



Position Description - Moderator

TITLE: **Moderator**

PURPOSE: The Moderator is the legal representative of the congregation who prepares and moderates church Council and congregational meetings. The position requires leadership skills and collaborative spirit as the Moderator and the Senior Pastor partner in ministry.

SERVING RELATIONSHIP:

The chief officer of the church, the Moderator is accountable to the congregation. Alongside the Senior Pastor and working closely with the Vice Moderator, the Moderator shares in leadership, facilitating the ministry of the church Council to ensure the health and well-being of the congregation and upholding the church's vision and mission as its guiding directives.

SPECIFIC ROLES & RESPONSIBILITIES:

The Moderator:

- ◆ Is the legal representative of the congregation.
- ◆ Is the chief officer of the congregation, and chair of the church Council/governing body.
- ◆ Presides at all congregational meetings and church Council meetings, and actively participates in the life and mission of the church.
- ◆ Prepares for and facilitates productive and worshipful meetings in an orderly, efficient manner, preparing agendas in close consultation with the Senior Pastor.
- ◆ Ensures that decisions made are executed properly.
- ◆ Partners with the Senior Pastor as they collaborate in keeping the ministry of the congregation on track with its mission, vision and priorities.
- ◆ Ensures an annual report is turned in at the beginning of the next fiscal or calendar year.
- ◆ Is an ex officio member without vote of all working groups/committees of the church.
- ◆ Is accountable to the congregation through its Congregational Meetings.
- ◆ Is expected to work collegially with other officers, the pastor(s), and staff.
- ◆ In concert with the Senior Pastor ensures the continuing relationship with the wider church, conference, region, and national church.
- ◆ Should feel free to reach out to past Moderators for support and perspective.

WHAT THE MODERATOR IS NOT AND DOES *NOT* DO:

- ◆ Is not the head of staff. Does not hire or fire staff.
- ◆ Is not the Spiritual Leader of the congregation although should be motivated by his/her faith.
- ◆ Is not a therapist or a dumping ground for complaints and grievances.
- ◆ Is not the Senior Pastor's boss, nor is the Pastor the Moderator's. The relationship is a collaborative and spiritual partnership with the single aim of leading the church in mission and ministry.