

# Moderator

## Five Priorities of the Moderator's duties are:

- Maintain the fellowship
- Conduct the business orderly
- Move the meeting along in a timely manner
- Clarify the motions/matters for which there will be a vote
- Avoid trivialities

1. The Moderator in the performance of his work in the operation of church government contributes to the spiritual maturity Paul referred to in Ephesians 4:13: "*Unto a perfect man, unto the measure of the stature of the fullness of Christ.*" In guarding and maintaining the fellowship of the church, the primary goal of the Moderator must be to achieve unity in diversity. People will have different views, ideas, and convictions; but the Moderator is responsible in leading the congregation to see that the camaraderie of the church is stronger than the disagreements.
2. Order in a church business meeting is essential for the accomplishment of the purpose of the meeting. One desiring to speak should rise and say: "Mr. Moderator, " then wait to be recognized by the Moderator before he/she proceeds with a question or comment. It is improper for the Moderator to limit discussion and/or to expect people to vote without an adequate opportunity for discussion.
3. The Moderator should have a written agenda for the meeting for him to follow. An agenda provides an orderly guide for executing the business during the meeting. An agenda is a listing of the matters to be discussed in the order of priority. When all matters have been handled, the business session can be adjourned.
4. Actions to be voted upon should be made clear so that the body understands before voting and the person or group assigned to carry out the action has no difficulty in understanding what is to be done. The Moderator may desire to check the clarity of the Church Clerk's minutes before they are typed and presented as the record of the business.

5. Trivial matters should be avoided in church business meetings. Ongoing activities related to the church program and the work of church officers and committees should be processed by the respective person(s) and reported on at the business meeting.

The Moderator must be familiar with rules of order and parliamentary procedure. Most churches have adopted the use of the latest edition of Robert's Rules of Order as their guide. Parliamentary procedure is viewed by some as being "common sense used in a gracious manner." But there is a contrasting view that "parliamentary procedure is the devil's democracy." Which one it becomes depends on the understanding and use (or abuse) of procedure by both the moderator and the members.