Position Description – Vice Moderator

TITLE: Vice Moderator

PURPOSE: The Vice Moderator is the Vice/Elect legal representative of the congregation. Hence the position requires leadership skills and collaborative spirit as the Vice Moderator, Moderator and the Senior Pastor share in leadership of the church, ensuring the health and well-being of the congregation and upholding the church's vision and mission as its guiding directives.

SPECIFIC ROLES & RESPONSIBILITIES:
Vice Moderator or Moderator Elect:

♦ Is Moderator in learning and preparation.

♦ Acts as the presiding officer of the congregation when the Moderator is unavailable or unable to complete his/her term.

♦ Is part of the officer team along with Moderator, Treasurer, Clerk/Secretary, and usually the Senior Pastor who is ex-officio.

♦ Presides at congregational meetings and church council meetings when the Moderator is unavailable, and actively participates in the life and mission of the church, preparing to assume leadership when the time comes.

♦ Assists the Moderator and Senior Pastor when needed.

♦ In the absence of Moderator, prepares for and facilitates productive meetings in an orderly, efficient manner, preparing agendas in consultation with the Senior Pastor.

♦ Chairs specific groups/teams/task forces as appointed or necessary, according to by-laws.

♦ Regularly communicates with the Moderator and Senior Pastor.

♦ Is an ex-officio member without vote of all working groups/committees of the church.

♦ Is expected to work collegially with other officers, the pastors, and staff.

♦ In some congregations Vice Moderators are assigned specific tasks and positions.

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

♦ Is not the vice head of staff. Does not hire or fire staff.

♦ Is not the vice 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 always in collaborative partnership with Moderator and Senior Pastor.

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