

ECCLESIASTICAL COUNCIL BEST PRACTICES: SAMPLE AGENDA

Ecclesiastical Council for the Examination of _____ For Ordination OR Privilege of Call in the United Church of Christ

Date: _____

Location: _____

Call to Order Moderator

Welcome, Gathering Prayer Host Pastor

Declaration of Quorum Registrar

A roll call of churches represented, with introductions may be included. The number of delegates, lay and clergy, and churches represented should be announced and then the quorum declared. Visitors may be granted voice without vote by action of the EC.

Training Association/Conference Staff of COM Member

*If included during the meeting, an introduction and training on EC's may be conducted now. At minimum, a copy of **The Marks of Faithful and Effective Authorized Ministers** and a written description of responsibilities of the EC should be disseminated.*

Recommendation from Committee on Ministry COM Chair or other Representative

A statement is made verifying that all the requirements for Ordination/Privilege of Call have been met and all documents are in the possession of the Association or Conference acting as an Association.

Motion

The _____ Association/Conference Committee on Ministry recommends that _____ (candidate) be examined for Ordination/Privilege of Call by an Ecclesiastical Council of the _____ Association/Conference United Church of Christ.

Introduction of the Candidate Candidate's Advisor, Mentor or Pastor

Introductory Statement by the Candidate

Candidate

*An approximately ten to fifteen minute presentation offering the person's sense of call, theological grounding, and/or readiness for ministry using **The Marks of Faithful and Effective Authorized Ministers in the UCC.***

Examination of the Candidate

Moderator

The Moderator asks for questions for the candidate from the floor. Any person with voice may ask a question, however, it is up to the moderator to make sure that delegates are given the opportunity to address concerns and/or gather the information needed to make their decision. Generally, plan for approximately 30-45 minutes of examination.

Close of Discussion

Moderator

Discussion is ended. The candidate, members of his or her family, and members of the candidate's home church (except delegates) are asked to leave and go to another space during the deliberation.

Motion to Authorize Ordination or Privilege of Call

To approve _____ (candidate) for Ordained Ministry in the United Church of Christ pending a call to ministry approved by the COM of the _____ Association/Conference UCC.

--OR--

To approve _____ (candidate) for Privilege of Call in the United Church of Christ

Vote

- ✓ *Yes, I believe that this person is fit for ministry in and on behalf of the UCC.*
- ✓ *No, I do not believe that this person is fit for ministry in and on behalf of the UCC.*

Return of Candidate (and others)

Moderator

The moderator announces the results of the vote. If the decision is affirmative, the candidate may be welcomed with applause or singing. If the decision is negative, the vote results are presented in a manner sensitive to the feelings and dignity of the candidate.

Closing Prayer**Follow-up**

The secretary/registrar sends minutes of the meeting, including vote count, ballots, and sign-in lists to the registrar for inclusion in the person's file and updating of the UCC data hub.