

Committee on Ministry Guidelines for Moderators

The Process

- When a church anticipates a vacancy in pastoral leadership, the COM is notified and appoints a liaison, who meets with the session and the pastor prior to the end date of that ministry.
- The session may recommend a moderator to the liaison.
- The COM makes a recommendation to the Presbytery.
- The Presbytery elects the Moderator.
- The Stated Clerk notifies both parties.
- However, when vacancies occur between Presbytery meetings, Moderators are asked by COM to begin serving prior to their official appointment and the COM Chair notifies the Clerk of Session.

Moderator's Responsibilities

- Contact the Clerk of Session to set a time for the initial meeting of the Session with him/her (either the regular Session meeting time or a time convenient to both).
- Moderate regular and called meetings of Session.
- Discuss with Session the guidelines for holding a meeting without the Moderator (in an emergency, with permission of moderator, report included in minutes of next regular meeting).
- Moderate Congregational Meetings.
- Assist and advise the Session in arranging for pulpit supply, celebration of sacraments, hiring an interim, etc.
- Maintain contact with COM liaison regarding anything that should be brought to the attention of COM or any assistance needed from COM.

Session Member's Responsibilities

- Attend all Session meetings—especially important during interim period.
- Be reasonable in requests made of Moderator. He/she is often a pastor with responsibilities to his/her own church.
- Reimburse Moderator fairly for expenses of time and travel.

Guidelines

Moderate Session meeting	\$25
Travel (IRS mileage rate)	55 cents as of (1/2009)

COM Responsibilities

- Through the liaison, keep abreast of the health and progress of the church through the search process. Encourage regular contact between Moderator and Session.
- Review Moderator appointments annually and recommend continuation or replacement as appropriate.
- In the event of a long period in which no permanent pastoral leader is employed or called, the task of the Moderator is more onerous and COM works closely with him/her to insure that the needs of the church are met and the use of the Moderator's time is respected.