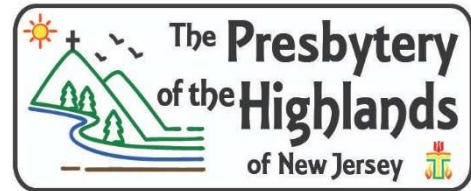


Ecclesiastical Officers of Presbytery Position Description



Introduction

The Presbytery elects officers to serve in leadership roles that ensure its faithful governance, orderly proceedings, and financial stewardship. These positions—Moderator, Vice-Moderator, Stated Clerk, and Treasurer—are rooted in the polity of the Presbyterian Church (U.S.A.) and guided by the *Book of Order*, Robert's Rules of Order (latest revised edition), and the Presbytery's Manual of Operations.

Purpose

The purpose of this document is to outline the roles and responsibilities of the elected ecclesiastical officers of the Presbytery. These officers are called to serve both the Presbytery and the broader church by upholding order, fostering collaboration, and ensuring accountability in all aspects of Presbytery life.

Moderator

- **Election and Term:** Elected for a one-year term beginning in January, with the election held at the third-quarter stated meeting.
 - **Responsibilities:**
 - Presides at all stated and called meetings of the Presbytery.
 - Presides at ordinations and installations of ministers of Word and Sacrament.
 - Serves as a member of the Administration and Coordinating Team (ACT) for up to three years (as Vice-Moderator, Moderator, and Past Moderator).
-

Vice-Moderator

- **Election and Term:** Elected for a one-year term beginning in January, at the same meeting as the Moderator.
 - **Responsibilities:**
 - Ordinarily succeeds the Moderator the following year.
 - Assumes the Moderator's office in the event of resignation, death, or relocation, and remains eligible for election to a full term.
 - Presides at Presbytery meetings and services (at the Moderator's invitation).
 - Serves as a member of the ACT for up to three years.
-

Stated Clerk

- **Election and Term:** Elected for a term determined by the Presbytery.
 - **Responsibilities:**
 - Fulfills duties as outlined in the *Book of Order*.
 - Carries out additional responsibilities as determined by the ACT and approved by the Presbytery.
 - Serves as an ex-officio member of the ACT.
-

Treasurer

- **Election and Term:** Elected for a term determined by the Presbytery, beginning at the conclusion of the meeting at which the election occurs.
- **Responsibilities:**
 - Acts as the financial officer of both the Presbytery and the Corporation.

- Serves as custodian of all assets owned, held, and managed by the Presbytery.
 - Functions as an ex-officio member of the ACT and the Finance and Budget Team.
 - Fulfills specific responsibilities as determined by the ACT.
-

Summary

Together, the officers of the Presbytery serve as spiritual and organizational leaders, ensuring the effective functioning of the body in accordance with Presbyterian polity. They model collaboration, integrity, and accountability, supporting the Presbytery in its mission to equip, connect, and guide congregations and leaders for faithful ministry.