

GUIDELINES FOR THOSE MODERATING CHURCHES WITHOUT PASTORS  
Presbytery of Northern Kansas

1. By Presbytery action, those moderating Sessions of vacant churches will be compensated \$50.00 per meeting (Session and/or Congregational) and at the standard IRS rate for mileage. Sessions may opt to request Presbytery reimbursement of mileage at the Presbytery's standard rate.
2. In most cases, the Committee on Ministry has assigned a liaison to the church to work with the Session and congregation in securing future pastoral leadership. It is the responsibility of the COM liaison to make him/herself known to you so that conversation about the work of COM and the issues of the Session can be coordinated.
3. In cases of no pastor, the following issues need to be addressed:
  - Seeing that emergency pastoral services can be arranged.
  - Making sure mail is picked up, opened and directed appropriately.
  - Anything addressed to "pastor" should be referred to the current Session moderator.
  - The moderator should confer with the clerk prior to all Session meetings to check on correspondence needing responses. (For example, such items as annual statistical responses or other communications from Presbytery requiring action and response, need to be docketed on a regular basis.)
  - As a way of maintaining information flow, copies of all Session minutes should be mailed to the COM liaison as well as to the moderator of Session. Ask to have both moderator and COM liaison put on the mailing list for any all-church mailings, including the newsletter.
4. In the event that you are unable to moderate a specific meeting of the Session, please check with the COM liaison before making other arrangements. Note that the current *Book of Order* allows any elder member of COM to moderate Sessions. The same is true of any congregational meetings.
5. The General Assembly has produced a book titled *Companion to the Constitution*. Copies of this book are available through the Presbytery office. The material is readable and references the *Book of Order*. It helps translate into understandable language both the constitutional policies and their rationale. You are encouraged to purchase one for your own use.

**YOUR ROLE AS MODERATOR OF SESSION OF A CHURCH IN WHICH YOU ARE NOT THE INSTALLED PASTOR MEANS THAT YOU ARE NOT ELIGIBLE TO VOTE IN ANY DECISION, ACCORDING TO THE *BOOK OF ORDER*.**

6. If you have questions about the congregation/Session, your first point of contact is the clerk of Session. Questions about your role as moderator should be addressed to the COM liaison.