

(date)

Name of Moderator
Address
City, State, Zip

Dear _____,

I want to express the Presbytery's thanks for your willingness to moderate the session of the _____ Church while they are without a pastor. I am sure that you will provide valuable guidance during this transition time.

For your information, I am providing the same documents that have been sent to the clerk of session, _____. I suggest you review them before your first meeting and be ready to "walk them through" the contents of the papers. The papers, "Honoraria for Visiting Preachers and Moderators" and those regarding Vacancy Dues, should be dealt with immediately so that the church does not fall behind in its obligations to you or the Board of Pensions. Also enclosed is the Committee on Ministry paper, "Policy for Terminating Pastoral/Professional Relationships." Please go over this with the session at one of your early meetings. Educating the session with regard to relations to former pastors may be extremely helpful when a new pastoral relationship is established. For your own information, we have also included a copy of "When you Moderate a Church Without a Pastor."

The Committee on Ministry will appoint a representative who will contact you and establish regular communications in order to keep the Committee on Ministry informed as to the readiness of the session to seek temporary pastoral leadership. You should also feel free to share with the representative any needs, problems, or challenges that may call for special assistance from the presbytery. Please know also that your presbytery staff is here to support you in your work. We hope you will contact us if we can be of help to you.

May God bless your work with the _____ Church in what is a challenging time for them.

Sincerely,

Cass L. Shaw
General Presbyter

cls/lmd

Enc: About Presbytery-Appointed Moderators
Honoraria for Visiting Preachers and Moderators
Questions Frequently Asked About Vacancy Dues
Approved Preaching List
Policy for Terminating Pastoral/Professional Relationships
When You Moderate a Church Without a Pastor

Updated December 2003
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