



Call Meeting Agenda

*Check your Congregational Constitution regarding the required advance notice for the meeting.
The meeting is chaired by the President or Vice President of Church Council.*

1. Call the meeting to order.
2. Opening Prayer:
Let us pray: Almighty God, you have called us to labour in your vineyard, and without you we can do nothing. Grant us your gracious presence at this meeting. Let your Holy Spirit govern and direct us, that the decisions we make this day may be pleasing to you and to the benefit of your whole Church. We ask this in the name of Jesus Christ our Lord. Amen.
3. Establishment of a Quorum. (*This is defined in your congregational constitution*)
Define Voting members (*as outlined in your By-laws*)
Appoint tellers (*those who will count the ballots*)
4. Call upon the secretary of Church Council to present the recommendation. (*It is moved and seconded by virtue of having come from Church Council*)
5. Call upon the chair of the Call Committee to speak about the candidate and provide the rationale for the nomination.
6. Open the floor for questions and discussion. Direct the questions to the most appropriate person to answer.
7. When all questions are answered, have the ballots distributed to voting members. Remind the congregation that they are to vote either “yes” if they wish to extend the call or “no” if they do not wish to extend the call.
Remind those voting that
 - for a single congregation: a two-thirds majority is required to issue a call,
8. Collect the ballots. Have appointed “tellers” go and count the ballots, filling in the reporting sheet you will find with this letter. You should sign the reporting form when it is complete and return it to synod office.
9. Announce to the congregation the results of the vote.
10. Read the Letter of Call to the Congregation.
11. Ask for a motion to destroy the ballots.
12. Thanks to Call Committee and Council.
13. Adjourn the meeting.
14. If the vote has been to issue a call, then immediately after the meeting, the Council should sign the Letter of Call and return it, along with the Official Call Committee Meeting report form, to the synod office.
15. The Council President, or his/her appointee, should notify the candidate and the Bishop’s office of the result of the vote.



Official Congregational Call Meeting Reporting Form

The Congregation of _____

held an official congregational meeting on _____
for the purpose of extending a call.

The congregation considered _____
as a candidate to be their pastor.

The congregational meeting was attended by _____ persons.

The results of the ballots were as follows:

Number of ballots cast	_____
Number of ballots spoiled	_____
Number of valid ballots	_____
Number needed for election 2/3	_____
Number in favour	_____
Number opposed	_____

The actions of the congregation are that they extend a call to the pastor.

Signature of Congregational Chair

Date