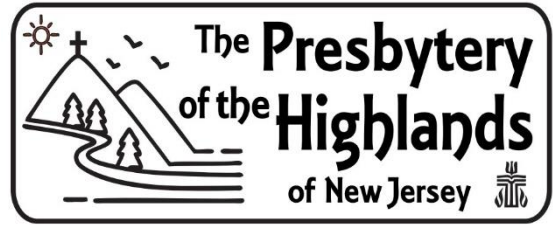


Your Appointed Moderator



Introduction

The Committee on Ministry appoints a moderator to help a session and congregation have continuity in leadership during the times of transition or when a church doesn't have a pastor. A moderator is appointed by the Committee on Ministry and is authorized to serve in that role for a particular congregation. The person appointed is ordinarily a teaching elder member of Newton Presbytery or a ruling elder currently serving on COM.

Responsibilities of the Session

Welcome your temporary moderator! Help him/her get to know you and to know about your congregation so that she/he is able to effectively guide you in your work and decision-making.

You can help your temporary moderator be more effective by:

- Providing your moderator with a copy of your bylaws and minutes from the last few session meetings.
- Providing a calendar/schedule of upcoming or possible dates for session meetings.
- Keeping him/her "in the loop" by copying the moderator on email communications and sending reports and handouts to him/her that you would normally put in the pastor's office mailbox
- Letting your moderator know if there are issues or concerns that may need particular attention and/or necessitate a special meeting of either the session or the congregation
- Having the clerk of session confer with the moderator in preparing the agenda for your meetings

Expectations for the Moderator

What you can expect from your appointed moderator:

- Keep the meeting on track and seek to include everyone in discussions

- Ensure that constitutional requirements are met (i.e. session meetings are held at least quarterly, ruling elders and deacons are elected and ordained/installed, electing commissioners to presbytery/hearing reports, session prepares and approves the annual budget, minutes and records are kept up-to-date, etc.)
- Answer questions and/or provide guidance to committee chairs on a limited basis
- Attest to the minutes of a meeting of the congregation

Boundaries

Remember that the moderator is not your pastor. You shouldn't expect him/her to provide pastoral care for the congregation, attend meetings other than those of the session or congregation, arrange for pulpit supply, be present at fellowship events, or do other tasks normally undertaken by the pastor of the church.

Compensation

You should expect to compensate the moderator \$90 for each meeting moderated (session and congregational) unless another arrangement is agreed upon with the moderator, the session, and COM. (The honorarium for moderating is intended to cover mileage.)

Questions

If you have any questions, please contact the COM moderator or the Presbytery Leader.