

Appendix P

Tools to Prepare for the Call Meeting

1. Guiding questions:

The call committee must be well-prepared for the congregational meeting that will seek to extend a call. As a result, as the committee decides the candidates to be brought to the congregation for consideration, it needs to sort through critical questions. They include:

- How will the committee chair explain to the members how the committee came to its recommendations?
- How will the committee chair explain why a particular person is not on the list of recommended candidates?
- Who will contact the candidates to inform them
 - of the date and time of the congregation meeting and
 - will they be contacted following the congregation meeting to inform them of the congregation's decision?

Knowing the congregation and those likely to attend, the committee may wish to discuss other issues and questions that it believes will arise during the meeting.

2. Ten commandments to consider for the call meeting.

**When presenting the slate of candidates to the congregation
during a voters meeting, the committee chair should ...**

Ask for God's guidance before and after the presentation of the slate of candidates. Further ...

1. Thou shalt thoroughly explain the search process to the congregation.
2. Thou shalt ensure that all information in the biographical paragraphs is true and accurate to the best of your ability.
3. Thou shalt provide all relevant information about each candidate in a winsome manner.
4. Thou shalt be fair during the presentation of all names and biographical sketches.
 - a. Thou shalt have similar biographical paragraphs, pictures, or clip art for each candidate.
 - b. Thou shalt list names of candidates in alphabetical order.

5. Thou shalt not allow committee or congregational members to “stump,” “politic,” “manipulate,” or label a particular candidate on the list.
6. Thou shalt provide ample time for questions, comments, and prayer.
7. Thou shalt be totally honest and open regarding questions from congregation members about each of the candidates.
8. Once all questions have been asked, thou shalt present to the congregation a series of recommendations that convey the thinking of the call committee.
9. Once the congregation has selected a candidate, thou shalt give a unanimous vote to the selected candidate.
10. Following the call meeting, thou shalt collect and destroy all biographical information for confidentiality and privacy of all concerned.