

Vice-Moderator

Job Description

The Vice Moderator's formal duties, as stated in the current version of the VCC's Constitution and By-Laws (revision dates 18 February 2007 and October 2008), are both general and specific.

His/her general duties are those of all Board members, as defined in paragraph 5 of Article V of the Constitution. These relate to studying the needs, determining objectives and policies, and having authority over all the programmes of the Church, and exercising review and control of the administrative activities of the Church. As such, they are both spiritual and administrative in nature. So, in addition to being involved in the administrative activities of the Church, the vice moderator would be expected to play an active role in the spiritual life and direction of the Church.

The specific duties of the vice moderator are:

- “[to] assist the moderator and act in the role of moderator if the moderator is absent or not able to fulfil his or her duties for a period of time”;
- “[to] serve as chair of the nominating committee”.

In practice, the first duty means acting as presiding officer at meetings that are normally presided over by the moderator, particularly those of the Church Board, but also, as necessary, congregational meetings. There may also be other administrative duties. These are largely of a responsive rather than a pro-active nature, for example, in the absence of the moderator, he/she would be expected to greet visitors and give any notices during Sunday worship.

The nominating committee is an internal committee established by the Board to nominate members it considers most able to fill vacancies on the Board for election by the congregation. This committee “shall consist of the vice moderator as chair and not more than four other members, reflecting as far as possible, a cross section of the congregation (nationally, denominational background, etc.)” In order to establish this committee, the vice moderator should after whatever consultation he/she feels is appropriate (e.g. with the pastor, moderator and possible members) propose a list of possible members of the committee for approval by the Board at a regular Board meeting around 2 months prior to the spring congregational meeting.

The vice moderator would also be expected to take on other specific duties, as necessary, such as chair of the pastor search committee or constitution review committee.

29 January 2011