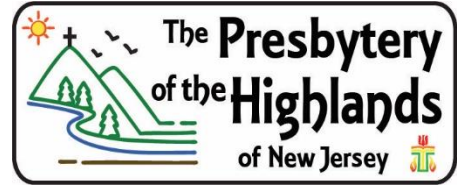


Presbytery of the Highlands of New
Jersey
Officer Position Descriptions



The elected ecclesiastical officers of the Presbytery shall be a Moderator, Vice-Moderator, Stated Clerk and Treasurer.

Moderator

The **Moderator** is elected for a term of one year beginning in January. The election shall take place at a Stated Meeting in the 3rd quarter of the year. The moderator presides at all meetings of the Presbytery, Stated and Called, and at Ordinations and Installations of Ministers of Word and Sacrament

The Moderator shall be a member of the Administration and Coordinating Team (ACT) for up to three years (having served as Vice-Moderator, Moderator, and Past Moderator).

Vice Moderator

The **Vice-Moderator** is elected for a term of one year, beginning in January, at the same Stated Meeting as the Moderator.

Ordinarily the Vice-Moderator will be elected Moderator the following year. If the Moderator resigns, dies or moves out of the Presbytery, the Vice-Moderator shall assume the office, serving out the remainder of the Moderator's term. The Vice-Moderator shall then be eligible to be elected for a full term as Moderator. If this happens, a replacement Vice- Moderator shall be elected to complete the Vice- Moderator's term and be eligible to be elected for a full term as Moderator.

The Vice-Moderator may preside at meetings of the Presbytery, Stated and Called, and at Ordinations and Installations of Teaching Elders (Ministers of Word and Sacrament) at the invitation of the Moderator. The Vice-Moderator shall be a member of the ACT for up to three years.

Stated Clerk

The **Stated Clerk** is elected for a term determined by the Presbytery.

The basic responsibilities of the Stated Clerk are outlined in the Book of Order, but other responsibilities are determined by the ACT and recommended to the Presbytery. The Stated Clerk is an ex-officio member of the ACT.

Treasurer

The **Treasurer** is the financial officer of the Corporation and of the Presbytery and is the custodian of all assets owned, held and managed by the Presbytery. The Treasurer is elected to a term determined by the Presbytery.

The Treasurer's term will begin at the conclusion of the Stated Meeting of the Presbytery at which he/she is elected, usually in the 3rd quarter. The treasurer is an ex-officio member of the Presbytery Administration and Coordinating Team and the Finance and Budget team. Specific responsibilities are determined by the Administration and Coordinating team.

The specific responsibilities of these officers are detailed in the Book of Order of the PC(USA), Robert's Rules of Order (newest revised edition) and the Manual of Operations of the Presbytery.