

Ainsworth United Church of Christ
VICE-MODERATOR

Position description

2 year term

(2013)

The Vice- Moderator:

- Serves as a member of the Executive Committee that meets monthly with the Church Council and as needed.
- Presides over the Council and Congregational Meetings in the absence of the Moderator.
- Is ex officio member of all church commissions & committees.
- Signs legal documents pertaining to church business as needed.
- Assures that Annual Reports are completed and submitted in a timely manner.
- Writes letters/emails to persons who have been appointed by the council to serve in an elected position to fill a vacancy to confirm his/her appointment.
- Assists in planning and attends the annual Leadership Retreat.
- Writes an annual report to be turned in at the beginning of the next calendar year.