***Note: items in red are things that need to be inserted or are instructions to be aware of.***

**INSERT YOUR CHURCH NAME HERE**

**Minutes of Special Business Meeting**

**INSERT DATE AND TIME OF MEETING HERE**

**INSERT MEETING ADDRESS HERE**

Pastoral Election

1. **CALL TO ORDER.**

A special business meeting to vote on the pastoral candidate presented by the board and pastoral search team was called to order by acting chair INSERT NAME OF ACTING CHAIRMAN HERE, with the members signed in and present whose names are registered on the roster. (ROSTER NEEDS TO BE ATTACHED TO THE MINUTES.)

1. **SCRIPTURE & PRAYER.**

The chair read James 1:5-8 (NIV), and led in prayer for God’s wisdom and blessing.

1. **OPENING COMMENTS.** The chair opened the meeting with the following comments:
2. **Attitude in Conducting Business.** The chair reminded those in attendance that our attitude is more important than the business we discuss and that although we may not know if your opinion is right, but we will know if your spirit is right. Everyone was encouraged to act and speak in a spirit of Christian love.
3. **Call to Meeting.** Letters were sent to voting members prior to this meeting notifying them of the meeting date and its purpose to vote on a pastoral candidate; therefore, the business that is addressed in this special business meeting must be confined to topics related to the Pastoral Search Committee’s recommendation and the election.
4. **PARLIAMENTARY AUTHORITY.**

***SELECT EITHER OPTION #1 OR #2***

(OPTION #1: IF YOUR CHURCH BYLAWS PRESCRIBE ROBERT’S RULES, WRITE THIS IN YOUR MINUTES.)

In accordance with our bylaws, the chair announced we will be using parliamentary procedure according to Robert’s Rules of Order.

(OPTION #2: IF YOUR CHURCH BYLAWS DO NOT PRESCRIBE A SPECIFIC PARLIAMENTARY AUTHORITY, WRITE THIS IN YOUR MINUTES.)

The chair mentioned that INSERT YOUR CHURCH NAME HERE bylaws do not subscribe a particular parliamentary authority as they should. Because 95 percent of church bylaws prescribe the newest edition of *Roberts Rules of Order Newly Revised*, he recommended that the church accept a motion adopting *Roberts Rules* for the purpose of this meeting until they can amend their bylaws to do so.

**MOTION (PARLIAMENTARY AUTHORITY).** (INSERT FIRST AND LAST NAME OF MEMBER MAKING THE MOTION) **made a motion to adopt the newest edition of *Roberts Rules of Order Newly Revised* as the parliamentary authority for this special meeting. The motion received a second by** (INSERT THE FIRST AND LAST NAME OF THE MEMBER SECONDING THE MOTION) **and carried.**

1. **ROSTER REPORT AND QUORUM.**

The chair asked the Roster Committee to give a report of all those who signed in and were present to establish the bylaws’ required quorum of (INSERT QUORUM REQUIRED) of the membership be present to conduct business and elect a new pastor (INSERT BYLAW REFERENCE).

**MOTION (ROSTER REPORT).** The Roster Committee reported that (INSERT THE NUMBER OF MEMBERS SIGNED IN) had signed in and were present. (INSERT NAME OF MEMBER MAKING THE MOTION) made a motion to accept the roster report into the record. The motion was seconded by (INSERT MEMBERS FIRST AND LAST NAME) and carried.

The chair announced that quorum was achieved.

1. **REPORT OF THE PASTORAL SEARCH COMMITTEE**
2. **Search Process.** The chair summarized the steps and process used by the Pastoral Search Committee to recommend a candidate to the membership to be voted on.
3. Used the following pastoral search resources provided by the Wyoming Ministry Network.
* The 200-page reference manual with a 12-step pastoral transition plan.
* The 40-day, all-church prayer plan.
1. Advertised the pastoral opening.
2. Received résumés, conducted reference and background checks, and clarified conversations between the WMN superintendent and the superintendent in the potential candidate’s current district/network.
3. Interviewed promising candidates.
4. Recommended the most qualified, available, and willing candidate to the membership to be voted on.
5. **Pastoral Search Committee Recommendation.** ( INSERT ACTING CHAIR’S FULL NAME), acting board chair, then presented the board/committee’s unanimous recommendation that ( INSERT CANDIDATES FULL NAME) be presented to the membership for election as the new lead pastor and board chair.
6. **ROSTER REPORT BEFORE ELECTIONS**

The chair called for an updated roster report.

The Roster Committee reported that (INSERT THE NUMBER OF MEMBERS SIGNED IN) had signed in and were present. (INSERT NAME OF MEMBER MAKING THE MOTION) made a motion to accept the roster report into the record. The motion was seconded by (INSERT MEMBERS FIRST AND LAST NAME) and carried.

The chair announced that quorum was present and voting will proceed.

1. **ELECTION: VOTE ON THE PASTORAL CANDIDATE (INSERT CANDIDATES FULL NAME)**

The chair proceeded to clarify the following items for the membership before asking if anyone had any questions.

1. **Qualifications.** Read the qualifications of the pastor mentioned in the church bylaws (INSERT BYLAW REFERENCE FOR ALL QUALIFICATIONS).
* **Vote required.** (INSERT BYLAW REFERENCE TO THE VOTE REQUIRED FOR AN ELECTION AND THE BYLAW REFERENCE).
* **Term elected.** (INSERT THE INITIAL TERM A NEW PASTOR IS ELECTED TO AND THE BYLAW REFERENCE TO THAT TERM).
1. **Voting instructions.** Secret ballot by writing either “yes” or “no” concerning the Pastoral Search Committee’s motion of recommendation. The members were then asked if they had any questions concerning how to vote.
2. **Prayer for God’s guidance.**
3. **Distribution of ballots**
4. **Vote, collection of ballots**
5. **Closing of the polls.**
6. **TESTIMONIES OF GOD’S FAITHFULNESS.**

While the membership waited for the ballots to be counted and a tellers’ report, the chair asked those who were willing to give short testimonies of God’s faithfulness in their lives.

1. **TELLERS’ REPORT AND ELECTION.**

After counting the ballots, the tellers presented the following report to the chair which was then read to the membership:

Total votes cast: (INSERT THE NUMBER OF VOTES CAST)

Votes needed for an election: (INSERT THE SPECIFIC NUMBER OF VOTES NEEDED TO ELECT).

Yes votes: (INSERT THE NUMBER OF “YES” VOTES)

No votes: (INSERT THE NUMBER OF “NO” VOTES)

Illegal votes: (INSERT THE NUMBER OF “ILLEGAL VOTES IF ANY, If there are none do not even say this sentence.)

**DECLARATION OF ELECTION.** The chair read the report and declared that having received (INSERT THE NUMBER OF “YES” VOTES) votes and (INSERT THE PERCENTAGE OF YES VOTES), more than the required vote, (INSERT THE FULL NAME OF THE CANDIDATE) had been elected as the new lead pastor and board chair for (INSERT YOUR CHURCH NAME HERE) effective immediately.

The chair then asked for (INSERT THE FULL NAME OF THE NEW PASTOR AND THEIR SPOUSE) to be called into the meeting and presented with the results of the election. (INSERT NEW PASTORS NAME) expressed his gratitude and willingness to accept the election results and serve as lead pastor.

IF ANOTHER RESULT HAPPENED LIKE ONE OF THE BELOW, THEN RECORD THAT IN THIS SECTION IN PLACE OF THE ABOVE LANGUAGE:

* The candidate was elected but wants time to pray about accepting the position
* The candidate was not elected
* The candidate withdraw after receiving enough votes
1. **APPRECIATION, PRAYER, AND ADJOURNMENT.**

The chair expressed his sincere appreciation for (INSERT THE NAMES OF THE PASTORAL SEARCH COMMITTEE) for their due diligence and excellent leadership in leading the church through the pastoral search process. He then asked the board and membership to gather around the new pastor and their spouse to pray God’s richest blessing and favor upon them as they lead the church. After prayer, the chair noted that a motion would be in order to adjourn. The motion was made, seconded, and carried; and the meeting was adjourned at (INSERT THE TIME OF ADJOURNMENT).

Respectfully submitted,

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(INSERT NAME) (INSERT NAME)

Acting Recording Secretary Acting Chair