

Committee on Ministry Policy and Procedures

The Committee on Ministry shall adhere to all those provisions in the "Book of Order" that apply to the Committee on Ministry. In addition, the following provisions shall be utilized:

1. CONGREGATIONAL MEETING TO HEAR PNC REPORT

"When the committee is ready to report, it shall notify the session, which shall call a congregational meeting, giving the required public notice, for the purpose of acting on the report of the nominating committee." [G14.0531]

A. Public Notice

The time, place, and purpose of the meeting shall be given on two (2) successive Sundays. At least ten (10) days in advance to hear report of PNC. [G7.0303b]

B. Moderator

"When a congregation is convened for the election of a pastor (associate pastor), the moderator of the session appointed by presbytery or some other minister of the presbytery shall preside. [G-14.0503] In addition, the moderator of the session of a church with a vacant pulpit may request an elder who is a member of the presbytery's committee on ministry, the stated clerk, executive presbyter, or associate executive presbyter, to preside; such elder may not moderate the meeting of a congregation of which that elder is a member." [G7.0306]

C. PNC Report

"Following prayer for the guidance of God, the moderator shall call for the report of the nominating committee."

D. Nomination

Following the report, the moderator shall then put the question: "Are you ready to proceed to the election of a pastor (associate pastor)?" If they are ready the moderator shall declare the name submitted by the nominating committee to be in nomination. It is not appropriate for other nominations to be made from the floor.

E. Vote

"The vote shall be upon the question whether the congregation, under the will of God, shall call the person nominated to be its pastor (or associate pastor), and it shall be taken by ballot. In every case a majority of the voters present and voting shall be required to elect."

F. Larger Parish

"When two or more churches established by presbytery as a larger parish unite in calling a pastor, the call must specify the support promised by each church."

G. Dissent

"On the election of a pastor (or associate pastor), if it appears that a substantial minority of the voters are averse to the nominee who has received a majority of the votes, and that they cannot be persuaded to concur in the call, the moderator shall recommend to the majority that they not prosecute the call. If the congregation is nearly unanimous, or if the majority insist upon their right to call a pastor (or associate pastor), the moderator shall forward the call to the presbytery, certifying the number of those who do not concur in the call and any other facts of importance. The moderator shall also inform the person being called of the nature and circumstances of the decision."

H. The Call

"Persons shall be elected by the vote of the congregation to sign the call and to present and prosecute the call before the presbytery. The moderator of the meeting shall certify to the presbytery that those signing the call were properly elected and that the call was in all other respects prepared as constitutionally required."

The certification by the moderator shall be as follows:

Having moderated the congregational meeting which extended a call to (Name) _____ for ministerial services, I do certify that the call has been made in all respects according to the rules laid down in the Form of Government, and that the persons who signed the foregoing call were authorized to do so by vote of the _____ Presbyterian Church (U.S.A.)

Signed _____

2. Call Presented and Received

If the Presbytery finds the call in order and determines that it is for the good of the whole church, it shall inform the person being called of its decision and shall proceed to present the call through the presbytery having jurisdiction over the minister or candidate.

3. Call through own Presbytery

No minister or candidate shall receive a call except through the hands of his or her own presbytery. When a church in one presbytery extends a call to a minister or candidate of another presbytery, the stated clerk of the calling presbytery shall transmit the call to the stated clerk of the other presbytery, with certification that the call has been found in order by the presbytery. The stated clerk of the minister's or candidate's presbytery shall deliver the call to the committee on ministry (G11.0502b), which shall inform the presbytery of the receipt of the call and shall recommend to presbytery what action should be taken with respect to it. If the presbytery thinks it wise to release the minister from the present charge, it may present the call to her or him with permission to transfer to the presbytery having jurisdiction over the church, there to be examined and received. If the presbytery thinks it wise for the candidate to accept the call, it may present the call

to her or him with the permission to be examined by the presbytery having jurisdiction over the church. If the examination is not sustained, the minister or candidate remains under the jurisdiction of his or her own presbytery. The presbyteries shall deal directly with each other through their stated clerks in certifying both the call of the church and the credentials of the minister or candidate.

4. Call, Delegation of Authority

The authority for finding calls in order, for approving and presenting calls, for approving the examination of ministers transferring from other presbyteries required by G-11.0402, for dissolving the pastoral relationship in cases where the congregation and pastor concur, and for dismissing ministers to other presbyteries may be delegated by presbytery to its council or committee on ministry, with the provision that all such actions be reported to the next stated meeting of the presbytery. (G-9.0403, G-11.0103v, and G-11.0502h)

5. Service of Installation

A. Welcome

After the installation service, the officers and members of the church should come forward to their pastor (associate pastor) and give him (her) an appropriate expression of cordial reception and affectionate regard.

B. More than One Church

The installation of a minister as pastor or associate pastor of more than one church may take place in a joint service, provided each church is present and answers for itself the constitutional questions set forth in G-14.0541.

C. Recording of Service

The Presbytery shall duly record in its minutes the service of installation.