

Presbytery Vice-Moderator Checklist

Daily

- Check and respond to email and phone calls

Weekly

Monthly

- Participate in meetings of the Executive Team
- Participate in meetings of the Cabinet as a member with vote (BL 3.1.4)
- Arrange special programs, workshops, or activities to be held in conjunction with the Assembly meetings (BL 3.1.5)

Four Times a Year

- Participate in Presbytery Assembly as member with vote
- Chair Worship Committee
 - Establish meeting schedule using doodle.com
 - Set agenda for Worship Committee well in advance of Presbytery Assembly
 - Prior to meeting, contact Worship Committee members to follow up on any assignments they have agreed to do
 - Preside over committee meeting
 - Circulate minutes of Worship Committee to all members
 - Follow up on anything you have agreed to do
 - Touch base with Worship Committee members after meeting to review assignments they have agreed to do
- Serve in the absence of the Moderator or if the Moderator requests (BL 3.1.4)

Four Times a Year

- Attend Presbytery Assembly meetings

Quarterly - Twice a Year

- Attend meetings of Synod of the Northeast Collegium in Executive Presbyter slot AS AVAILABLE (you can request to Skype in or GoToMeeting in for portion of meeting where there is information shared (usually March and early December))**

Annually

- Attend Annual Cabinet Leadership Retreat

- Participate in the national Fall Polity Conference in Executive Presbyter slot

Biennially

Occasionally

- When requested by the Moderator, preside over Presbytery worship services of ordination and/or installation services of Teaching Elders and commissioning services of Ruling Elders or other acts of commissioning on behalf of the Presbytery
- Attend special called meetings of Presbytery