

What Are the Moderator's Responsibilities?

Function	Congregation	Presbytery	Synod	CCT	Resources
Leadership	Presides at CT meetings and at PWC gatherings	Presides at CT meetings and at PWP gatherings	Presides at CT meetings and at PWS gatherings	Presides at CCT meetings and at PW Churchwide Gathering	<i>PW Manual, Communications Basics, Guide to Speaking Up, Polity and Parliamentary Procedure, 20 Tips 5, 14, 17, 20</i>
	Prepares agenda for stated CT meetings and PWC business meetings	Prepares agenda for stated CT meetings and PWP business meetings	Ensures the preparation of the agenda for CT meetings and PWS meetings	Prepares, along with vice-moderators, agendas for CCT/PW and churchwide meetings	<i>PW Manual, Communications Basics, Gathering for Worship and Work, 20 Tips #14, 16, 17</i>
	Appoints committees as needed	Appoints committees as needed	Appoints committees as needed	Appoints committees in consultation with the vice-moderators, for CCT approval	<i>PW Manual, CT Bylaws, Standing Rules and/or Policies</i>
	Serves ex-officio on all committees except Search Committee	Serves ex-officio on all committees except Search Committee	Serves ex-officio on all committees except Search Committee	Serves ex-officio on all committees except Search Committee	<i>PW Manual, CT Bylaws, Standing Rules and/or Policies</i>
	Serves as representative to PWPCT; attends PWP gatherings and business meetings	Serves as representative to the PWSCT; serves as voting representative to Churchwide business meetings	Serves as voting representative to Churchwide business meetings	Ensures voting representatives receive reports and business for action as provided in bylaws	<i>PW Manual, CT Bylaws, Meeting Reports and Recommendations</i>
	Determines mission pledge in consultation, with treasurer and CT	Distributes mission pledge forms to PWCs and encourages pledging	Supports CCT/PW mission emphases and justice and peace concerns in PWS program	Chairs Administrative Committee	<i>PW Manual, CT Bylaws, Standing Rules and/or Policies, Horizons, PW Website, CCT/PW mailings, J&P Links</i>
	Participates on committees and carries out responsibilities particular to congregation.	Serves on presbytery council, as appropriate	Attends synod council meetings where there is a council Attends synod meetings as the representative of PWS	Serves on General Assembly Council	<i>PW Manual, CT Bylaws, Standing Rules and/or Policies, Reports, Information for Meeting, Horizons</i>
	Encourages participation in gatherings and	Ensures leadership development for all elected PW leaders	Encourages leadership development for all	Encourages participation of all CCT members in	All PW and PC(USA) print and electronic

Function	Congregation	Presbytery	Synod	CeT	Resources ~
	activities of PW	in the presbytery, including congregational moderators	elected leaders of PW in the Synod	experiences that contribute to their development as PWleaders	resources, on leadershll-'
Planning	Plans, with the CT, for Gatherings and sees that responsibilities are carried out	Plans, with the CT, for Gatherings and sees that responsibilities are carried out.	Plans, with the CT, for Gatherings and sees that responsibilities are carried out	Appoints, with vice-moderators, Churchwide Gathering planning committees	<i>Horizons, Planning With a Purpose, PW Manual, PW Website, PW colleagues, governing body staff, PC(USA) proQram resources</i>
	Ensures, with CT, evaluation of programs	Ensures, with CT, evaluation of programs	Ensures, with CT, evaluation of programs	Ensures, with CT, evaluation of programs	PWManual, Planning With a Purpose, 20 Tips #9
Communication	Receives all communications relating to PWC	Receives all communications relating to PWP	Receives all communications relating to PWS	Promotes two-way communication between PW and PC(USA)	Email, PW Websites, Commu nications Basics
	Communicates information to appropriate persons	Communicates the information to appropriate persons.	Communicates the information to appropriate persons		Email, PW Websites, Commu nications Basics
	Encourages the interest of all members in PW	Serves as liaison between the PWPCTand PWSCT, CCT/PW and PW national staff.	Serves as liaison between CCT/PW moderator and PWP moderators within the synod	Serves as contact person with other organizations; serves as key contact with PW national staff	Email, PW Websites, <i>Communtc, Basics, Bu. -' an Inclusive, Caring Community Through Dialogue</i>
	Presents annual report to PWC and to the Session	Presents annual report to PWP and to the Presbytery	Presents annual report to PWS and to the Synod	Ensures presentation of annual report to the General Assembly	<i>Horizons, Communications Basics, PW Manual, Guide to Speaking Up</i>
	Encourages ecumenical relationships and intentional diversity among women in the church	Encourages ecumenical relationships and intentional diversity among women in the church	Encourages ecumenical relationships and intentional diversity among women in the church	Encourages intentional diversity among women in the church [See also Vice-moderator for Mission Relationships]	<i>Horizons, Communications Basics, PW Manual, Building an Inclusive, Caring Community Through Dialogue</i>
	Provides a written account of the work of the moderator for transmission to her successor	Provides a written account of the work of the moderator for transmission to her successor	Provides a written account of the work of the moderator for transmission to her successor	Provides a written account of the work of the moderator to voting representatives	<i>PW Manual, CT Minutes, Meeting Reports</i>