

PROCEDURES FOR WHEN A MODERATOR IS APPOINTED BY THE PRESBYTERY

WHEN IS A MODERATOR APPOINTED?

When a congregation is without a pastor who is a Presbyterian Minister of Word and Sacrament, a Moderator shall be appointed by the Presbytery. For some congregations this “vacancy” is a temporary one, while they search for an interim or installed pastor or await the appointment of a Stated Supply Pastor. Some congregations will be served by a Presbyterian Commissioned Lay Pastor or an ordained minister from another denomination; both of these situations require the appointment of a Moderator who is a PC(U.S.A.) minister. Some smaller membership congregations are served solely by a Moderator and assigned supply preachers.

WHO APPOINTS THE MODERATOR?

The Presbytery appoints moderators, based upon the recommendation of the Committee on Ministry, in consultation with the Session.

POLICIES ON MODERATOR COMPENSATION

The Compensation Schedule for appointed Moderators is set by the presbytery. Compensation is based upon the amount of time involved for administrative and pastoral care. Appointed Moderators shall receive a 1099 tax form from the treasurer of the congregation for each tax year in which they serve. Under no circumstances is it appropriate for the Moderator to “donate” her or his time, or for the congregation to request that the Moderator do so. This creates financial inequity between congregations with moderators. Moderators shall be paid monthly, unless a more frequent payment schedule is agreed upon by the Moderator and the Session.

DUTIES OF APPOINTED MODERATORS

The duties of appointed Moderators are to:

- Moderate Session meetings
- Moderate Congregational meetings when available
- Serve as mentor/supervisor for appointed Commissioned Lay Pastors or student pastors.
- Officiate at Weddings and Funerals, as available; or to be consulted before other officiants are arranged
- Provide Crisis (life threatening/life ending) hospital calls, when contracted to do so
- Submit a bi-monthly Moderator’s report, either in print or electronically, by the deadline (one week before the COM District Coordinator meetings)
- Home communion, Nursing Home and Homebound visitation will be handled by elders and/or deacons, unless prior compensation arrangements have been negotiated with the moderator

COMPENSATION SCHEDULE

A. Appointed Moderator: Pastoral Care and Administrative Care

1. For months in which a session meeting is held, the Moderator’s compensation shall be \$100.00. This entitles the session to up to 4 hours of administrative or pastoral care in addition to the Session meeting. (This includes travel time if hospital visitation is requested.) Compensation shall be made whether the Session requests the hours or not, and the hours do not “roll over” to the next month. In smaller membership congregations a Session meeting may not be necessary every month. Session meetings shall be held at least quarterly.

2. For months in which a session meeting is NOT held, the Moderator’s compensation shall be \$50.00. This entitles the session to up to 4 hours of administrative or pastoral care. Compensation shall be made whether the Session requests the hours or not, and the hours do not “roll over” to the next month.

3. Pastoral care or administrative service beyond 4 hours/month shall be compensated at \$13.00 an hour, with the Moderator submitting a monthly statement.

4. Vouchered mileage to Session meetings and for pastoral/administrative care shall be reimbursed at the maximum IRS approved rate. Vouchered telephone calls made from the home shall be reimbursed, along with other negotiated expenses.

B. Appointed Moderator: Meetings Only

1. Compensation for a moderator appointed only to moderate meetings of session or congregation shall be \$50.00 per meeting. No further administrative or pastoral care is available from the moderator. Pastoral care is handled by officers of the church, or through contract with an available minister or lay pastor.

2. Vouchered mileage to Session meetings and for pastoral/administrative care shall be reimbursed at the maximum IRS approved rate. Vouchered telephone calls made from the home shall be reimbursed, along with other negotiated expenses

B. Appointed Moderator Supervising a Commissioned Lay Pastor or Student Pastor

1. Compensation for an appointed Moderator supervising a Commissioned Lay Pastor or Student Pastor shall be \$100/month for months in which a session meeting is held, and \$50 per month for months in which no meeting of the session is scheduled. This fee covers moderating session meetings, and a monthly supervision meeting with the CLP or Student Pastor.

2. Pastoral care or administrative service beyond moderating meetings and supervising the lay or student pastor shall be compensated at \$13.00 an hour, with the Moderator submitting a monthly statement.

3. Vouchered mileage to Session meetings and for pastoral/administrative care shall be reimbursed at the maximum IRS approved rate. Vouchered telephone calls made from the home shall be reimbursed, along with other negotiated expenses.

C. Appointed Moderator With Pastoral Care Provided by a non-Presbyterian temporary supply or non-Presbyterian Interim Pastor

1. Compensation for an appointed Moderator who is only responsible to moderate Session and congregational meetings shall be \$50/month.

2. If required from the Moderator, pastoral care or administrative service shall be compensated at \$13.00 an hour, with the Moderator submitting a monthly statement.

3. Vouchered mileage to Session meetings and for pastoral/administrative care shall be reimbursed at the maximum IRS approved rate. Vouchered telephone calls made from the home shall be reimbursed, along with other negotiated expenses.

D. Appointed Supervisor/Mentor for Commissioned Lay Pastor who is authorized to moderate meetings of session and congregation

1. The fee to supervise a Commissioned Lay Pastor who is authorized to moderate meetings of session and congregation shall be \$50 per month. If the supervisor is needed to moderate a meeting of session or congregation, the stipend shall be \$50 per meeting.

2. Vouchered mileage shall be reimbursed at the maximum IRS approved rate. Vouchered telephone calls made from the home shall be reimbursed, along with other negotiated expenses.

CONGREGATIONAL MEETINGS

When a Congregational Meeting is moderated by:

- **An Appointed Moderator with a pastoral/care contract:** Compensation shall be included in the regular monthly fee, provided the four hours of allotted administrative or pastoral care have not been exceeded. Otherwise, compensation shall be at \$50 per meeting.
- **An Appointed Moderator without a pastoral/administrative care contract:** The stipend for moderating a meeting of the congregation shall be \$50 plus mileage.
- **Another Minister of Word and Sacrament in conjunction with a Pulpit Supply Assignment:** If a congregational meeting is immediately before or after worship, compensation shall be included as part of the preaching stipend. Since more lay preachers than ordained ministers are available for assignment, sessions are asked to be “group” their requests for ordained ministers: i.e. coordinating requests for Communion, Baptisms, Ordinations/Installations of Church Officers, and Moderating Congregational Meetings. There is no guarantee that the presbytery can meet requests for one particular Sunday.
- **Another Minister of Word and Sacrament Not in Conjunction with a Pulpit Supply Assignment:** If the congregational meeting is not in conjunction with a compensated preaching assignment, the stipend for moderating the meeting shall be \$50.