

PRESBYTERY OF GENEVA

Position Description

VICE-MODERATOR

(Approved by General Council 4/9/19)

Vice-Moderator: The Vice-Moderator shall perform duties of the office as assigned by the Moderator. The Vice-Moderator ordinarily will become the Moderator in the following year.

Qualifications: Teaching or Ruling Elder member of the Presbytery of Geneva

Installation: Ordinarily, the Vice-Moderator is installed at January Presbytery meeting by newly installed Moderator.

Responsibilities:

- Serve on the General Council.
- Be prepared to preside at meetings of the Presbytery at the Moderator's invitation or in the Moderator's absence.
- At the Moderator's request, chair the Administrative Commission to ordain and/or install Ministers of Word and Sacrament, insuring compliance with Book of Order requirements. This will include consulting with the person to be installed/ordained in arranging the order of worship, appointing a clerk for the commission, and conducting the service of ordination/installation
- At the Moderator's request represent the Presbytery at events hosted by the ecumenical community, congregations, Synod of the Northeast, or General Assembly.
- At the Moderator's request, assist the General Council in securing the location of Presbytery meetings.
- At the Moderator's request, assist with making arrangements for worship at Presbytery meetings.