



## Voting Process

As you look forward to the congregational meeting to call the synod suggests the following procedures.

Two separate motions will be made during the call meeting:

- 1) One motion must be made to call the pastor. This motion must be voted upon by written ballot and passed by a 2/3 majority.
  
- 2) A separate motion may be made and approved for a compensation package. The compensation package may be introduced before the vote is taken on the motion to call. This motion does not require a written ballot, but it should also be passed by a 2/3 majority. Another option would be to make a motion to empower the council to work out the details of the compensation package with the pastor, following given financial parameters.

You will need to complete the *Letter of Call* and *Definition of Compensation, Benefits and Responsibilities*. You will also need to complete *Addendum to the Letter of Call* if you are issuing a first call to a seminarian. Upon congregation completion, please forward **to the synod staff liaison**. After the documents have been attested to, they will be forwarded to the pastor for his/her approval and signature.

If you have questions concerning the meeting, please contact the synod office.