

PRESBYTERY OF GENEVA

Position Description

MODERATOR

(approved by General Council 4/9/19)

Moderator: The Moderator shall perform the duties of the office as set forth in the Constitution of the Presbyterian Church (U.S.A.), which is to preside at meetings of the presbytery during their term of office, and, in consultation with the General Council, prepare the docket for meetings of the presbytery. The moderator ordinarily will become the chair of the General Council as past-moderator when the moderatorial year has concluded.

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

Installation: Ordinarily, the Moderator is installed at the January Presbytery meeting by outgoing Moderator following service as Vice-Moderator.

Responsibilities:

- Direct that the Call for meetings of the Presbytery be distributed at least ten days prior to the meeting.
- Prepare the docket for Presbytery meetings in consultation with the General Council, determining the format and flow of business in compliance with Robert's Rules of Order. The docket for stated meetings ordinarily shall be mailed or electronically sent to all members of presbytery and clerks of session at least five days prior to the meeting.
- Worship services, at all presbytery meetings, shall be arranged by the presbytery Moderator in consultation General Council and the host location.
- Work with the Presbytery Office Administrator and the host church on arrangements for meetings.
- Presides at meetings of the Presbytery conducting business in compliance with Robert's Rules of Order. Appoints tellers, temporary clerks, and someone to prepare a Resolution of Thanks at each meeting.
- Writes a Moderator's Letter following each meeting summarizing actions and activities of the meeting. The Moderator has the privilege of communicating directly with the membership as often as they may choose.
- Serves on the General Council and serves as Acting Chair of Council in the Chair's absence.
- Assist the General Council in arranging for the location of Presbytery meetings.
- The Moderator or the Moderator's appointee chairs the Administrative Commission to ordain and/or install Ministers of Word and Sacrament, ensuring 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
- The Moderator or the Moderator's appointee may represent the Presbytery at events hosted by the ecumenical community, congregations, Synod of the Northeast, or General Assembly.