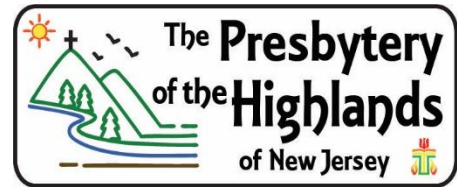


Responsibilities of Moderator and Vice Moderator of the Presbytery of Newton



Officers of the Presbytery of The Highlands of New Jersey

The Officers of the Presbytery shall be Moderator, Vice-Moderator, Stated Clerk, and Treasurer. The specific responsibilities of these officers are detailed in the Constitution of the Presbyterian Church (U.S.A.), Robert's Rules of Order, Newly Revised (the newest edition), and/or the Manual of Operations of the Presbytery.

Moderator

The moderator is elected for a term of one year and presides at all meetings of the Presbytery including Stated and Called meetings and Ordination and Installation of Ministers of Word and Sacrament.

The Moderator is a member of the Administration and Coordinating Team (ACT) for up to three years (as vice moderator, moderator and past moderator)

The Moderator shall serve on the Executive Team of ACT

The Moderator may be asked by ACT to be available for other responsibilities as they arise.

Vice Moderator

The Vice-Moderator is elected for a term of one year. In the event of resignation, death or movement beyond the Presbytery of the Moderator, the Vice Moderator shall assume the office and serve out the remainder of that term and shall be eligible to be elected for a full term as moderator.

The Vice-moderator may preside at meetings of the presbytery, including Stated and Called meetings and Ordinations and Installation of Ministers to the Word and Sacrament at the invitation of the moderator.

The Vice Moderator is a member of the Administration and Coordinating Team (ACT) for up to three years (as vice moderator, moderator and past moderator)

The Vice Moderator shall serve on the Executive Team of ACT

The Vice Moderator may be asked by ACT to be available for other responsibilities as they arise.