

INSTRUCTIONS FOR PASTORAL ELECTION

1. *Open with prayer and Scripture reading*, such as I Thessalonians 5:12-13.
2. *Appoint a recording secretary* (typically the church secretary).
3. *Explain the purpose and procedure of the meeting*. Example: “The purpose of this meeting to elect a new pastor for the church. No other business will be considered. [If the church does not have its own bylaws:] In this meeting we are following the Local Church Government in the Manual of the United Pentecostal Church International.”
4. *Explain the qualifications for voters*, based on the bylaws. Example: “The qualifications for voters are as follows: those who are 16 years of age and older, baptized in Jesus’ name, filled with the Holy Ghost, endeavoring to live a holy life according to the teachings and standards of the church, attending services faithfully, and supporting the church with tithes and offerings. When a pastor resigns, the list of qualified voters cannot be changed until after a new pastor is elected. Only qualified voters should cast a ballot in this election, and they must be here in person to do so.” [Note: The resigning pastor should certify a list of the qualified voters and give it to the presbyter. Usually there is no need to read the list, unless a question is raised and there is potentially a close vote.]
5. *Pray again; then conduct the voting by secret ballot*. The church board should collect the ballots. An election requires a simple majority (over 50 percent). Here are sample instructions: “The election will be by secret ballot. The church board has selected _____ to become the next pastor, but this selection needs to be ratified by the church. If you are in favor of electing _____ as pastor, please put ‘Yes’ on your ballot. If you are not in favor of electing _____ as pastor, please put ‘No’ on your ballot. Blank ballots will not be counted. If a majority of the completed ballots say ‘Yes,’ then _____ will be the pastor. Otherwise, if he does not receive a majority, this meeting will adjourn, and we will continue to search for someone to be pastor.” *Note*: If one name has not been selected by the church board, take a nominating ballot and then an electoral ballot if necessary, just as for district and general elections. See UPCI General Constitution, Article IV, Section 5, Paragraphs 1-4.
6. *Announce the results*, and have the secretary record the exact vote in the minutes.
7. *Option*: Read Scripture about supporting the pastor, such as I Timothy 5:17-18; Philippians 2:2-4; Hebrews 13:7, 17, and conclude with prayer or praise.
8. *Adjourn*.
9. *Contact the newly elected pastor* immediately afterwards and report to the church board his response. Make sure the new pastor has one or more telephone numbers for the church board and ask if he needs any help in covering the next few services.
10. *Contact district superintendent and district secretary* with the results.