the Congregation.

2. If the financial terms are higher than those previously approved by Session, the Session must vote to approve the additional funds prior to calling the Congregational meeting or reporting to COM the terms of call.

B. SESSION CALLS THE CONGREGATIONAL MEETING:
Session votes to call a Congregational meeting. The notice for the meeting must be given on two successive Sundays.
1. For calling a Pastor it is better to have a longer "notice time," so a mailing can be sent out with biographical information about the Pastor candidate.

2. Most churches have found it helpful to plan a gathering of the Session and Board of Deacons and/or Congregation to meet the candidate on Friday evening or Saturday afternoon prior to the Sunday Congregational meeting. Keep the event short, especially if the Pastor is preaching in worship on Sunday before the meeting to elect.

C. PREPARING A REPORT TO THE CONGREGATION:
1. The Congregation needs to be informed about the nominee and why the PNC/APNC chose this person. Prepare information to be mailed and emailed to the Congregation.

2. The PNC/APNC also needs to prepare the verbal report to be presented at the Congregational meeting. This is the opportunity to share with the Congregation what the PNC/APNC has learned about the nominee and why this person was chosen.

3. The PNC/APNC chairperson should also be preparing the formal motion upon which the Congregation votes. It will be important to consult with the Clerk of Session and Moderator about this motion.

D. PREPARATION FOR THE CONGREGATIONAL MEETING:
1. If it is not appropriate for the regular moderator of Session to moderate the meeting, the moderator should invite another minister of Presbytery or member of COM to moderate the meeting. There are times when COM will provide a moderator for a Congregational meeting.

2. The clerk of Session serves as the clerk of the Congregational meeting. If not present, the moderator nominates a clerk and the Congregation elects the clerk.

3. Ballots should be printed and ready for distribution only to active church members present. There is no absentee voting.

4. The PNC/APNC should have prepared the four original copies of the Pastoral Call form, which is three pages long. Some of the signatures will be applied at the end of the meeting.

E. OUTINE FOR THE CONGREGATIONAL MEETING:

1. Open with prayer.

2. Moderator reads the call for the meeting and asks the clerk to affirm that a quorum is present. Only the purpose named in the call can be considered at a special meeting.

3. The Chair of the PNC/APNC and other committee members present to the Congregation:

   a. Brief explanation of procedure that has been followed

   b. Helpful background information on the candidate to enable Congregation to vote intelligently and wisely.

   c. Present the Terms of Call

   d. Opportunity for Q and A to PNC/APNC

   e. Opportunity for Q and A to nominee [Moderator can be helpful at this point by redirecting any inappropriate question to the PNC or re-stating the question in an appropriate manner.]

   f. After a member of the PNC has escorted the nominee and family out of the room, an opportunity should be allowed for questions to the PNC without the nominee present.

4. Proceed to vote:

   a. Motion is in order by the PNC/APNC chair that the nominee be elected as Pastor/Associate Pastor according to the terms of call.

   b. Discussion

   c. Moderator appoints the Tally Committee. (The clerk has previously prepared a list of members for this committee and indicated one as Chair.)

   d. Moderator explains who can vote (all active members in good standing) and that a vote is "yes" or "no" and no other marks on the ballot.

   e. Tally Committee collects the ballots and moves to another room to count them.

   f. While ballots are counted, Congregation could sing hymns, announcements made, or the meeting is in recess until the count is finished.

   g. Tally Committee gives a written report to the Moderator who reads the report.

   h. If there is a substantial minority vote against the nominee, the moderator or member of the PNC/APNC shall inform the nominee of this before the nominee returns to the meeting.

   i. The official vote is the ballot vote.

   j. If the ballot vote was positive and the terms of call were not in the original motion, a motion to approve the terms of call should be made, debated and voted on verbally.

   k. The Pastor-elect should be invited to return to the meeting and make any brief statement.

l. Moderator suggests a motion to dismiss the PNC/APNC with commendation for its faithfulness. Vote by Congregation. [COM recommends that the PNC/APNC continue as a support group to meet periodically with the new Pastor or Associate during the first year of the call. This does NOT replace Personnel Committee.]

m. Motion to adjourn. Prayer

n. Moderator and newly elected Pastor or Associate Pastor signs the call papers as do the members of the PNC/APNC. Use blue ink to distinguish them from any future copies that might be made.

F. SIGNED, PASTORAL CALL FORMS MUST BE RETURNED TO THE PRESBYTERY:

The four originals of the Pastoral Call form shall be returned to the Stated Clerk of the Presbytery as soon as possible. Be sure the moderator of the Congregational meeting and the newly elected Pastor have signed all four copies. As these are the official, legal documents, it is recommended they be mailed by registered/certified mail requiring signed acknowledgement of receipt to:

> Stated Clerk
> Presbytery of Los Ranchos
> P. O. Box 910
> Anaheim, CA 92815-0910

Or they may be personally delivered to the Presbytery Office.

When all copies are completed with all the other signatures, they will be distributed as follows:
1 copy each to:

> Pastor
> Clerk of Session for church files
> Pastor's present Presbytery
> Presbytery of Los Ranchos for the permanent file

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