



Teller's Instructions and Sample Ballot for the Meeting of the Congregation to Call a Pastor

Teller's Instructions

1. Distribute ballots to all those on active membership roll.
2. Collect completed ballots.
3. Go to a secure place to count the ballots.
4. The only valid votes are those that have only one mark next to one of the 3 options. More than one mark, or any attempt to modify the ballot disqualifies the ballot. This is a vote on both the call and the terms of call.
5. Separate the ballots in 4 piles: Yes, No, Abstain, and any that are improperly marked.
6. Count the votes twice: either all together as a group, or in pairs.
7. Record the numbers on two Vote Total Forms (which may be blank ballots).
8. The Lead Teller returns both Vote Total Forms to the Moderator.
9. The Moderator will give one of the Vote Total Forms to a PNC member who will report the results to the candidate and bring the candidate back to the meeting.

The sample ballot on the next page may be printed as is, or may be modified to include the name of the congregation, the name of the candidate, and the title for the pastoral position.

**Ballot to Vote Upon the Nomination
of the Pastor Nominating Committee**

Shall we request that the presbytery install the candidate presented by the Pastor Nominating Committee as the pastor for our congregation?

Reminders: Only persons on the active membership roll are eligible to vote. There is one vote on both the candidate and approval of the terms of call as presented.

My vote:

_____ YES

_____ NO

_____ Abstain

**Ballot to Vote Upon the Nomination
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My vote:

_____ YES

_____ NO

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