

Vice Moderator

Description of Tasks:

It is the responsibility of the Vice Moderator to act as Moderator in the Moderator's absence and to serve as assistant and advisor to the Moderator.

This includes the following tasks:

1. Moderate the Deacon meeting in the Moderator's absence.
2. Represent the Board of Deacons at the Session meeting when the Moderator is unavailable. Attend occasional Session meetings as necessary to stay apprised of church activities and to prepare for term as Moderator.
3. Confer with the Moderator about Deacon meetings and the planning of Deacon activities.
4. Assist the Moderator or responsible Deacon with any activity for which additional help is needed.
5. Meet with Pastor and Session designee to plan and carry out the yearly joint meeting of current Elders and Deacons, usually held in the fall.
6. Beginning in April, facilitate the changeover of Deacons and Deacon assignments for the coming year. This includes the welcoming and orienting of new Deacons, the assignment and changeover training of individual Deacon jobs, and the honoring of outgoing Deacons.
7. Succeed as Moderator on July 1.

Instructions for Spring Changeover Tasks

Determination of Task Breakdown for Individual Deacon Jobs

1. As soon as the new class of Deacons is chosen, and depending on the number of new and continuing Deacons, confer with the Moderator to decide on any changes to the division of responsibilities and description of individual Deacon jobs. Some jobs may be combined while others may be divided, or tasks may be regrouped among defined jobs as needed. Rewrite job descriptions accordingly.
2. Decide which, if any, individual Deacon jobs should be designated for new Deacons only, and which, if any, should be designated for continuing Deacons only. Prepare one or two (if job choices are split) choice forms with instructions to indicate first, second, and third choice of jobs. Include a due date that allows time to make job assignments before the changeover.

Welcoming and Orienting of New Deacons

1. Determine the date when new Deacons are to be ordained. Decide when to meet new Deacons for orientation. This year (2012) this will take the place of the regular July meeting.
2. Send letters or emails welcoming the new Deacons. The letter should include the schedule of upcoming events (ordination, orientation and the first Deacon meeting) and the form for choosing individual Deacon jobs. Include an RSVP form for job selection.
3. Conduct the scheduled new Deacon orientation session. The pastor may be willing to assist. Use a list of Deacon responsibilities as a guide.

Determination of Individual Deacon Jobs for the Coming Year

1. Distribute individual Deacon job choice forms and descriptions to continuing Deacons.
2. At a Deacon meeting, encourage those interested to consider the position of Vice Moderator. A separate conversation to “recruit” a well-suited candidate for Vice Moderator may also be helpful.
3. Tabulate the choice form as it is returned. Record the first, second and third choices – a matrix format works well. Assign jobs with the goal of giving everyone one of their choices while matching jobs with individual strengths. If necessary to assign a job outside of an individual’s choices, make a courtesy call to obtain the individual’s concurrence, stressing the Deacon’s strengths that make the job a good fit.
4. Prepare an old/new list of Deacon job assignments. Include email addresses and phone numbers. This will assist in the changeover process.

Deacon Changeover Training

Ask each deacon to update the web description of his job and add a section pertaining to the current year, plus any tips. Schedule the changeover for the last meeting of the deacon year, if possible.

Recognition of Outgoing Deacons

1. Invite new Deacons to attend the June meeting. Call (email) outgoing Deacons to encourage them to attend as well.
2. Determine the manner in which outgoing Moderator and Deacons will be recognized. Recent ideas have included an additional coffee pot fund for Deacons, a flowering cherry tree for the garden, books for the library, a bottle of wine for the moderator, etc. Present the gift(s) at the June meeting. You may collect from continuing Deacons or submit a receipt.