

Job Description: Moderator of Presbytery

The office of Moderator of the Presbytery is held by a Ruling Elder or Minister of the Word and Sacrament, and is a three-year commitment.

Year One: Moderator-In-Nomination

Year Two: Moderator

Year Three: Chair of Coordinating Team

Moderator-In-Nomination: The Moderator-In-Nomination will attend Presbytery meetings and Coordinating Team meetings to observe and learn. In the absence of Moderator of Presbytery or Chair of Coordinating Team, the Moderator-In-Nomination may preside in place of those officers at meetings. The Moderator-in-Nomination serves as the Vice-President of the Corporation.

Moderator: The duties of the Moderator are:

- To fulfill functions described in Constitution, Part II (G-3.0104) which include presiding at each meeting of the Presbytery during the moderator's term of office;
- To serve as an ex-officio member of the Presbytery Coordinating Team with vote;
- To serve as an ex-officio member (with vote) of the Presbytery Meeting Action Team or any entity designated by the Presbytery Coordinating Team to plan a meeting or meetings of the Presbytery ;
- To appoint interim members for vacancies on teams, committees, task forces, etc. after consulting with the Nominating Committee Chair, and subject to ratification by Presbytery;
- To issue calls for special meetings of the Presbytery;
- To represent the Presbytery at ceremonies; if the moderator cannot represent the Presbytery, the most recent former moderator(s) will be asked to represent the Presbytery.

Coordinating Team Chair: see duties under "Job Description: Coordinating Team".

Requirements: As Moderator-In-Nomination, Moderator, and Coordination Team Chair, this individual is an integral part of the Presbytery's leadership and should demonstrate strong leadership skills, an openness to the work of the Spirit, and commitment and flexibility.

The Moderator should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order*, as well as the Presbytery's [Manual of Operations](#).