

Chapter 5: Standards of Procedure for the Presbyterian Women

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I. Name

The name of this organization shall be Presbyterian Women (PW) in the First Presbyterian Church, Belmont, NC.

II. Purpose

Forgiven and freed by God in Jesus Christ, empowered by the Holy Spirit, we commit ourselves: to nurture our faith through prayer and Bible study, to support the mission of the church worldwide, to work for justice and peace, and to build an inclusive, caring community of women that strengthens the Presbyterian Church (U.S.A.) and witnesses to the promise of God's kingdom.

III. Membership

Members shall be all those who choose to participate in, or be supportive of, PW in any way. The membership shall be divided into circles to form small groups that gather regularly to provide an inclusive, caring community of women.

IV. Coordinating Team

A. FORMATION

The leaders shall form a Coordinating Team (formerly called Council) for conducting the business of PW in the Congregation. The Coordinating Team shall meet at least quarterly and no more than monthly.

B. QUALIFICATIONS

Elected leaders of PW in the Congregation shall be members of the Presbyterian Church (U.S.A.).

C. SEARCH COMMITTEE

The Search Committee shall receive names from PW in the congregation and present names of women to be elected to the Coordinating Team for their vote.

D. TERM OF OFFICE

The term of office shall be one year or two years. Leaders are installed at the Spring gathering and assume office when the Coordinating Team meets in August after summer break.

E. POSITIONS

The leaders of PW in the Congregation shall be the Moderator, Moderator-Elect, Secretary, Treasurer, Historian, and Moderator of the Search Committee. Additional leaders shall be Program Facilitators, such as Creative Ministries and Service; a representative from each circle; and Standing Committee Coordinators, such as Flowers and Fellowship/Kitchen. All leaders shall work to fulfill the Purpose and principles of Presbyterian Women.

V. Duties of Leaders

A. MODERATOR

The Moderator presides at all meetings of the Coordinating Team and at all Gatherings of PW in the Congregation (Spring and Fall). She receives communications on behalf of the organization and is the direct link to PW in the Presbytery by serving as the liaison between PW in the Congregation and the PW Group Cluster Facilitator of the Presbytery. She also serves as a member of the Session's Coordinating & Planning Committee. At year's end at the Spring Gathering, she serves as a mentor to the new Moderator throughout the new Moderator's year of service.

This is a one year position.

Specific duties include:

1. Preparing the agendas for all Coordinating Team meetings;
2. Mailing announcements of Coordinating Team meetings as well as announcements of Fall, Advent, and Spring Gathering events;
3. Training the Moderator-Elect;
4. Maintaining a Moderator's Book of ALL events that occurred during her year as Moderator to be placed in the church library for review by future moderators;
5. Attending all circle meetings at least once or twice throughout the year.

B. MODERATOR-ELECT

The Moderator-Elect presides in the absence of the Moderator or at her request. If the office of Moderator becomes vacant between elections, she shall complete the Moderator's term. She assists the Moderator as requested. She provides the devotion at all Coordinating Team meetings as well as the Fall and Spring Gatherings. She also serves on the Session's Coordinating & Planning Committee. At year's end at the Spring Gathering, she becomes the new Moderator and assumes office in August.

This is a one year position.

C. SECRETARY

The Secretary shall maintain and preserve the minutes of all meetings of PW in the Congregation such as all Coordinating Team meetings as well as all PW Gatherings (Fall and Spring). At year's end, she shall include all minutes in the Moderator's Book for safekeeping in the church library. She accounts for the number of women who attend circle meetings each month. She advertises through the bulletin and newsletter date/time/location of each circle meeting and promotes in December and January regarding scholarship assistance for college students available through PW in the Presbytery. During the summer she coordinates changes in circle membership and updates the annual PW Director distributed in August. When new members join the church, she contacts all new women concerning placement in a circle by attending the Visitors-Inquirers-New Members class. She also serves as a member of the Session's Evangelism Committee.

This is a two year position.

D. TREASURER

The Treasurer handles the receipts and disbursements of the operating funds of PW in the Congregation. She keeps a complete set of books which are to be audited once a year. She

sends to the Treasurer of PW in the Presbytery all funds designated for PW in the Presbytery. She makes a financial report to PW in the Congregation at the Fall Gathering which has been first approved by the Coordinating Team. She makes a year-end financial report to PW in the Congregation at the Spring Gathering. She shares all financial reports with the Session's Commitment & Finance Committee by submitting them on a monthly basis to the church's Financial Administrator. At year's end, she shall include all financial reports in the Moderator's Book for safekeeping in the church library.

This is a two year position.

Specific duties include:

1. Depositing monies received from circles to appropriate accounts;
2. Reporting monthly to the Coordinating Team the status of all PW funds;
3. Ordering in the summer the Bible Study books used in the circles;
4. Returning any unused Bible Study books for reimbursement.

E. HISTORIAN

The Historian maintains the historical records and prepares an annual written history of PW in the Congregation and also a history of the Congregation. She sends one copy of the History of PW in the Congregation to the Historian of PW in the Presbytery, places one copy on file in the Moderator's Book in the church library, and gives one copy to the minister, if it is requested. She also serves on the Homecoming/History Subcommittee of the Session's Coordinating & Planning Committee.

This is a two year position.

Specific duties include:

1. Taking photos at PW events to document the events over the year;
2. Collecting important documents over the year, such as bulletins, newsletters, etc.

F. MODERATOR OF SEARCH COMMITTEE

The Moderator of the Search Committee chairs the Search Committee and presents for election the names of women called to leadership positions. She seeks advice for nominations from many sources (circles, PW in the Congregation, the Coordinating Team) and advertises positions to be filled in *The Harbinger* in an effort to fill the Coordinating Team with people who have not served recently or have never served in the past. She also secures Circle Leaders for each circle for the coming year.

This is a two year position.

G. CIRCLE LEADERS

The Circle Leaders bring the needs and concerns of their circles to the Coordinating Team. Also, information received at the Coordinating Team is communicated to the circles through the Circle Leaders. If the circle is a "working" circle, this information should be communicated to the circle group via e-mail or other method to keep the circle informed.

These are one year positions.

H. PROGRAM FACILITATORS

Program Facilitators (such as *Creative Ministries* and *Service*) have the responsibility of interpreting, coordinating, and disseminating information concerning all programs of PW in the Congregation. The program year is from August to August.

1. Creative Ministries

She decorates for the Fall and Spring Gatherings and collects the total Least Coin offering. She secures the program for the Fall and Spring Gatherings.

She serves on the Session's Education Committee.

This is a two year position.

2. Service

She is responsible for coordinating cards and contact with young adult members (youth at boarding school, college-age, and those in the military) and missionaries. She sends valentine boxes in February and advertises through PW for assistance. She collects Campbell Soup labels.

She serves on the Session's Missions & Denominational Relations Committee.

I. STANDING COMMITTEE COORDINATORS

Standing Committee Coordinators (such as Flowers and Fellowship/Kitchen) have responsibility for specific duties during the year.

1. Fellowship/Kitchen

The Fellowship/Kitchen Coordinator maintains the PW Closet and Parlor kitchen so that they are always neat and orderly.

She oversees set-up and clean-up of the Fellowship Hall and kitchen for the Fall and Spring gatherings as well as Advent Saturday. On Advent Saturday, she assists one of the PW circles in providing breakfast and/or lunch on that day.

She also serves on the Session's Fellowship Committee

This is a two year position.

2. Flowers

The Flower Coordinator orders flowers at the following times:

- a) *Thanksgiving Mums* for church homebound members with Circle Leaders being responsible for delivery;
- b) *Memorial Christmas Poinsettias* based on orders from the congregation during Advent to be placed in the Sanctuary by the Service Circle.
- c) *Palm Sunday Geraniums* (or something similar for church homebound members with Circle Leaders being responsible for delivery;
- d) *Memorial Easter Lilies* based on orders from the congregation during Lent to be placed in the Sanctuary by the Service Circle.

She serves on the Session's Worship Committee.

This is a two year position.

VI. Duties of the Coordinating Team

The Coordinating Team shall: (1) Conduct all annual reviews and evaluations based upon goals of the year just completed; (2) Set goals and objectives for the new program year; (3) Maintain an ongoing, working relationship with the PW Group Cluster Facilitator; (4) Discover and utilize the gifts of members; (5) Be responsible for an ongoing educational program for women based on their spiritual needs; (6) Provide an opportunity to support the mission of the Presbyterian

Church (U.S.A.) through giving, education, global awareness, and other means; (7) Be responsible for the preparation of an annual budget and the authorization of all expenditures; (8) Maintain accountability to and relationships with the Session through an annual report which shall include a financial report; (9) Maintain relationships with PW in the Presbytery and facilitate communication of information and resources from/to PW at all levels in the wider church; (10) Relate to any other women's groups that may exist in the congregation; and (11) Maintain relations with Church Women United and with other ecumenical groups, communities, and issue networks as appropriate.

VII. Search Committee

The Search Committee consists of the Moderator, who is elected, and one representative from each circle. The term of office for the Moderator is two years. The committee nominates persons to be called to leadership positions in PW in the Congregation.

VIII. Finances

The programs of PW in the Congregation shall be financed through pledges. Each woman is encouraged to pledge to the programs and operating budget. PW in the Congregation supports the operating budget of PW in the Presbytery and Synod by sending the recommended amount to the Treasurer of PW in the Presbytery based on the active participating members of the circles.

IX. Gatherings

PW in the Congregation meets regularly for fellowship, inspiration, information, advocacy, and to conduct business. Leaders are elected and installed at the Spring Gathering and a budget is presented and approved at the Fall Gathering.

X. Amendments

These guidelines may be amended at any annual gathering of PW in the Congregation by a two-thirds vote of those present and voting, provided notice of the proposed amendments have been submitted, in writing, to the members at least thirty (30) days prior to the gathering at which they will be voted on. They may also be amended by a three-fourths vote without prior notice. These bylaws may be suspended by a two-thirds vote of those present and voting, provided suspension has been submitted in writing to the members thirty (3) days prior to the gathering at which it will be voted on.

XI. Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern PW in all cases in which it applies and is not inconsistent with these bylaws and the Constitution of the Presbyterian Church (U.S.A.).

PRESBYTERIAN WOMEN COORDINATING TEAM

OFFICERS

Moderator _____
Moderator-Elect _____
Secretary _____
Treasurer _____
Historian _____
Moderator of Search _____

CIRCLE LEADERS

Agape _____
Grace _____
Joy _____
Service _____
Community _____
Evening _____

PROGRAM FACILITATORS

Creative Ministries _____
Service _____

STANDING COMMITTEE COORDINATORS

Flowers _____
Fellowship/Kitchen _____

PRESBYTERIAN WOMEN
SESSION COMMITTEE ASSIGNMENTS

FELLOWSHIP

PW Fellowship/Kitchen Coordinator

COORDINATING & PLANNING

PW Moderator

PW Moderator-Elect

Homecoming/History Subcommittee

PW Historian

EDUCATION

PW Creative Ministries Facilitator

EVANGELISM

PW Secretary

MISSIONS & DENOMINATIONAL RELATIONS

PW Service Facilitator

WORSHIP

PW Flowers Coordinator
