

DUTIES OF THE MODERATOR OF SESSION

When the session is without a pastor/moderator, the presbytery appoints a minister member to moderate the session and congregation during the time of the transition. The appointment of a moderator by the presbytery is made on the recommendation of the Commission on Ministry. If there is an interim pastor, that person may be named moderator.

The Book of Order describes this role as follows:

“The moderator possesses the authority necessary for preserving order and for conducting efficiently the body. He or she shall convene and adjourn the in accordance with its own action.” (G-3.0104)

The Moderator will:

1. Be present and preside at regular and called meetings of the session at times negotiated with the session and/or clerk. He/she shall see that the requirements of the Book of Order for such meetings are fulfilled.
2. Confer with the Clerk of Session prior to each meeting to prepare an agenda of business for the meeting.
3. Give leadership to the session to ensure the maintenance of the work and worship of the church, its regular services of worship, educational programs, whatever is usual and required in the life of the church. Since the relationship is temporary, any radical restructuring of the session and its committees should be considered only after consultation with the Commission on Ministry.
4. Ensure that the sacraments are not neglected and that they are properly celebrated under the direction of the session.
5. See that decisions of the session are assigned so that they will be carried out.
6. Work with the session to ensure that pastoral care is provided to members of the congregation.
7. Moderate the congregational meetings of the church, seeing that constitutional notice and procedures are followed, and the actions of the congregation reported to the presbytery through the Commission on Ministry.

RELATIONSHIPS WITH THE PASTOR NOMINATING COMMITTEE:

Unless assigned by the COM, the moderator of session has no relationship with the PNC itself. If the moderator is an interim pastor, they may be requested by COM to assist with the Mission Study.

The moderator should see that regular reports from the PNC are scheduled for the session and congregation.

RELATIONSHIPS WITH THE COMMISSION ON MINISTRY:

The moderator of a session for a vacant church represents the presbytery's interest in the ongoing life of the congregation and should maintain a relationship of cooperation and understanding with the Commission on Ministry. The COM may invite the moderator of the church without a pastor to meet with them to make reports and to discuss matters concerning the church.

RELATION WITH MODERATOR'S OWN SESSION:

It is important that a pastor who is appointed moderator of another session share that information on the fact of the appointment, times of meetings and any other involvement in order to secure support of his/her session for his/her assistance to a neighboring session.

COMPENSATION GUIDELINES FOR MODERATOR OF SESSION

The minimum fee for an assigned moderator of session/congregation is \$75.00 per meeting. If the session meets regularly for more than two hours, an hourly rate may be negotiated.

Mileage will be reimbursed at the IRS allowable rate.

All other expenses incurred will be reimbursed upon presentation of receipts to the session.

If the moderator is assisting in any special work of the congregation beyond moderating session, the session is responsible for adjusting the compensation accordingly. (ex. weddings, funerals, counseling, home or hospital calling.)