

Presbyterian Women in the Synod of the Covenant

Job Description: **VICE MODERATOR FOR STUDIES AND SPIRITUAL DEVELOPMENT**

Purpose: To encourage PWSOC to nurture their faith through practicing spiritual disciplines.

Accountability: To the Coordinating Team of Presbyterian Women in the Synod of the Covenant (PWSOC/CT) and Presbyterian Women in the Synod of the Covenant (PWSOC).

Responsibilities:

1. Preside in the absence of the Moderator or at her request, and if necessary to complete the Moderator's unexpired term. (See By-laws Article V. Section 3.c.)
2. Serve on the PWSOC/CT, attend all meetings of the CT and PW Synodwide Gatherings unless excused by the Moderator.
3. Serve on the Synodwide Gathering Committee.
4. Serve on the Finance, the Facilitating and Leadership Development committees.
5. Provide spiritual growth resources at the annual PWSOC/CT meeting.
6. Assist the Moderator in planning the worship and agenda at the annual PWSOC/CT meeting.
7. Search and become familiar with resources and publicize regarding spiritual growth, with particular attention to those made available through PW publications and PC (U.S.A.) offices.
8. Encourage the promotion and use of *Horizons* at Synodwide Gathering, PWP Gatherings, and local churches. Also promote *Horizons* on the PWSOC website and quarterly newsletter.
9. Be responsive to spiritual growth questions and concerns expressed by members of the PWSOC/CT.
10. Provide a written report at the annual PWSOC/CT meeting for the purpose of 1.) sharing information of current resources, 2.) encouraging spiritual growth, and 3.) assisting the PWP Moderators in nurturing the faith of PW in their presbyteries.
11. Keep records of her office and give them to her successor within one month of leaving office.