

[Church Name]
Church Moderator Job Description (Sample)

Job Title: Church Moderator

Reports To: Pastor

Position Status: Full-Time/Part Time

Purpose:

The moderator presides over all of [Church Name]'s business meetings using *Robert's Rules of Order* with the goal of maintaining the fellowship of the church. This role can also be filled by the Pastor, deacon chairperson or a church member elected for a one to a three-year term as moderator.

Responsibilities:

- Maintain the fellowship during business sessions.
- Conduct orderly church business. Work with the church staff and other key leaders to develop an agenda for the business meeting.
- Execute church business in a timely manner.
- Clarify church business for later action.
- Keep on course with the business meeting agenda.
- Ensure that the church clerk has the name of any person making a motion and has the motion recorded correctly before calling for a second or vote on the motion.
- Speak for the church in times of crisis.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Signature [Church Moderator]

Date

Revised: _____