

**Assistant Moderator**  
***United Church of Chapel Hill***  
Position Description

**Responsibilities and terms of office as defined by the UCCH bylaws**

*The Assistant Moderator shall perform the duties of the Moderator when the Moderator is absent or otherwise unable to discharge those duties. The Assistant Moderator shall have the same term of office as the Moderator. The Assistant Moderator shall chair the Personnel Policy Committee.*

As of November 2020, the Moderator and Assistant Moderator are also responsible for facilitating an annual performance review of UCCH ministry goals and the Senior Pastor. The term runs from July to June and the Assistant Moderator following two years, often serves as the Moderator.

**From a practical perspective, the Assistant Moderator (with input from the Sr Pastor and the Moderator)**

- Support coordination of Council meetings, including reviewing the agenda
- Reviews agenda and prepares and presents specific slides for congregational meetings (typically two per year, October and June)
- Chairs the Personnel Policy Committee, determines agenda items and chairs monthly meetings
- Facilitates/leads an annual performance review of UCCH ministry goals and the Senior Pastor in partnership with the Moderator
- Meets about once per month with the Moderator and the Sr Pastor in preparation for the items described above
- Provides input into strategic planning, UCCH governance issues, or similar activities.
- Listens to and passes on, as appropriate, concerns or ideas expressed by members of the congregation.

**Desired skills, personal qualities, and characteristics**

- Displays values and goals consistent with those of UCCH
- Is familiar with UCCH programs, governance, and members
- Is a good listener and a patient communicator
- Has experience in planning and convening meetings, delegating and coordinating committees, budgeting, personnel management and/or conflict resolution.
- Feels comfortable representing UCCH in internal communications and, occasionally, with outside groups.
- Lives out a personal commitment to spiritual growth that includes empathy with the multiple communities that make up our congregation. Willingness to partner with the Senior Pastor and other lay leaders in living out our Racial Justice Covenant through continued dialogue, training, and decision-making processes guided by a racial lens.
- A person who finds joy in the worship and community we share at United Church of Chapel Hill, believes in our mission to be a Place of Belonging for all God's Children, and desires to work closely with the Senior Pastor, board chairs, and all our church's stakeholders to build up our community life.