



Metropolitan Washington, D.C. Synod  
**Evangelical Lutheran Church in America**  
*God's work. Our hands.*

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[metrodelca.org](http://metrodelca.org)

## Call Meeting Template

Before Starting:

1. Determine the voting process is in alignment with your constitution and local juridical law.
2. Determine the quorum ahead of time.

Call to Order	Congregation Council representative
Opening Prayer	Can be offered by anyone
Introduction of Synod Representative	Congregation Council representative
Synod Representative	Synod Representative greets the congregation and says a few words about the Call Meeting.
Presentation of Name	The candidate's name is presented to the congregation by the Congregation Council representative.
Motion to Call	The motion is presented by the Congregation Council representative on behalf of the Congregation Council. Because the motion comes from the Congregation Council, it does NOT need to be seconded and is immediately open for discussion. The motion is not amendable.
Discussion	The Council President facilitates discussion. If the Call Committee wants to present information about the candidate, this is the time to do so. This time is otherwise open to discussion/questions from the congregation.

Prayer	After discussion is completed, the Synod Representative or another identified person invites the congregation to pray.
Vote	Ballots are distributed. Two thirds of eligible voting members present needed to call. Voting members are confirmed members of the congregation in good standing. The votes may be Yes, No, Abstain.
Vote Count	Before the meeting continues, Congregation Council designees count the ballots and return with the final count. During this time, the Synod Representative “fills time” with information pertaining to the synod.
Report of Vote	<p>The Council President reports the vote to the congregation. If the final tally is less than two-thirds of those present, the call is not extended and the meeting is adjourned. The Call Committee gathers immediately following adjournment and assigns someone to inform the candidate.</p> <p>If the final tally is more than two-thirds of those present, the Council President announces the final tally as well as the fact that the pastor has 30 days to accept or decline the call.</p>
Compensation Vote	The Congregation Council representative presents a motion to approve the suggested compensation package. A second is not needed since the motion is from the Congregation Council.
Discussion	A congregation representative, who has worked on the financial package, should be present to answer questions. If the package is larger than the amount budgeted in the congregation’s annual budget, the congregation should be informed that it is simultaneously voting to amend the congregation’s budget with this vote. This should be noted by the council president/financial secretary during the discussion.
Voice Vote	The congregational representative takes a voice vote. Simple majority needed.

Closing Prayer	Anyone may offer this prayer
Motion to Adjourn	Made by the Congregation Council representative