

## **Presbytery of Riverside Assembly Handbook and Duties for 3-Year Moderator Rotation**

### **INTRODUCTION**

The Bylaws 4.04 requires the duties of the Moderator, Vice Moderator and Chairperson of the Presbytery Commission to be described within the Manual of Administrative Operations. Normally, the incoming Vice Moderator is making a 3-year commitment when he or she accepts the position. This handbook is intended to describe the key duties of each of the 3 positions an incoming Vice Moderator would be involved with during the next 3 years. It is suggested this content be reviewed and updated as needed each year by each of the persons completing their office.

### **Year 1 – Vice Moderator Key Duties**

1. Officiate at certain Presbytery Functions such as ordination and installations and church closings if the Moderator is unable to do so.
2. Plan on attending the Moderator's Conference. Lately, it has been in October or November, sometimes at the front end of the Mid Council's Conference, but not always. Google search "PCUSA Moderators Council 20xx". This training normally includes parliamentary procedures and workshops on current topics you should be familiar with.
3. The tradition for moderating during the Presbytery Assembly meetings is for the Moderator to handle the opening and the more difficult portions of the meeting, and the Vice Moderator to take over for the easier portions, normally after lunch.
4. The Presbytery Planning Team, consisting of the Presbytery Leader, Stated Clerk, the Moderator, and Vice Moderator will meet before each Presbytery Assembly meeting or as needed. The description of this team's function is in the Manual of Administrative Operations.
5. The Presbytery Commission consists of most committee/commission chairs and the Presbytery Planning Team. It is traditional for the Vice Moderator to take the minutes of the Presbytery Commission meetings. This tasking is very helpful, as that person will become better versed in the various issues that the PC will encounter.
6. Another tradition is for the Vice Moderator to plan the worship service for each of the Presbytery Assembly meetings, including scheduling the Lord's Supper once a year, and arranging for an accompanist (usually provided by the host church). The Presbytery has funds if the host church does not provide a volunteer.

## Year 2 – Moderator Key Duties

1. Officiate at certain Presbytery Functions such as ordination and installations and church closings. Plan the installation of the incoming Vice-Moderator, normally during the November Presbytery Assembly meeting.
2. Moderate at Presbytery Assembly meetings. A higher-level knowledge of Robert's Rules of Order is helpful, as at times a meeting can get complicated. A former Stated Clerk advised that if things get too complicated, to do your best try to get to the will of the Assembly in a fair manner.
3. Work closely with the Presbytery Leader and the Stated Clerk in conducting the business of the Presbytery. You will likely need to travel about the Presbytery often during this year.
4. Assist the Presbytery Commission Chair as you can. All you learn about the PC this year will be helpful the next. Fill in to moderate the PC meetings if the Chair is unable to attend.

## Year 3 – Presbytery Commission Chair Key Duties

1. Plan and schedule meetings of the Presbytery Commission. There is not a set number of meetings you must hold during the year, but certainly, one about 2 weeks before each Presbytery Assembly meeting is the minimum. Prepare a report to the Presbytery Assembly on behalf of the Commission and present any action items during the meeting.
2. Thoroughly read the Presbytery Commission Charter document. You may encounter issues that are not specifically covered within the document. Keep notes during the year if updates to the charter document would be helpful for the business the commission may encounter.
3. Review the meeting minutes before sending them to the commission members for approval. These minutes are just as important as the Presbytery Assembly minutes, as much work on behalf of the Assembly is accomplished.

## Handy Resources

1. Holy Bible
2. PCUSA *Book of Order* (regular and annotated versions)
3. Manual of Administrative Operations
4. *Robert's Rules of Order*
5. *Book of Common worship* (Presbytery will provide)
6. Presbytery Directory
7. Committee Grid