

To: Ministers Appointed as Moderators  
From: Committee on Ministry  
Date: \_\_\_\_\_

### WHEN YOU MODERATE A CHURCH WITHOUT A PASTOR

When a church is without a pastor, the Book of Order offers the following instructions to the minister appointed as moderator of the session:

G-10.0103b: *"When a church is without a pastor, the moderator of the session shall be the minister appointed for that purpose by the presbytery, or a minister of the same presbytery invited by the session to preside on a particular occasion. When it is impossible for such a minister to attend, the session may elect one of its own members to preside."*

In implementing these instructions, your Committee on Ministry will apply these guidelines:

- a. The moderator shall perform all regular duties as described in the Book of Order, Chapter X, "The Session," including, where possible, the moderating of all special and stated meetings of the session and congregation.
- b. The moderator shall use the first meeting with the session to interpret the "connectional church" and how presbytery is concerned with the local church's situation.
- c. The moderator shall aid the session in obtaining the pulpit supplies as approved by presbytery. Persons other than those on the Approved Preaching List need approval of the Committee on Ministry if they are to fill the pulpit more than once during a vacancy.
- d. The Committee on Ministry will appoint a representative to the church. Please communicate with the Committee on Ministry representative regarding developments in the life of the session or congregation that you believe to be a concern for the Committee on Ministry.
- e. The moderator may make him/herself available for pastoral services to the church and, where possible, be of general help in the life of this particular congregation.
- f. Presbytery instructs the church to pay the moderator a minimum of \$\_\_\_\_ per meeting, reimburse transportation costs at the current IRS mileage rate, and other moderatorial expenses.

Remember, as the moderator of a church without a pastor, you are the representative of the Presbytery there to serve the particular church. It is your responsibility to be as supportive as possible and to communicate regularly with the Committee on Ministry.

The name, address, and phone number of the Clerk of Session is:

Name  
Address  
Address  
Phone

The name, address, and phone number of the Committee on Ministry representative is:

Name  
Address  
Address  
Phone

The Committee on Ministry seeks to be of help during the search for a new pastor. Please feel free to contact us for any reason. If you cannot reach your Committee on Ministry representative, please contact the General Presbyter at 273-4991.

H. Daniel Rogers, Moderator  
Committee on Ministry

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