

# PROCEDURE FOR CONGREGATIONAL MEETING FOR THE CALL TO A PASTOR OR ASSOCIATE PASTOR

(All references are from the Book of Order, Presbyterian Church [U.S.A.] )

- Opening Prayer
- Organization of the Meeting
  - The Clerk of Session shall serve as secretary of the meeting. If the clerk is unable to serve, the congregation shall elect a secretary. (G-7.0307)
  - It shall be determined that a quorum of the congregation is present. (G-7.0305) (Quorum equals not less than one-tenth of membership.)
  - The clerk shall certify that the call for the meeting is in order. (G-7.0303, G-7.0304, G-14.0502)
- Report of Pastor Nominating Committee
  - Brief review, by the PNC chair, of the Pastor Nominating Committee's procedure for securing new pastor:
    - The committee's relationship to the Committee on Ministry.
    - Manner in which names of possible candidates came to the committee: (give appropriate examples)
      - suggestions from members of the congregation
      - suggestions from ministers who were interested on behalf of friends
      - Personal Information Forms from Personnel Referral Service in Louisville
      - suggestions from the Committee on Ministry
      - applications from interested ministers
    - How the committee went about considering the qualifications of candidates:
      - studied dossiers
      - heard ministers preach in either candidates' pulpits or local pulpits
      - secured letters of reference
      - personal interviews
      - confidential sessions
  - Introduce Candidate
    - Candidate statement
    - Questions and answers
  - Dismiss Candidate from Room
    - Final comments of PNC
    - Vote by ballot (G-14.0503.b)
  - Invite Candidate Back
    - Welcome the candidate
    - Elect representatives to Presbytery (G-14.0506)
    - Vote to dismiss the PNC with thanks at the date of installation
- Adjourn with prayer