

Presbytery Moderator Checklist

Daily

- Check and respond to email and phone calls

Weekly

- Serve as an ex-officio member of all committees, without vote (BL 3.1.1);

Monthly

- Participate in meetings of the Executive Team;
- Participate in meetings of the Cabinet as a member with vote (BL 3.1.3);
- Chair Personnel Committee (see also separate checklist for Personnel Chair) or assign to Cabinet Chair or Vice Moderator
 - Call meeting and set agenda for the Personnel Committee
 - Prior to meeting, contact Personnel Committee members to follow up on any assignments they have agreed to do
 - Circulate minutes of Personnel Committee to all members
 - Follow up on anything you have agreed to do
 - Touch base with Personnel Committee members after meeting to review assignments they have agreed to do
- Serve as ex-officio member of all committees (free to attend as available and receives all agendas, minutes, and communications)

Four Times a Year

- Serve as presiding officer of the Presbytery Assembly, with vote (BL 3.1.1)

Quarterly

Annually

- Attend Annual Cabinet Leadership Retreat
- Represent Presbytery at Synod of the Northeast Assembly in Executive Presbyter slot as available (October)**

Biennially

- Represent Presbytery at General Assembly in Executive Presbyter slot

Occasionally

- 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

- Serve as chair of the Cabinet in the absence of the past moderator (BL 3.1.3);
- Call Special meetings of Presbytery Assembly (BL 2.2);
- Respond to request for information from the Press or news media (except on judicial matters);
- Assist Ethiopian Partnership as requested
- Sign reimbursement vouchers for chairs of all committees and teams