

## Moderator

### Principle Function:

The moderator presides over all church 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 three-year term as moderator.

### Regular Duties:

1. Maintain the fellowship during business sessions.
2. Conduct orderly church business. Work with the church staff and other key leaders to develop an agenda for the business meeting.
3. Execute church business in a timely manner.
4. Clarify church business for later action.
5. Keep on course with the business meeting agenda.
6. 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.
7. Speak for the church in times of crises.