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**General Assembly Moderatorʼs**

**Visit Request Form**

Please complete this form to request dates on the schedule of the Moderator of the General Assembly and send the form to your synod, along with a copy to Jayne Culp, Office of General Assembly, 100 Witherspoon Street, Louisville, KY 40202-1396, or by email (jayne.culp@pcusa.org). Questions can be directed to Jayne via email or by calling/texting 502.548-4657.

The Moderator/Vice-Moderator or Co-Moderators are elected by the General Assembly. They will determine which of them will attend a scheduled event or visit, based on their availability. Only one person (Moderator/Vice-Moderator/Co-Moderator) will travel to the event.

These requests will be shared with synods so that they may participate, in consultation with presbyteries, in the development of the Moderatorʼs itinerary within their bounds.

This request is coming from:

*Please note - if the request is from a presbytery, please provide the name of the synod;*

*if the request is from a congregation, please provide the name of the synod and presbytery.*

Name of synod: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of presbytery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of congregation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of meeting, event, or mission site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of meeting, event, mission site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternative dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Time(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you able to provide or purchase the following?:

A private hotel room: Yes \_\_\_\_ No \_\_\_\_

Airport pick up/drop off: Yes \_\_\_\_ No \_\_\_\_

Meals during this visit: Yes \_\_\_\_ No \_\_\_\_

What is the Moderator being asked to do? Please be specific. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are there other events/meetings in the presbytery or synod to which this visit can be linked?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When was the last time a General Assembly Moderator visited? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact personʼs name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number(s):

Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Response to the invitation is needed no later than (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Arrangements for Visits of the Moderator**

A visit of the Moderator can be a very valuable part of the program of a church, presbytery, or synod, or it can be “just another meeting.” This information has been prepared to assist in making each visit of the Moderator the important occasion it should be.

**The Invitation**

The invitation should be sent as early as possible to Jayne Culp, in the Office of the General Assembly, 100 Witherspoon Street, Louisville, KY 40202-1396, or jayne.culp@pcusa.org.

It should never be taken for granted that the Moderator can or should accept any particular invitation. Ordinarily (except for Sunday morning preaching), Moderators will accept invitations from local churches only when the presbytery or synod joins in the invitation. Moderators will give preference to invitations from those places where there has not been a recent Moderatorial visit.

An invitation to the Moderator may include the Moderator’s spouse. If the spouse accompanies the Moderator, appropriate courtesies should be extended to the spouse. It is understood, however, that the presence of the Moderator’s spouse is entirely a personal matter and is in no sense official.

**Expenses, Honorariums, Food and Lodging**

The travel expenses of the Moderator are included in the budget of the Office of the General Assembly and funded by the per capita apportionment.

When an honorarium is received it is returned to the per capita income and permits moderatorial visits to other parts of the church. Honoraria should be sent directly to: Jayne Culp, Office of the General Assembly, 100 Witherspoon Street, Louisville, KY 40202-1396.

The inviting group is responsible for all food, hotel, and local transportation expenses.

If the Moderator’s spouse is invited to accompany the Moderator, the food, hotel, and local transportation expenses of the spouse are the responsibility of the inviting group.

**The Program**

Care should be taken by the inviting group to the following:

a. The program should not be too long and should take into consideration the Moderator’s continuing travel schedule.

b. The moderators of the synod, presbytery, and session should be participants in the program with the moderator of the inviting council presiding.

c. Others who might be asked to share the program are vice-moderators (in the absence or inability of the moderators to participate), stated clerks, executives of the presbytery or synod, and elected members of General Assembly entities.

d. Include in invitations to the event representatives of other denominations with which we are in correspondence.

e. The local news media should be alerted to the visit of the Moderator and arrangements for interviews and pictures scheduled at a time convenient to the Moderator and the media whenever time will allow. You may obtain a biography and picture of the Moderator at the Moderator’s website: www.pcusa.org/gamoderator.

f. The Moderator is to be met at the airport or train station and driven to the place of meeting or, if there is time, to the hotel or motel. Courtesy would suggest that the moderator of the synod (or presbytery, as the case may be) and the host pastor should be, if possible, in the welcoming group.

These suggestions are all aimed at emphasizing the official character of the Moderator’s visit.

**Information Needed for the Moderator**

a. A careful description of the kind of occasion planned (church service, banquet, men’s or women’s meeting, council meeting, etc.) should be sent to the Moderator well in advance of arrival, including the length of address or sermon expected. The Moderator will choose the subject for the presentation, but suggestions as to the special needs in the local area are proper and may be helpful.

b. The advance notice should include the name, title and telephone number of the person by whom and when and where the moderator is to be met, the name, address, telephone and fax number of the hotel or motel where the Moderator will be staying; and the name, address and telephone number of the church or other place of meeting.

c. A complete time schedule for the Moderator’s visit should be submitted for the Moderator’s approval and suggestion, and no additional appointments may be added without prior approval of the Moderator.

d. The Moderator should be asked if there are personal friends in the area whom the Moderator would like to see.

5. Courtesies for the Moderator

a. Arrange for Moderator to be met at the airport.

 b. Remember that sufficient time for rest is important. It, therefore, is required that the Moderator be lodged in a hotel or motel.

 c. Plan informal opportunities, rather than formal receptions, for those who would like to speak to or greet the Moderator. There should be no receptions for the Moderator immediately prior to a speaking engagement. (It is generally better not to have the Moderator go to the main door of the church, but to remain in the nave area.)

 d. Ascertain prior to arrival what the Moderator wishes to see while in the area.

 e. Promote the meeting actively. When people do not come to a meeting with the Moderator, it means one of two things: either you have had a Moderator visit too often or you have not fully realized or made your constituency realize the official importance of a visit from the Moderator of the General Assembly.

 f. Arrange for the Moderator to be escorted to the plane or train upon leaving the community.