

Presbyterian Women **ESSENTIALS**



A Guide for PW Groups
2023 edition



PRESBYTERIAN
WOMEN

Presbyterian Women Essentials

A Guide for PW Groups

2023 Edition

Visit presbyterianwomen.org to learn more about PW's programs and resources.

Presbyterian Women in the Presbyterian Church (U.S.A.), Inc.

©2023 Presbyterian Women

PWR23120

Presbyterian Women Essentials

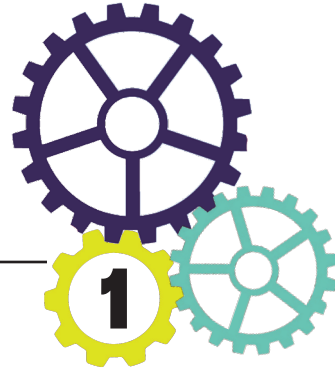
A Guide for PW Groups

2023 edition

Section 1: Presbyterian Women Basics	5
PW Purpose	5
Overview of PW	5
Why PW?	5
Participation and Leadership	5
PW Structure	5
<i>Horizons</i> Magazine and Bible Study	6
Section 2: Presbyterian Women in Congregations	7
Overview	7
Presbyterian Women's Funds in the Congregation	7
Presbyterian Women Leadership Positions in the Congregation	7
Coordinating Teams and Terms	8
Leadership Accountability	8
Leadership for a Single PW Group in a Congregation	8
Leadership Job Descriptions	8
Section 3: Presbyterian Women in Presbyteries	10
Overview	10
Presbyterian Women Leadership Positions in Presbyteries	10
Coordinating Teams and Terms	10
Leadership Accountability	10
Leadership Job Descriptions	11
Section 4: Presbyterian Women in Synods	14
Overview	14
Presbyterian Women Leadership Positions in Synods	14
Coordinating Teams and Terms	14
Leadership Accountability	14
Leadership Job Descriptions	14
Section 5: Presbyterian Women Churchwide Board of Directors	18
Overview	18
Presbyterian Women Leadership Positions on the National Board of Directors	18
PW Board Accountability	19
PW Board Job Description	19
Churchwide Gatherings and the Triennial Business Meeting	19
National Committees	20
Churchwide Search Committee	20
Section 6: UN Economic and Social Council and the Commission on the Status of Women	21

Section 7: PW Communications and Resources	22
<i>Horizons</i> Magazine and Bible Study	22
PW/ <i>Horizons</i> Bible Study	22
National Communication and Networking Resources	22
Section 8: PW Giving	23
Annual Fund (Mission Pledge)	23
Creative Ministries Offerings	23
Honorary Life and Endowments	24
Ecumenical Programs	25
Section 9: An Overview of PW Relationships with the Presbyterian Church (U.S.A.)	27
PW Relationship with the Presbyterian Mission Agency (PMA)	27
Racial Equity & Women's Intercultural Ministries	27
The Matthew 25 Initiative	27
PW/PC(USA) Institutional Relationship Agreement	27
PW Constituency Groups	27
Section 10: Starting a PW Group	28
Helpful Resources for a New PW Group	28
Before the First Meeting	28
At the First Meeting	29
Things to Remember About Groups	29
Section 11: Closing a PW Group	31
Congregation	31
Presbytery	31
Maintaining Connections When a PW Presbytery Coordinating Team Closes	32
Financial Responsibilities	32
Appendixes	33
1. Sample Logos	33
2. Sample Forms	35
3. Sample Bylaws	37
4. Covenant between Presbyterian Church (U.S.A.) Sessions and Presbyterian Women in the Congregation	38
5. Voice and Vote for Presbyterian Women at the Presbytery and Synod Level	41
6. PW Churchwide Committee Structure	42
7. National Task Group on Presbyterian Women Groups in PC(USA) Churches Seeking Dismissal, 2012 ..	43
8. Important Dates to Remember	45
9. Acronyms	46
PW Logo	Inside back cover

Presbyterian Women Basics



PW PURPOSE

Forgiven and freed by God in Jesus Christ, and 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.

Overview of Presbyterian Women

Presbyterian Women is the women's organization of the Presbyterian Church (U.S.A.). Organized at every level of the church (congregation, presbytery, synod, national), women in PW gather for shared Bible study, mission and advocacy work and relationship building. While PW groups are organized within the structure of the Presbyterian church, a variety of models successfully function throughout the organization. The traditional PW group has been a circle, but many different shapes and patterns have emerged over time. The only requirement to be considered a Presbyterian woman or a PW group is that the participants support PW in any way—and there are many ways to be involved!

Why Do We Need an Organization for Presbyterian Women?

Over the last two centuries, many women's groups formed because they were not allowed to participate in or lead civic and faith-based groups organized by men. Today it is common to see women in myriad leadership roles, from business, to government, to church. In this atmosphere, is Presbyterian Women still needed? Yes!

Work on behalf of women is never complete. Policies created to uplift those in need can be rolled back and gains won for women can be lost.

Women still need each other. PW is organized so that we are aware of our siblings' struggles and can join forces to support one another and to gather resources that help improve lives.

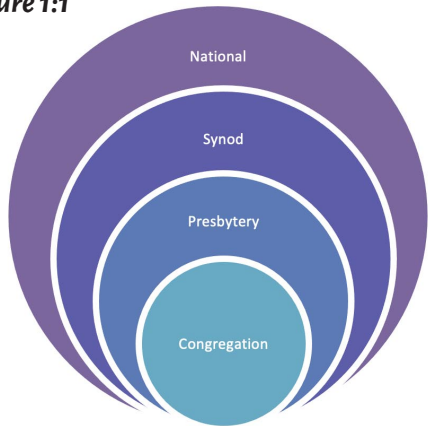
With more choices in how to live and serve in the world, PW provides a network where participants can come together for discussion, discernment, and for creating bonds of community, compassion and love.

PW speaks to women's relationship with God, who for millennia has been imaged only as male. A women's religious organization has the unique gifts and abilities to speak to the special theological needs and concerns of women.

Participation and Leadership

Participation in Presbyterian Women is open to all and reflects the rich diversity of the Presbyterian Church (U.S.A.). Women of all ages, races, ethnicities and geographic locations are part of the organization.

Leaders of Presbyterian Women, whether elected or appointed, work to fulfill the PW Purpose in congregations, presbyteries, synods and churchwide. For elected positions, PW elects its own search committees who present nominees to be voted on by participants in Presbyterian Women.

Figure 1:1**PW Structure***(see Figure 1:1)*

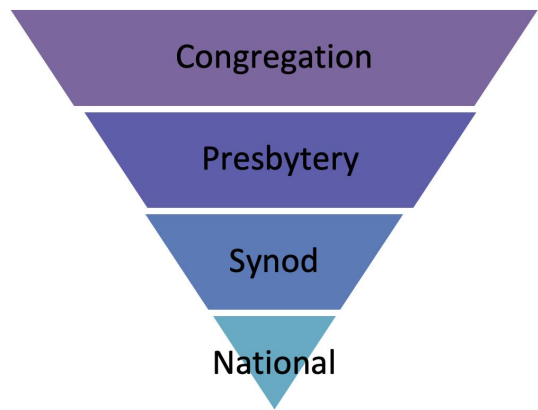
PW is structured like the church. Congregational groups are central to the organization, as pictured in the circular graphic. PW in the presbytery connects congregational groups within a synod, and PW in the synods provides a link to national programming and services. Viewed another way, PW national supports the synods, presbyteries and congregations with resources, networks and events that benefit Presbyterian women across the country.

Horizons Magazine and Bible Study

Horizons is the magazine and Bible study of Presbyterian Women. By using these resources, readers across the country connect through shared ideas and studies. Members of PW's Churchwide Board of Directors choose authors and themes for the Bible study and advise the PW staff on themes, writers and content for the magazine.

Regular features of *Horizons* magazine include

- Articles on mission, justice and peace and building community
- Devotions and scripture studies
- Program ideas and Bible study helps



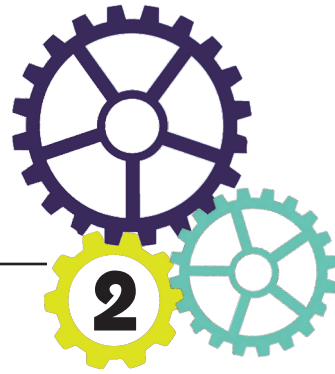
- Installation service for PW leaders
- Birthday and Thank Offering recipient descriptions and dedication services
- Stewardship information
- Fellowship of the Least Coin recipients
- Celebrate the Gifts of Women liturgy

Horizons is available in 5 issues (subscribers receive the Bible study). Subscribe one of three ways.

1. Call toll-free 866/802-3635.
2. Go to presbyterianwomen.org/subscribe.
3. Mail payment to *Horizons*/Presbyterian Women
PO Box 421, Congers, NY 10920-0421



Presbyterian Women in the Congregation (PWC)



OVERVIEW

The heart of Presbyterian Women is the groups that form within congregations. While women come to PW with varying experiences and views, the local circle or small group provides an open environment for fellowship, prayer and study in a place where all are loved and honored.

Shared Bible study is central to the identity of PW since women across the country engage the same *Horizons* study each year. Congregational groups also provide a place to participate in mission projects, share spirituality practices, offer support to one another, learn and advocate for justice and peace issues and just let go and have a good time with friends!

Within a congregation, Presbyterian Women is accountable to its own participants and is responsible for reporting at least annually to the session, as described in the *Book of Order*, G-3.0108a. For more information on a PWC's relationship to the session, see the **PWC/Session Covenant, Appendix 4**. Beyond the reporting guideline, PW groups have different models depending on their own contexts. Groups can meet as frequently or as seldom as they wish at whatever day and time works best. Don't be hesitant to experiment, listen to voices of participants who are new to PW, try out new ideas for programming and change up events to include more people and make sure all feel welcome. If the group finds that once tried-and-true models no longer work, celebrate them and let them go. Listen for the Holy Spirit and let her set the direction for the PW group.

PRESBYTERIAN WOMEN'S FUNDS IN THE CONGREGATION

Presbyterian Women groups in congregations are responsible to the session, but the church's session, trustees, pastor or church treasurer cannot direct PW's work or funds.

PWC groups have tax-exempt status through inclusion in the Presbyterian Church (U.S.A.)'s federal group ruling. Funds raised by a PWC group can be, for legal purposes, held by the church, but they are **donor-restricted** for the Presbyterian Women group's use. PW reports to the session but the session cannot repurpose a donation made to PW for any other purpose. See the **PWC/Session Covenant, Appendix 4**, for more information.

PRESBYTERIAN WOMEN LEADERSHIP POSITIONS IN THE CONGREGATION

In every PW group, whether large or small, the leadership positions listed in this section and their responsibilities may be adapted to fit the circumstances and needs of the group. In smaller PW groups, this team may function informally along with all the members to carry out the work of PW. In some congregations, a single PW group meets for Bible study or mission activities. In this case, the group members function as the coordinating team. In congregations with multiple PW groups, the coordinating team will be a more formalized team, responsible for the functions listed below.

- moderator or co-moderators
- vice moderator (optional, with moderator, in place of co-moderators)
- secretary/ historian
- treasurer
- moderator of search committee
- additional optional leaders: representatives from each PW group or members at large with specific responsibilities such as PW Giving representative, *Horizons* representative, mission coordinator, justice and peace coordinator, etc.

COORDINATING TEAMS AND TERMS

It is helpful to have a few members serve specific roles on the coordinating team to keep the group focused on accomplishing the purpose of PW. Your team may want to split up the duties for certain job descriptions so that more participants can become engaged in leadership. The makeup of the coordinating team is variable, depending on the needs of the group. Members ordinarily serve a one-year term, unless the PWC determines differently. Two-thirds of the members of a congregational coordinating team are PC(USA) members.

LEADERSHIP ACCOUNTABILITY

PW's coordinating team in the congregation is accountable to the PWC and to the church's session (*Book of Order*, G-3.0108a). All PWC positions in the congregation are accountable to the PWC and the PWC coordinating team, except the Search Committee and Search Committee moderator, who are responsible only to the PWC.

LEADERSHIP FOR A SINGLE PW GROUP IN A CONGREGATION

Where there is only one PW group in a congregation, the leaders may fulfill the various responsibilities that the group decides are necessary for its functioning. The group's leadership may consist of

- moderator to provide leadership to the group and ensure communication among the members and with the congregation and the session
- secretary/historian to record the work of the group
- treasurer to maintain the financial records of the group

LEADERSHIP JOB DESCRIPTIONS

Workshops that detail responsibilities and best practices are available for download at presbyterianwomen.org/what_we_do/develop-leaders/position-training.

Moderator or Co-moderators

Provide leadership to the coordinating team of PW in the Congregation, act as a representative of PW to other groups and share in the planning and coordination of the program of the PWC.

- Prepare agenda and preside at meetings of the PWC coordinating team and at PWC gatherings.
- Communicate information received on behalf of the PWP, PWS and CCT with the appropriate person(s) or group(s).
- Encourage participation in PW at all levels of the church.
- Facilitate the relationships of the PWC/CT with the PWP/CT.
- Encourage the interest of all congregation members in PW.
- Support inclusion of the mission emphasis and major justice and peace concerns of PW churchwide in the PWC program.

Vice Moderator

- Become familiar with the responsibilities of the moderator and serve in her absence or at her request.
- Perform specific duties as assigned by the PWC bylaws.

Secretary/Historian

(this may be separate positions or combined into one)

- Keep accurate records of the coordinating team meetings and gatherings of the PWC.
- Maintain minutes of all PWC meetings and gatherings.
- Serve as correspondent for the PWC.
- Secure and send current names and addresses of all PWC leaders to the PWP.
- Perform other duties as requested by the PWC or PWC moderator.
- Maintain and preserve the historical records of the PWC.
- Create and maintain files of PWC information, brochures, programs and photographs.

- Write an annual report of the PWC's program year.
- Send a copy of the report annually to the PWP historian and send the original to*

Records Archivist Presbyterian Historical Society
 425 Lombard St.
 Philadelphia, PA 19147-1516
 Phone: 215/928-3864
 Website:
history.pcusa.org/services/recordsmanagement

Treasurer

- Receive and disburse PW funds as directed by the PWC/CT.
- Keep accurate financial records of receipts and disbursements of funds.
- Promote and enable giving through PW Giving opportunities.
- Submit regular written reports to the PWC/CT.
- Submit an annual report to the PWC and to the session.
- Submit financial records for audit or financial review on a regular basis.

Search Committee

- Provide names of women recommended for leadership positions in PWC.
- Identify and recommend women to serve on the PWC/CT.
- Seek names of women to consider for leadership positions from PC(USA) members in the congregation (and surrounding area), intentionally including women who represent the diversity of the PC(USA) and PW.
- Solicit and review background information and recommendations for women under consideration.
- Ensure nominees have job descriptions, contact information for former incumbent, connections to relevant constituency groups.

- Present nominees for election at the PWC business meeting/gathering.

Search Committee Moderator

- Call and preside at meetings of the PWC Search Committee.
- Present the names of women nominated for leadership position(s) to the PWC for election at a PWC gathering.

PW Giving Representative

Interpret the giving opportunities of PW and encourage participation in the Annual Fund (Mission Pledge), Birthday and Thank Offerings, Memorial/Recognition Gifts program, Honorary Life Membership program, Fellowship of the Least Coin and PW Endowments, including Bible Study, Inclusive Community, Widening the Circle endowment funds.

- Interpret PW Giving programs and provide interpretive materials at gatherings and events. Actively work to educate PW groups and supporters.
- Provide support and resources to group leaders, moderator and treasurer.

Horizons Representative

Promote the sale and use of *Horizons* magazine and Bible study for Presbyterian Women.

- May participate as an active voting member of the coordinating team.
- Maintain contact with PW national staff for promotional materials and subscription incentives.
- Staff and supply a resource table at gatherings and events, and lead workshops on how to use the magazine and Bible study.

* PWC Annual Reports may also be sent to Public Services Archivist, John Bulow Campbell Library, Columbia Theological Seminary, P.O. Box 520 Decatur, GA 30031, Phone: 404-687-4628 Email: robertsonm@ctsnet.edu Website: ctsnet.edu/library/special-collections-and-archives



Section 3

Presbyterian Women in the Presbytery (PWP)

OVERVIEW

Presbyterian Women in the Presbytery has two main functions. First, it supports PW in the Congregations through phone calls, visits, newsletters, email lists, websites and social media, the PWP provides information, resources and encouragement to local PW groups. PW in the Presbytery also makes connections across congregations by hosting shared events. Especially when churches are spread apart, experiencing declining membership or don't have church Bible study groups, the PWP serves to bring women together and provide greater community. Whether through an online Bible study, a regional mission focus or a yearly event, PW in the Presbytery can gather larger and more diverse groups of participants.

The second function of Presbyterian Women in the Presbytery is to serve as the link to PW in the Synod and to communicate between the organization and the presbytery. It is accountable to PW members in the presbytery and is responsible for reporting at least annually to the presbytery. The moderator of PWP may serve on the presbytery council and committees so that she can be fully informed on its mission, budget and current activities. In turn, she can report to the presbytery council the goals and activities of PW in the Presbytery.

PRESBYTERIAN WOMEN LEADERSHIP POSITIONS IN THE PRESBYTERY

All elected leaders of the PW in the Presbytery coordinating team are members of the PC(USA).

- moderator or co-moderators
- vice moderator (optional, with moderator, in place of co-moderators)
- secretary/historian

- treasurer
- moderator of search committee
- members at large representing communities of color
- PW leadership coordinator (optional)
- PW cluster leader (optional)
- additional optional leaders: members at large with specific responsibilities—e.g., PW Giving representative, *Horizons* representative, mission coordinator, justice and peace coordinator, spirituality coordinator

COORDINATING TEAMS AND TERMS

The above positions, as well as others particularly identified by a PWP, comprise the coordinating team. Positions may be eliminated or combined, depending on the needs of the group. Keep in mind that these positions can be shared so that more participants can get involved in the leadership of PW!

Terms are generally three years, but two years are possible. Groups may decide that leaders are eligible for a second term in the same office. Each group decides on term rotations based on their program year.

LEADERSHIP ACCOUNTABILITY

PW's coordinating team in the presbytery is accountable to the PWP and the presbytery council (for the purpose of an annual report). All PWP positions are accountable to the PWP and the PWP coordinating team, except members at large, the Search Committee and the Search Committee moderator, who are responsible only to the PWP.

LEADERSHIP JOB DESCRIPTIONS

Workshops that detail responsibilities and best practices are available for download at presbyterianwomen.org/what_we_do/develop-leaders/position-training.

Moderator or Co-moderators

Provide leadership to the coordinating team of PW in the Presbytery, act as a representative of PW to other groups and share in supervising the planning and coordination of the total program of the PWP.

- Prepare agenda and preside at meetings of the PWP coordinating team and at PWP gatherings.
- Communicate information received on behalf of the PWCs, PWS and CCT with the appropriate person(s) or group(s).
- Encourage participation in PW at all levels of the church.
- Serve as a representative to the PW in the Synod coordinating team.
- Serve as a voting representative to the triennial Churchwide Business Meeting. The PWP moderator serving at the time of the triennial Churchwide Business Meeting is eligible to be a voting representative.
- Serve ex officio on all committees, except the Search Committee.
- Serve on the presbytery council as appropriate (with voice and vote, or voice without vote) (see Appendix 5).
- Provide an annual report to the presbytery council and to the PWP.
- Encourage the interest of all congregations in PW.
- Support inclusion of the mission emphasis and major justice and peace concerns of PW churchwide in the PWP program.

Vice Moderator

Become familiar with the responsibilities of the moderator and serve in her absence or at her request.

Perform specific duties as assigned by the PWP bylaws.

Secretary/Historian *(this may be separate positions or combined into one)*

Keep accurate records of the coordinating team meetings and gatherings of the PWP.

- Maintain minutes of all PWP meetings and gatherings.
- Serve as PWP correspondent.
- Secure and send current names and addresses of all PWP leaders to the PWS and to PW national staff.
- Secure and send current names and addresses of all PWC moderators and treasurers (within the presbytery boundary) to the PW national staff.
- Coordinate the preparation of a directory and an annual report.
- Perform other duties as requested by the PWP or the PWP moderator.
- Maintain and preserve the historical records of the PWP.
- Request and maintain annual PWC historical and statistical reports from PWC historians.
- Provide resources and ongoing training, as necessary, for PWC historians.
- Create and maintain files of PWP information, brochures, programs and photographs.
- Write an annual PWP program year report.
- Sends a copy of the report to the PWS historian annually; the original to

Records Archivist

Presbyterian Historical Society

425 Lombard St.

Philadelphia, PA 19147-1516

Phone: 215/928-3864

Website: history.pcusa.org/services/records-management

Treasurer

Receive and disburse PWP funds as directed by the PWP/CT.

- Receive PWC monies for all giving. Determine the amount designated for PWP and PWS operating expenses and disburse those funds. Forward the remaining funds to

PW Remittance Processing

PO Box 643652

Pittsburgh, PA 15264-3652

- Keep accurate financial records of receipts and disbursements of funds.
- Promote and enable giving through PW Giving opportunities.
- Submit regular written reports to the PWP/CT.
- Submit an annual report to the PWP and the presbytery council.
- Submit financial records for audit or financial review on a regular basis.

Search Committee

Provide names of women recommended for leadership positions in PWP.

- Identify and recommend women to serve on the PWP/CT.
- Seek names of women to consider for leadership positions from all PW groups within the presbytery, intentionally including those who represent the diversity of the PC(USA) and PW.
- Solicit and review background information and recommendations for women under consideration.
- Present nominees for election at a PWP gathering.
- Ensure nominees have job descriptions, contact information for former incumbent, connections to relevant constituency groups.

Search Committee Moderator

- Call and preside at meetings of the PWP Search Committee.
- Present names of women nominated for leadership position(s) to the PWP for election at a PWP gathering.

Members at Large

- Ensure voice for communities of color, young women and other constituency groups and encourage their participation in PW.
- Bring a diverse lens to issues of concern.
- Serve as a full participating member of the PWP/CT, including serving as chair of committees and task groups, as appointed.
- Share information and resources with constituency groups, if possible. Not all members at large have a defined PW leadership team/sister organization to relate to, such as National Korean Presbyterian Women (NKPW) or Hispanic Latina Presbyterian Women (HLPW).
- Encourage participation and involvement of women of color, young women and other constituency groups in the PWP.

PW Giving Representative

Interpret the giving opportunities of PW and encourage participation in the Annual Fund (Mission Pledge), Birthday and Thank Offerings, Memorial/Recognition Gifts program, Honorary Life Membership program, Fellowship of the Least Coin and PW Endowments, including Bible Study, Inclusive Community, Widening the Circle endowment funds.

- Interpret PW Giving programs and provide interpretive materials at gatherings and events.
- Actively work to educate PW groups and supporters.
- Identify and work collaboratively with other PW giving representatives in congregations, presbyteries and synods.

- Provide support and resources to PWC, PWP or PWS moderator and treasurer.
- Provide workshops and resources at PWC, PWP and PWS events and gatherings.

Horizons Representative

Promote the sale and use of *Horizons* magazine and Bible study for Presbyterian Women.

- May be an active voting member of the PWC/CT.
- Maintain contact with PW national staff for promotional materials and subscription incentives.
- Staff and supply a resource table at PWC, PWP and PWS gatherings and events, and lead workshops on how to use the magazine and Bible study.

PW Cluster Leader

Provide support and program resources to PWC groups.

- Contact and establish an ongoing relationship with the moderators of PWC/CTs.
- Work with her PWC/CT assignments to provide networking, resources and programming assistance, including planning and evaluation.
- Participate in PWP-offered leadership training for PWCs.
- Communicate concerns of women in the congregations to the PWP/CT and to the PWS/CT through PWP/CT leadership, and to the CCT through the CCT/PW synod representative.
- May be an active voting member of the PWP/CT.

PW Leadership Coordinator

Relate the PWS leadership coordinator and PW cluster leaders.

- Strengthen the PW leader network.
- Convene PW cluster leaders within the presbytery for organization and sharing.
- Report for the PW cluster leaders at PWP/CT meetings.
- Participate as an active voting member of the PWP/CT.
- Coordinate work with PWS leadership and, with PWP moderator, facilitate leadership training within the presbytery.





Presbyterian Women in the Synod (PWS)

OVERVIEW

Presbyterian Women in the Synod serves the same function as Presbyterian Women in the Presbytery, only the territory is bigger. It supports presbytery groups with information, resources, and encouragement, and hosts regional events.

Presbyterian Women in the Synod is the link to the PW Churchwide Board of Directors and is the communicator between the organization and the synod. It is accountable to PW members in the synod and must report to the synod at least annually. The moderator of PWS may serve on the synod council or other governing body and committees as appropriate to be fully informed of its mission, budget and current activities. In turn, she can report to the synod the goals and activities of PW in the Synod.

PRESBYTERIAN WOMEN LEADERSHIP POSITIONS IN THE SYNOD

All elected leaders of the PW in the Synod coordinating team are members of the PC(USA).

- moderator or co-moderators
- vice moderator (optional, with moderator, in place of co-moderators)
- secretary/historian
- treasurer
- moderator of search committee
- members at large representing communities of color
- representative to the PW Board of Directors
- moderator or one co-moderator from each PWP within the bounds of the synod
- members at large with specific responsibilities—e.g., PW Giving

representative, *Horizons* representative, mission coordinator, justice and peace coordinator, spirituality coordinator

COORDINATING TEAMS AND TERMS

The above positions, as well as others particularly identified by a PWP, comprise the coordinating team. Positions may be eliminated or combined, depending on the needs of the group. Keep in mind that these positions can be shared so that more participants can get involved in the leadership of PW!

Synod representatives to the PW Board of Directors serve one three-year term (Churchwide Bylaws, 5.6).

LEADERSHIP ACCOUNTABILITY

PW's coordinating team in the synod is accountable to the PWS and the synod council or body (for the purpose of an annual report). All PWS positions are accountable to the PWS and the PWS coordinating team, except members at large, the Search Committee and the Search Committee moderator, who are responsible only to the PWS. The synod representative to the PW Board of Directors is responsible to the PWS and PW Board.

LEADERSHIP JOB DESCRIPTIONS

Workshops that detail responsibilities and best practices are available for download at presbyterianwomen.org/what_we_do/develop-leaders/position-training.

Moderator or Co-moderators

Provide leadership to the coordinating team of PW in the Synod, act as a representative of PW to other groups and share in supervising the planning and coordination of the total program of the PWS.

- Prepare agenda and preside at meetings of the PWS coordinating team and at PWS gatherings.
- Communicate information received on behalf of the PWP and PW Board of Directors with the appropriate person(s) or group(s).
- Encourage participation in PW at all levels of the church.
- Serve as a voting representative to the triennial Churchwide Business Meeting. The PWP moderator serving at the time of the triennial Churchwide Business Meeting is eligible to be a voting representative.
- Serve ex officio on all committees, except the Search Committee.
- Serve on the synod council as appropriate (with voice and vote, or voice without vote) (see Appendix 5).
- Provide an annual report to the synod council and the PWS.
- Encourage the interest of all presbyteries in PW.
- Support inclusion of the mission emphasis and major justice and peace concerns of PW churchwide in the PWS program.
- Encourage and facilitate leadership development for all elected PWS leaders.
- Secure and send current names and addresses of all PWS leaders to the PW national staff.
- Secure and send current names and addresses of all PWP moderators and treasurers (within the synod boundary) to the PW national staff.
- Coordinate the preparation of a directory and an annual report.
- Perform other duties as requested by the PWP or the PWP moderator.
- Maintain and preserve the historical records of the PWS.
- Request and maintain annual PWP historical and statistical reports from PWP historians.
- Provide resources and ongoing training, as necessary, for PWP historians.
- Create and maintain files of PWS information, brochures, programs and photographs.
- Write an annual PWS program year report.
- Send a copy of the report to the CCT secretary/historian and original to

Records Archivist

Presbyterian Historical Society
425 Lombard St.
Philadelphia, PA 19147-1516
Phone: 215/928-3864
Website: history.pcusa.org/services/records-management

Vice Moderator

- Become familiar with the responsibilities of the moderator and serve in her absence or at her request.
- Perform specific duties as assigned by the PWS bylaws.

Secretary/Historian *(this may be separate positions or combined into one)*

Keep accurate records of the coordinating team meetings and gatherings of the PWS.

- Maintain minutes of all PWS meetings and gatherings.
- Serve as PWS correspondent.

Treasurer

Receive and disburse PWS funds as directed by the PWS/CT.

- Keep accurate financial records of receipts and disbursements of funds.
- Promote and enable giving through PW Giving opportunities.
- Submit regular written reports to the PWS/CT.
- Submit an annual report to the PWS and to the synod council.

- Submit financial records for audit or financial review on a regular basis.

Search Committee

Provide names of women recommended for leadership positions in PWS.

- Identify and recommend women to serve on the PWS/CT.
- Seek names of women to consider for leadership positions from all PW groups within the synod, intentionally including those who represent the diversity of the PC(USA) and PW.
- Solicit and review background information and recommendations for women under consideration.
- Present nominees for election at a PWS gathering.
- Ensure nominees have job descriptions, contact information for former incumbent, connections to relevant constituency groups.

Search Committee Moderator

- Call and preside at meetings of the PWS Search Committee.
- Present the names of women nominated for leadership position(s) to the PWS for election at a PWS business meeting/gathering.

Members at Large

- Ensure voice for communities of color, young women and other constituency groups and encourage their participation in PW.
- Bring a diverse lens to issues of concern.
- Serve as a full participating member of the PWS/CT, including serving as chair of committees and task groups, as appointed.
- Share information and resources with constituency groups, if possible. Not all members at large have a defined PW sister

organization/leadership team to relate to, such as National Korean Presbyterian Women (NKPW) or Hispanic Latina Presbyterian Women (HLPW).

- Encourage participation and involvement of women of color, young women and other constituency groups in the PWS.

PW Giving Representative

Interpret the giving opportunities of PW and encourage participation in the Annual Fund (Mission Pledge), Birthday and Thank Offerings, Memorial/Recognition Gifts program, Honorary Life Membership program, Fellowship of the Least Coin and PW Endowments, including Bible Study, Inclusive Community, Widening the Circle endowment funds.

- Interpret PW Giving programs and provide interpretive materials at gatherings and events.
- Actively work to educate PW groups and supporters.
- Identify and work collaboratively with other giving representatives in congregations, presbyteries and synods.
- Provide support and resources to PWC, PWP or PWS moderator and treasurer.
- Provide workshops and resources at PWC, PWP and PWS events and gatherings.

Horizons Representative

Promote the sale and use of *Horizons* magazine and Bible study for Presbyterian Women.

- May participate as an active voting member of the coordinating team.
- Maintain contact with PW national staff for promotional materials and subscription incentives.
- Staff and supply a resource table at gatherings and events, and lead workshops on how to use the magazine and Bible study.

Synod Representative to the Churchwide Coordinating Team

Provide direct linkage between the PWS/CT and the PW Board of Directors.

- Serve a three-year term, according to the rotation schedule established in the churchwide bylaws (see schedule below).
- Reside within the bounds of the synod she represents.
- If elected in the year of a triennial Churchwide Business Meeting, take office at the close of that meeting; if elected in other years, take office on July 1 of that year. A vacancy is filled by the PWS/CT in the synod where the vacancy occurs.
- Provide a written report to the moderator of each PWP within her synod and to the moderator of the PWS following each PW Board meeting.
- Serve as a member of the PWS coordinating team.
- Serve as a member of the PW Board of Directors.

Synod representatives are elected by PWS to the PW Board of Directors according to a prescribed rotation.

Year 1

(Churchwide Triennial Business Meeting)

Alaska-Northwest
Mid-Atlantic
Rocky Mountains
Southwest
Sun

Year 2

Mid-America
Boriquen (Puerto Rico)
South Atlantic
Southern
California/Hawaii
Trinity

Year 3

Covenant
Lakes and Prairies
Lincoln Trails
Living Waters
Northeast
Pacific



Presbyterian Women in the Presbyterian Church (U.S.A.), Inc.



OVERVIEW

The national level of PW is known by many names, including the Churchwide Coordinating Team (CCT), PW Board of Directors (PWBOD), PW, Inc. and Presbyterian Women in the PC(USA). No matter what name is used, the PW Board serves many functions, including hosting the triennial business meeting and Churchwide Gathering. The PW Board has primary responsibility for the ongoing life of Presbyterian Women in the PC(USA), serving as its administrative body in the intervals between Churchwide Gatherings.

PW on the national level demonstrates that all PW participants are part of a large organization that spans thousands of local churches and groups. PW unites women, making everyone stronger when connections are made and communication flows with participants who also live out the PW Purpose. The national organization produces PW resources and provides leadership support to all levels of PW groups. The PW Board also makes connections with denominational programs such as the Matthew 25 initiative and provides points of contact for ecumenical groups and the United Nations Commission on the Status of Women.

The PW Churchwide Gathering brings together participants both nationally and internationally and serves as a place for women to find their passion and their voice. The Gathering provides an opportunity for participants to learn and grow through vibrant worship services, speakers and workshops on Bible study, spirituality, justice issues, advocacy and mission. Participants return from the gathering with national resources, a wider vision of all the women of the organization and sometimes a new willingness to lead, march or speak up loudly!

Presbyterian Women in the PC(USA), Inc., is the organization's link to the General Assembly of the Presbyterian Church (USA) and the Presbyterian

Mission Agency. The moderator of the PW Board of Directors serves on the Presbyterian Mission Agency Board (PMAB) as an ex officio member with voice and vote. Serving on the PMAB permits her to be fully informed about the work of each of the ministry areas and enables her to interpret the mission of the church worldwide to Presbyterian Women. In turn, she reports the goals and activities of Presbyterian Women, Inc., to the Presbyterian Mission Agency Board and reports to the biannual meetings of the General Assembly through the Presbyterian Mission Agency Board.

PRESBYTERIAN WOMEN LEADERSHIP POSITIONS ON THE NATIONAL BOARD OF DIRECTORS

In 2009, Presbyterian Women incorporated at the churchwide level. The articles of incorporation establish a board of directors as the leadership of PW at the churchwide level. All members of the PW, Inc., Board of Directors and members of the Churchwide Search Committee are members of the Presbyterian Church (U.S.A.).

- moderator
- vice moderator
- Finance Committee chair
- moderator of the Search Committee
- six members at large
- up to four young women representatives
- sixteen representatives of PW in the Synods
- one representative from the Presbyterian Mission Agency Board (appointed by PMAB)
- moderator from previous triennium (ex officio, serves one year)
- PW, Inc. executive director (ex officio, voice but no vote)

PW BOARD ACCOUNTABILITY

The PW National Board of Directors is accountable to Presbyterian Women in the PC(USA), Inc., and to the General Assembly through the Presbyterian Mission Agency Board.

PW BOARD OF DIRECTORS JOB DESCRIPTION

- Fulfill the duties of trustees/directors of the corporation as described in the articles of incorporation and bylaws.
- Direct corporate activities carried out by officers, employees and agents.
- Determine specific goals for PW to implement the PW Purpose and its principles.
- Respond to recommendations of voting representatives, concerns raised by PWP and PWS, concerns raised by the General Assembly of the PC(USA) and concerns of the global Christian community.
- Through the Churchwide Gathering Planning Team, plan and implement PW Churchwide Gatherings.
- Authorize task groups and special committees, as needed.
- Listen for unaddressed local needs and develop/provide appropriate resources.
- Provide for leader development.
- Provide for annual Bible study selection and use.
- Initiate national and international mission opportunities.
- Ensure representation of PW on the Presbyterian Mission Agency Board, the Advocacy Committee for Women and Gender Justice, denominational women's groups and ecumenical councils, boards and committees, as appropriate.
- Initiate and/or participate in advocacy and peacemaking opportunities.
- Continue living into PW's commitment to be an antiracist organization.
- Work with other women's constituencies to raise awareness of and bring women's issues, concerns and resources before the General Assembly.
- Serve as voting representatives at the triennial Churchwide Business Meetings.
- Act as a visible witness for PW in the PC(USA).
- Create and maintain a style of shared leadership and teamwork.
- Maintain accurate records, including minutes, during term of service, to give them to successors.
- Provide opportunities for spiritual nurture of members of the Board.
- Preserve an avenue for publishing and editorial autonomy for Presbyterian Women publications.
- Fill vacancies of elected leadership on the Board of Directors occurring between elections, from names submitted by the Churchwide Search Committee.
- Monitor, support and evaluate the PW organization and its programs.
- Maintain working relationships with national PW staff.
- Through the Personnel Committee, oversee the work of the PW, Inc., executive director.

CHURCHWIDE GATHERINGS AND THE TRIENNIAL BUSINESS MEETING

Ordinarily, every three years, a Churchwide Gathering of Presbyterian Women is held for purposes of enrichment, nurture, challenge, education and worship. The triennial Churchwide Business Meeting, where a triennial budget is adopted, bylaws are revised and leaders are elected and installed, may be held independently or within the context of the Gathering.

NATIONAL COMMITTEES

Board Directors serve on several national committees. Three standing committees are named in the PW national bylaws: Administration, Finance, and Search. These committees have job descriptions in the bylaws. The Board creates and dissolves working committees to support the national work of the organization. Board Directors serve on one of the three committees that are directly tied to the purpose of Presbyterian Women: Justice and Peace, Mission Relationships, and Inclusive Community. There is also a Communication Coordination Committee. Each of these four committees has subcommittees that support particular aspects of the purpose: Bible Study, Racial Equity, Creative Ministries Offering Committee (Birthday and Thank Offerings), etc. For a full list of current Board committees, see Appendix 6.

Churchwide Search Committee

The Churchwide Search Committee is a standing committee named in the PW Churchwide bylaws. There are six members: the moderator of the Search Committee and five additional members, serving concurrent three-year terms. The additional five members of the committee, each representing a different geographical area, are elected during the business meeting but do not sit on the Board of

Directors of the corporation. Members of the Search Committee do not succeed themselves and are ineligible for nomination by the Search Committee to the PW Board of Directors.

The Search Committee's basic function is to present a slate of nominees to the voting representatives at each triennial Churchwide Business Meeting and to present nominees to fill unexpired terms as required by the Bylaws of Presbyterian Women in the PC (USA), Inc.

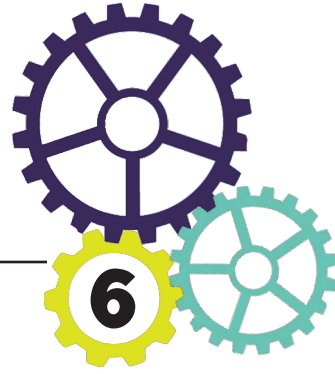
The committee

1. Prepares and distributes forms and letters in order to solicit a broad range of Presbyterian Women recommended as nominees for leaders.
2. Prepares a list of nominees reflecting the diversity of Presbyterian Women for presentation to the voting representatives at the Churchwide Business Meeting of Presbyterian Women in the PC (USA).
3. Publishes the names of nominees prior to the Churchwide Business Meeting at which an election occurs.
4. Submits nominees to the PW, Inc., Board of Directors when vacancies occur in positions elected by Presbyterian Women in the PC(USA).



Section 6

UN Economic and Social Council and the Commission on the Status of Women



For many years, PW has sent representatives to the United Nations Commission on the Status of Women (CSW). CSW, a commission of the UN Economic and Social Council (ECOSOC), is the principal global intergovernmental body exclusively dedicated to the promotion of gender equity and the empowerment of women. As a faith-based women's organization, PW has focused historically on advocating for women and children and promoting women's leadership, as well as building inclusive community and supporting the mission of the church worldwide. These commitments are addressed through CSW participation.

PW historically worked in partnership with the Presbyterian Ministry at the UN (PMUN) to send representatives as part of the 20-member CSW PC(USA) delegation. In July 2018, Presbyterian Women, Inc., was recognized by the United Nations as a nongovernmental organization (NGO), which includes ECOSOC membership. Membership allows Presbyterian Women, Inc., to

- Attend UN international conferences and events;
- Make written and oral statements at these events;
- Organize side events;
- Enter United Nations premises;
- Have opportunities to network and lobby.

A PW CSW volunteer works with the national Justice and Peace Committee to help PW fulfill ECOSOC responsibilities, including participation in UN events and periodic reports. She participates in the PW/PMUN planning team each year and assists the national PW CSW Delegation Team.

PW continues to partner with PMUN regarding CSW. Independent status allows PW 20 delegates to UN events, increasing the PW/PC(USA) CSW delegation to 40 members.

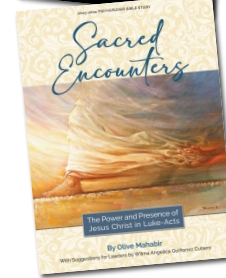
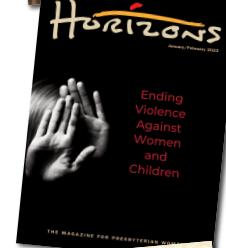
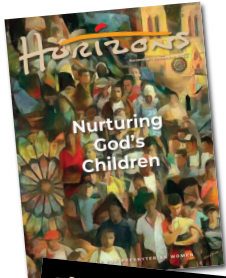




Section 7

PW Communications and Resources

HORIZONS MAGAZINE AND BIBLE STUDY



Presbyterian Women in the PC(USA), Inc., is the publisher of *Horizons*, the magazine and Bible study of Presbyterian Women. The publication, which is governed by the PW Purpose, is produced by Presbyterian Women staff in Louisville, Kentucky. The publication is editorially independent and is published six times a year—five bimonthly magazines and an annual Bible study.

The *Horizons* Editorial Advisory Committee (HEC) provides the PW staff with support and advice on the interpretation of editorial policy; editorial themes and content; subscriptions and circulation; and other concerns related to magazine publication. The committee, comprised of communications professionals, church professionals, PW, Inc., Board members and other PW representatives, meets biannually and provides similar support for the Bible study, though Bible study authors and themes are selected by the Board's Bible Study Committee.

PW/HORIZONS BIBLE STUDY

presbyterianwomen.org/bible-study

The PW Purpose calls Presbyterian Women to nurture faith through prayer and Bible study. PW/*Horizons* studies are written from within the Reformed tradition and strengthen the Presbyterian Church (U.S.A.).

PW/*Horizons* Bible studies are prepared by and for Presbyterian women. Members of the Board of Directors Bible Study Committee invite and choose authors and themes. PW circles and groups field test

and provide feedback on authors' first drafts. Bible study authors are pastors, professors and educators—faithful women who know PW.

For additional information, call the PW office in Louisville, Kentucky, 844/PW-PCUSA (844/797-2872), ext. 5322. To subscribe, call 866/802-3635. For more information on the history of *Horizons* and resources for the magazine and Bible study, visit presbyterianwomen.org/horizons.

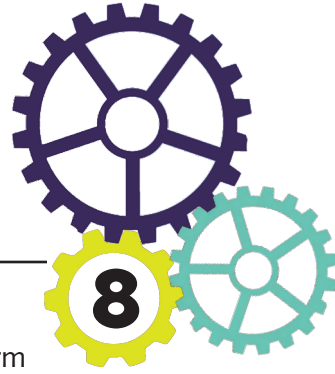
NATIONAL COMMUNICATION AND NETWORKING RESOURCES

- *Horizons* Magazine at presbyterianwomen.org/horizons
- PW website at presbyterianwomen.org
- Facebook at facebook.com/presbyterianwomenpcusa
- Instagram at presbyterinwomenpcusa
- YouTube channel at youtube.com/presbyterianwomen
- *PW NewsBytes* at presbyterianwomen.org/?s=NewsBytes
- PW Board Summary included in *NewsBytes*
- Synod Moderators Network—call 844/PW-PCUSA (844/797-2872) for more information
- PW Staff—844/PW-PCUSA (844/797-2872)

VOICE AND VOTE RESOURCE

This July/August 2004 *Horizons* article offers an in-depth look at the influence and status of Presbyterian Women at the presbytery level. View or download at presbyterianwomen.org/downloads/voice-and-vote

PW Giving and Funding



ANNUAL MISSION FUND

The Annual Fund (formerly the Mission Pledge) supports the mission of the church worldwide through the PC(USA); the work of PW's Churchwide Board of Directors; PW in the Synod; PW in the Presbytery and PW in the Congregation.

Pledges to PW's Annual Mission Fund

Over and above a pledge to the local church, each PW participant is encouraged to make an annual pledge through PW in the Congregation. This celebration of mission through women's pledges is called the Annual Mission Fund and serves as PW's financial resource at all levels of the church. Gifts to the Annual Mission Fund may be made securely online at presbyterianwomen.org/give, at PW gatherings and via the individual giving envelopes provided in *Horizons* magazine and Bible study. Women who are not active in PW in the Congregation but participate in PW at presbytery, synod and/or churchwide levels are encouraged to give online or via the giving envelopes.

Giving to PW's annual fund helps to fund the mission of the church worldwide. It also helps support the publishing mission of Presbyterian Women and supports the programmatic work of Presbyterian Women at the congregation, presbytery, synod and churchwide levels. You can see why the fund is commonly referred to as "part of the glue that holds PW together." Every facet of PW is, in some way, supported by the gifts women provide through their celebration of mission.

PW's Annual Mission Fund underpins the operating budgets of PW at all levels. For example, PW in the Congregation's operating budget includes necessary expenses for meetings of the coordinating team, purchase of resources, administrative costs and a share of support for the basic operating budget

of PW in the Presbytery. It might also include expenses for short- or long-term projects that late to the PW Purpose and goals for the year adopted by PW in the Congregation. In churches with a unified budget, the PW basic operating budget will be a part of the church's budget. PW planning should be done early enough to include financial requests in the church's budget planning process.

PW in the Presbytery's operating budget is funded by monies received from PWC groups in the presbytery, as determined in consultation between PWC groups within the presbytery and the PWP. The budget includes necessary expenses for meetings of the coordinating team, purchase of resources, administrative costs and a share of support for the basic operating budget of PW in the Synod. Changes in the amount of support are made after consultation between the respective groups.

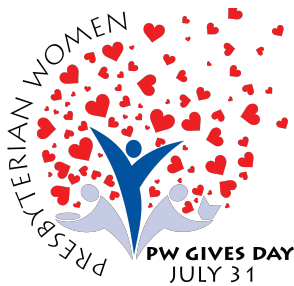
PW in the Synod's operating budget is funded by monies received from PW groups at the presbytery level, as determined in consultation between the PW groups at the presbytery and synod levels.

CREATIVE MINISTRIES OFFERINGS

To help churches interpret the Birthday Offering and the Thank Offering, promotional materials and additional information are available from PW in the Presbytery moderators, PW Giving representatives, PW cluster leaders, mission coordinators and the PW website presbyterianwomen.org/birthday or presbyterianwomen.org/thank

Birthday Offering

In 1922, 10 years after the Women's Auxiliary of the Presbyterian Church in the United States (PCUS) was formed, the women sought an appropriate way to celebrate what the auxiliary had meant to them.



There are many ways Presbyterian women can financially engage with their organization!

PW Gives Day, July 31

Love Grows by Giving bookmarks Presbyterian Church (U.S.A.)

Foundation

Legacy Giving

Endowments

Hallie Paxson Winsborough, superintendent of women's work, visited Miss Dowd's School for Girls in Kochi, Japan, during a tour of mission stations in Asia. She saw inadequate facilities and crowded rooms and recognized a need that could be met by Presbyterian women in the United States.

Returning home, she challenged all the women of the church to give one penny for each year of their lives (or a dollar, if they didn't want to reveal their ages) as a "birthday gift" to those schoolgirls in Japan. Thus began a tradition of annual Women of the Church Birthday Celebrations. The Birthday Offerings have enabled a long succession of new and often innovative mission projects to be accomplished both overseas and in the United States.

Presbyterian Women in the PC(USA) continues this tradition. The Birthday Offering traditionally is received in the spring and may be dedicated at spring gatherings. Up to five projects are chosen by the Creative Ministries Offering Committee for funding and the recipients are announced in the January/February issue of *Horizons*. Promotional materials are available, such as bulletin covers, offering envelopes, posters and bulletin inserts. Ordering is available at presbyterianwomen.org/birthday.

Thank Offering

The Thank Offering began when Eliza Clokey of Springfield, Ohio, urged each woman to give over and above her usual contribution to the Women's General Missionary Society of the United Presbyterian Church of North America (UPCNA) as a "thank offering to her Lord." In 1888, a day was set aside for meetings that

were to be a "concert of prayer and praise and the gathering of the Thank Offering." The gifts given represented much soul-searching and self-sacrificing on the parts of many women. The impact they made was immeasurable. It has been said that women's giving saved the worldwide missionary movement at that time. The thrust of how and where the money was used changed over the years, but a "thank offering to her Lord" continued to be an important part of women's giving by United Presbyterian Women.

This expression of thanksgiving now is a critical part of Presbyterian Women's giving program. The Thank Offering traditionally is received in the fall and may be dedicated at fall gatherings. The funds are used to support new, creative projects with forty percent of the offering designated to support health ministries. Specific projects are selected by the Creative Ministries Offering Committee from the dozens of project proposals submitted. All grant recipients are announced in the Summer issue of *Horizons* and on presbyterianwomen.org/thank, along with a list of available promotional materials.

HONORARY LIFE AND ENDOWMENTS

Funds received through Honorary Life Membership, Memorial Gifts, Recognition Gifts and gifts to the Leadership Endowment Fund are placed in the PW Leadership Endowment Fund at the Presbyterian Church (U.S.A.) Foundation.

These monies are used to

- assist Presbyterian women in discovering and developing their full potential as women and leaders;
- prepare Presbyterian women to share their skills and gifts of ministry;
- enable women to participate fully in the life and mission of PW and the church; and
- strengthen the Presbyterian Church (U.S.A.).

Honorary Life Memberships

Honorary Life Memberships are presented by Presbyterian Women to women (and men) in

recognition of outstanding leadership and faithful service in some area of the church's work. Recipients receive a pin and certificate. Request forms are distributed by treasurers of PW in the Presbytery and are also available at presbyterianwomen.org/giving.

Memorial Gifts

A contribution may be given to PW's Leadership Endowment Fund in memory of the deceased. Memorial certificates are distributed by treasurers of PW in the Presbytery; application forms are available by request from the treasurers. They also are available at presbyterianwomen.org/giving.

Recognition Gifts

A contribution to PW's Leadership Endowment Fund may be given to provide special recognition or in lieu of an honorarium. Certificates are distributed by treasurers of PW in the Presbytery; application forms are available by request from PW treasurers. They also are available at presbyterianwomen.org/giving.

Endowment Funds

Presbyterian Women programs benefit from several endowment funds held at the PC(USA) Foundation. Some of the larger funds are listed below. For a full listing of PW funds, visit endowments.presbyterianfoundation.org and search for Presbyterian Women.

Leadership Endowment Fund

Honorary Life Membership, Memorial Gift and Recognition Gift funds (Celebration of Believers) are placed in the PW Leadership Endowment Fund at the Presbyterian Foundation. Other contributions to the Leadership Endowment Fund may be made through bequests, by specifying the fund in a will and by direct giving.

Inclusive Community and Bible Study Endowments

Presbyterian women can build up the endowments that have been generously seeded by Anna and Jerry Bedford. Doing so will increase the corpus, providing richer opportunities for Presbyterian Women year after year.

Bible Study

Anna H. Bedford Endowment, in support of the Bible study and related resources.

Inclusive Community

Susan Jackson Dowd Endowment for Presbyterian

Women in the PC(USA), in support of nurturing connections among women of faith worldwide.

Widening the Circle Endowment Fund

In 1997, to celebrate the tenth anniversary of Presbyterian Women and to make a commitment to all women in the PC(USA), PW established an endowment fund on behalf of women called the Widening the Circle Fund. The fund was designed to ensure that, once the goal amount is reached, financial resources for critical and innovative ministries above and beyond the current funding pattern of the church will be available to wider circles of women.

Give to PW's endowments or consider creating your own PW named endowment through the Presbyterian Church (U.S.A.) Foundation at endowments.presbyterianfoundation.org or visit Presbyterianwomen.org/giving. Questions? Contact PW's finance manager at 844/PW-PCUSA (844/797-2872), ext. 5596.



ECUMENICAL PROGRAMS



Church Women United

Church Women United is a national, ecumenical movement that brings Protestant, Roman Catholic, Orthodox and other Christian women together into one community for prayer, advocacy and service. PW encourages involvement in Church Women United. For more information, see churchwomenunited.net



Fellowship of the Least Coin

Fellowship of the Least Coin links prayer and the least coins of many countries in a very significant way, as the least coin becomes the symbol of prayer for peace and reconciliation. FLC was begun in 1956 by Shanti Solomon of India, who believed that women anywhere could have a sense of being part of a worldwide family of faith as they prayed for peace and reconciliation in families, communities and nations, setting aside the least coin of their country as a token of that prayer. The giving of the least coin was to be a symbol of prayers for peace, made more significant by the gathering of least coins into a common fund that symbolizes the oneness of women.

Each year, grants are given through the Fellowship of the Least Coin International Committee (ICFLC). Presbyterian Women, Inc., serves as the fiscal agent for ICFLC, working with the ICFLC Treasurer to manage funds and disperse grants. The treasurer is appointed by the ICFLC on recommendation of PW, Inc.

The committee reviews applications for special projects of evangelism, service and relief throughout

the world, particularly programs for opportunities, development and empowerment of women and issues grants from the FLC fund.

For Least Coin monthly meditations and devotions, order the *Circle of Prayer* booklet, available from Presbyterian Distribution Service, 800/533-4371. For more information, call 844/PW-PCUSA (797-2872), ext. 5322.



World Day of Prayer

Presbyterian Women encourages participation in World Day of Prayer, a global ecumenical movement led by Christian women who welcome all to join in prayer and action for peace and justice. On the first Friday of March each year, women of many Christian traditions observe a common day of prayer. Throughout the day, participants in more than 140 countries and regions pray collectively, beginning with the first sunrise and ending at the last sunset. A worship service is created annually by a writer country selected by delegates to the quadrennial International Meeting. The World Day of Prayer International Committee office provides the service each year.

WDP's motto is "informed prayer leads to prayerful action." Offerings collected at these services fund grants for projects that address issues of concern to women and children. For a list of upcoming services and more, visit www.wdp-usa.org (WDP United States Committee) and worlddayofprayer.net (WDP International Committee).

An Overview of PW Relationships



PW RELATIONSHIP WITH THE PRESBYTERIAN MISSION AGENCY (PMA)

PW has a relationship with all the national entities of the Presbyterian Church (U.S.A.) but relates most closely to the Presbyterian Mission Agency. PMA has the responsibility to engage in churchwide planning to implement the mission directions set by the General Assembly (GA), the national governing body of the church.

RACIAL EQUITY & WOMEN'S INTERCULTURAL MINISTRIES

Presbyterian Women, Inc., relates to the Presbyterian Mission Agency Board through the Racial Equity & Women's Intercultural Ministries (REWIM) ministry area. The ministry area engages the church in its mission to become more diverse and inclusive of racial, ethnic, cultural and language groups, and equips women for leadership in all ministries of the church. PW and (REWIM) collaborate closely at the national level, but they are not the same ministry. For more information about the ministry area, visit presbyterianmission.org/ministries/racial-equity-womens-intercultural-ministries


THE MATTHEW 25 INITIATIVE

In 2020, the PW, Inc., Board of Directors voted to become a PMA Matthew 25 Group and signed on to the initiative. Echoing the commitments of the PW Purpose, Matthew 25 calls the church to actively engage in the world. The 222nd and 223rd General Assemblies (2016 and 2018) exhorted the PC(USA) to “act boldly and compassionately to see our neighbors through Jesus’ eyes and serve those who are marginalized or in need — people who are hungry, thirsty, naked, sick, imprisoned, strangers, poor or oppressed in other ways and in need of welcoming.”

Some PW in the congregation groups and PW presbytery coordinating teams have also signed on to the initiative. For more information, visit presbyterianmission.org/ministries/matthew-25.

PW/PC(USA) INSTITUTIONAL RELATIONSHIP AGREEMENT

The 225th General Assembly (2022) approved the PW/PC(USA) Institutional Relationship Agreement. Originally called a covenant, the agreement was first established in 2001 and renews every four years. The agreement is available for download at presbyterianwomen.org/ira. See Appendix 4 for the PWC/Session Covenant.



PW CONSTITUENCY GROUPS

PW, Inc., is also in relationship with Presbyterian Women organizations from constituency groups, African American Presbyterian Women, Hispanic/Latina Presbyterian Women, Middle Eastern Presbyterian Women, Native American Presbyterian Women and National Korean Presbyterian Women, and provides seats on the PW, Inc., Board of Directors.



Section 10

Starting a PW Group

Presbyterian Women groups are open to all those who support PW in any way and come together for many reasons, including shared Bible study, building relationships, affirming women's calls to leadership, working for peace and justice and supporting the mission of the church. A group can exist for one or all of these reasons and can take whatever form works best for the participants.

Starting a PW group is easy! When women want to gather as PW, simply ask someone to organize the group (moderator, co-moderators, coordinator/s, facilitator) and someone to be responsible for any funds that might be collected. Then you can decide on what aspects of the program you would like to pursue.

PW groups of any size gather to provide an inclusive, caring community for one another. Each group is an integral part of the organization and is encouraged to use PW resources and rely on the PW in the Presbytery or Synod to strengthen this connection.

In a PW group

- faith is nurtured and growth takes place through worship, study, fellowship and outreach;
- participants are challenged to stretch beyond their limits, move beyond the safe places of life and reach out to others;
- Christian leadership is born, nurtured and sent forth into ministry.

HELPFUL RESOURCES FOR A NEW PW GROUP

- *PW Essentials* (all the basics for PW groups) at presbyterianwomen.org/leadership
- *PW Guide for Treasurers* (helpful if your group gives to the Birthday or Thank Offering, as well

as Fellowship of the Least Coin and the PW Annual Fund) at presbyterianwomen.org/downloads/pw-manual-guide-for-pw-treasurers

- *Annual Fund Promotional Resource* (highlights yearly PW activities) at presbyterianwomen.org/?s=annual+fund
- *Horizons* magazine (excellent source for PW program information and Bible study support) at presbyterianwomen.org/horizons
- *PW NewsBytes* (national newsletter) at presbyterianwomen.org/?s=NewsBytes
- PW Bible Study resources at presbyterianwomen.org/bible-study

You may want to be in touch with the PW moderator in your presbytery. Contact information is available from Patricia Longfellow at patricia.longfellow@pcusa.org.

BEFORE THE FIRST MEETING

1. Talk with a few others about their interest in forming a women's group in the church. What needs would such a group serve?
2. Identify the demographics of women in your church; consider age, marital status, home responsibility (e.g., mother of young children, caregiver for an elderly person), employment, new member of the congregation and so forth.
3. Conduct a survey of the women in your church (or community). You could ask them to complete the sentence, "As a woman in this congregation, I . . ." or "I wish a women's group would."
4. Decide on a date and location for the first meeting, with times to begin and end.
5. Consider options for an online meeting or online access to the meeting.

6. Decide what to do at the first meeting and who will facilitate this organizational meeting only.
7. Invite all who expressed an interest in being part of a women's group to attend this meeting. If helpful, provide transportation, childcare and online options for those who need it. Explain that this is a first-time event, with no obligation. Remember that women who cannot attend in person can still participate by praying for the group, making phone calls, attending online, offering suggestions and helping with advocacy and mission projects.

AT THE FIRST MEETING

1. Welcome all those present and be sure all are introduced to one another. Keep the atmosphere friendly and informal. Be enthusiastic.
2. Start by sharing your own faith story. Talk about why you want to be a member of a Presbyterian Women group and how you feel this group could help you and your discipleship.
3. Encourage others in the group to share their own stories, needs and concerns, reminding participants that this is a safe space with no judgements expressed.
4. List the ideas, responses, interests or concerns of the group. Add the following ideas if they are not already included:
 - ✓ A PW group can help personal Christian faith to grow and be nurtured as women share with and pray for one another.
 - ✓ A PW group can provide a Christian community in which women can be strengthened and supported in their needs, concerns, joys and sorrows.
 - ✓ A PW group can provide opportunity for learning skills, developing leadership abilities and discovering and practicing the talents and gifts God has given to all.
5. Make a group covenant by asking participants for their commitments to each other. Examples are:
 - ✓ A PW group can enlarge and enrich knowledge about the Bible, the Christian church, the work of God in the world today, the needs of others in the community and in the world.
 - ✓ A PW group can motivate and provide opportunities for participants to put their faith into action, working for justice and peace in their own families, churches, communities and worldwide, through personal involvement, financial gifts and prayer.
 - ✓ A PW group “costs” something! Participants should commit to participating for the group to thrive and flourish.
 - ✓ A PW group offers shared leadership.
 - ✓ practice confidentiality within the group unless the person permits sharing with others;
 - ✓ show respect for others by listening attentively and not judging the person speaking;
 - ✓ share responsibility for the decisions the group makes concerning its identity and focus;
 - ✓ do whatever homework is expected, such as reading the Bible passages related to the Bible study for the coming meeting, or assuming a specific task for the next meeting; and
 - ✓ be accountable to the group in its life together.
6. Determine the time and location for the next meeting, the purpose and theme, who will be in charge of the meeting, others who should be invited to attend and who will invite them.
7. Close with Bible reading and prayer.
8. Evaluate this meeting by considering these questions:
 - ✓ Was this group representative of the diversity of the church?
 - ✓ Was everything done to ensure attendance (such as providing childcare, transportation and a suitable meeting time and format)?

- ✓ Did the meeting begin and end on time? Was there enough time to accomplish what was planned?
- ✓ Did everyone seem relaxed and open to the new group?
- ✓ What was accomplished as a result of this meeting?
- ✓ What needs to be planned for the next meeting to build upon this one?
- ✓ How can trust, teamwork, mutual respect and caring within the group be strengthened?
- ✓ How can the group communicate its purpose and plan to the wider congregation?
- ✓ In what ways can the group reach out and serve others?

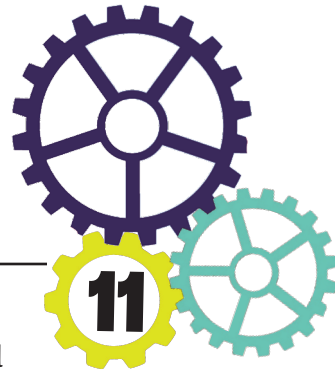
THINGS TO REMEMBER ABOUT GROUPS

- Every group has its life cycle and goes through the stages of initiation, formation, function and termination.
- In the life of a group, changes in style, leadership, participation, energy and function are normal.
- There should be small groups in the church constantly being born, living and dying.

- A church may have a number of small groups, each one unique, but all with the common bond of being Christian women and based upon common interests or needs.
- When planning a meeting, try to include prayer, community building, Bible study, devotion or worship and some form of outreach, like a community project, a special offering or an advocacy activity.
- The test of the effectiveness of a group is its effect on the lives of its members and what it does on behalf of the church and community.
- There are legitimate reasons for the termination of a group: scheduling problems, a change in interests, persons moving away, a decline in membership or individual or group conflict. When moving from a functioning stage to one of termination, provide time for celebrating the accomplishments of the terminating group, for learning from past mistakes, for mending any broken relationships and for encouraging members to move on to new challenges and opportunities. See Section 11 for additional information.
- Be creative, flexible, sensitive, open and enthusiastic!



Closing a PW Group in the Congregation or Presbytery



Just as there are legitimate reasons for ending an individual PW group, there may be cause to dissolve the PW program in a congregation or presbytery. Below are some guidelines to help groups with this difficult decision and process.

CONGREGATION

If the PW in the Congregation is considering closing, all PW participants should consider the matter. Closing should not be a decision made by the current leadership team members simply because they cannot find replacements for their positions. Consider inviting a PWP representative to work with the PWC. A wider conversation may result in new and flexible ways of being PW. Remember that the group is not fully closing if work in any capacity will continue, including future funding (see below). This is a reorganization.

If closing is imminent:

- The PWC is an unincorporated ministry of the church. Notify the church's session and the moderator of PW in the Presbytery. The action to close should be noted in the session's minutes.
- Send PWC records to PW in the Presbytery and to Archivist
John Bulow Campbell Library
 Columbia Theological Seminary
 PO Box 520
 Decatur, GA 30031
- Create an inventory of property and decide what to do with it. PW property should not go to enrich anyone; it should be used for charitable purposes, according to the PW Purpose.
- Settle financial matters
 - ✓ Bank accounts—Assess any donor-restricted funds and disburse them according to the

restriction. Funds that are not restricted should be disbursed according to the PW Purpose.

- ✓ New Covenant funds—Contact the PC(USA) Foundation at 855/342-4130.
- ✓ Future gifts, wills, bequests—Include any information about this type of circumstance when you notify the session and the PW in the Presbytery. Include any restrictions. The funds need to be properly used when the time comes.
- Appoint a representative to attend PWP or cluster events, so that those in the PWC who are still interested in PW can stay connected.
- Plan a celebration of the PWC. Collect the history of the PWC's mission and ministry; send letters of appreciation, highlight the PWC's work in the PWP newsletter; offer a celebration service; provide certificates of appreciation; request recognition of a PWC representative during a PWP event.

PRESBYTERY

If the PW in the Presbytery is closing, the guidelines for the PWC apply, with a few changes related to accountability.

- Instead of notifying a church session, notify the PC(USA) presbytery council. The closing should be noted in the minutes of the presbytery.
- Notify PW in the Synod leadership, as well as national leadership (through your synod representative on the Board of Directors).
- A service for celebrating a closing PW group is available at presbyterianwomen.org/leadership.

MAINTAINING CONNECTIONS WHEN A PW PRESBYTERY COORDINATING TEAM CLOSES

The presbytery is the heart of communication and networking within a PC(USA) or PW jurisdiction. When a presbytery coordinating team closes, communication among PW congregational groups in the presbytery may suffer. To maintain connections and offer support to these groups:

Determine if someone from the closing PWP coordinating team is willing to function as a communicator between the presbytery's congregations and the synod coordinating team.

- Determine if someone from one of the PW congregational groups in the presbytery is willing to function as a communicator.
- Ensure the PW synod moderator is aware that congregations in the closing presbytery will no longer have a direct connection to the larger organization.

- Work with other PWP moderators in the synod to recruit a neighboring coordinating team that will include the congregations in the presbytery in communications and programming.

FINANCIAL RESPONSIBILITIES

If a PW group leaves the PC(USA) or closes, funds that were collected for specific PW uses in the solicitation of the funds or in the receipt of them (donor restrictions), including funds for the Annual Fund (Mission Pledge), Birthday Offering, Thank Offering, leadership development funds, Least Coin and Together in Service projects, the PWCs must honor those donor-restricted purposes and remit the donor restricted funds to the PWP treasurer or any other appropriate recipient of donor-restricted funds.



Appendix 1

Sample Logo Sheet

Copy and paste the logos below for your newsletters and other communications. You can also find PW logos at presbyterianwomen.org/download_categories/logos-artwork/



PRESBYTERIAN
WOMEN



PRESBYTERIAN
WOMEN



MUJERES
PRESBITERIANAS



미장로교 여성교회



السيدات
المشيخيات



PRESBYTERIAN
WOMEN



PRESBYTERIAN
WOMEN



MUJERES
PRESBITERIANAS



미장로교 여성교회



السيدات
المشيخيات



PRESBYTERIAN
WOMEN



PRESBYTERIAN
WOMEN



PRESBYTERIAN
WOMEN



MUJERES
PRESBITERIANAS



미장로교 여선교회



السيدات
المشيخيات



PRESBYTERIAN
WOMEN



MUJERES
PRESBITERIANAS



미장로교 여선교회



السيدات
المشيخيات



PRESBYTERIAN
WOMEN



MUJERES
PRESBITERIANAS



미장로교 여선교회



السيدات
المشيخيات

Appendix 2

Sample Forms

View or download pledge cards for collecting the Annual Fund (Mission Pledge) for Presbyterian Women in the Congregation, Presbytery and Synod at presbyterianwomen.org/annual-fund.

View or download remittance forms for Presbyterian Women in the Congregation, Presbytery and Synod at presbyterianwomen.org/?s=remittance&post_type=page

PLEDGE CARD

2023 Presbyterian Women **ANNUAL FUND** (Mission Pledge)

Name _____ Amount pledged _____

January	\$ _____	July	\$ _____
February	\$ _____	August	\$ _____
March	\$ _____	September	\$ _____
April	\$ _____	October	\$ _____
May	\$ _____	November	\$ _____
June	\$ _____	December	\$ _____

Cultivating Presbyterian Women

We ask that you prayerfully consider your gift to PW's 2023 Annual Fund.

Total amount paid _____ Treasurer's signature _____

PLEDGE CARD

2023 Presbyterian Women **ANNUAL FUND** (Mission Pledge)

Name _____ Amount pledged _____

January	\$ _____	July	\$ _____
February	\$ _____	August	\$ _____
March	\$ _____	September	\$ _____
April	\$ _____	October	\$ _____
May	\$ _____	November	\$ _____
June	\$ _____	December	\$ _____

Cultivating Presbyterian Women

We ask that you prayerfully consider your gift to PW's 2023 Annual Fund.

Total amount paid _____ Treasurer's signature _____

PLEDGE CARD

2023 Presbyterian Women **ANNUAL FUND** (Mission Pledge)

Name _____ Amount pledged _____

January	\$ _____	July	\$ _____
February	\$ _____	August	\$ _____
March	\$ _____	September	\$ _____
April	\$ _____	October	\$ _____
May	\$ _____	November	\$ _____
June	\$ _____	December	\$ _____

Cultivating Presbyterian Women

We ask that you prayerfully consider your gift to PW's 2023 Annual Fund.

Total amount paid _____ Treasurer's signature _____



Presbyterian Women in the Congregation Remittance Form

(Use this form for your next remittance.)

Please check if

- New treasurer
- New address

Mail to

PW in the Presbytery Treasurer

Please make check payable to Presbyterian Women in the PC(USA), Inc

Enclosed is check # _____ Total amount \$ _____

Congregation: _____ Date: _____

Treasurer's name: _____

Address: _____ City: _____

State: _____ Zip: _____

Daytime phone: _____ Email: _____

Please fill in the amount of where you want the money to go.

Annual Fund (MP) \$ _____

Birthday Offering \$ _____

Memorial/Recognition \$ _____

Thank Offering \$ _____

Honorary Life Membership(s) \$ _____

Least Coin \$ _____

Together in Service _____, \$ _____, \$ _____, \$ _____, \$ _____

Quarterly remittances and summaries should be mailed in time to reach the PW in the Presbytery treasurer not later than **March 1**, **June 1**, **September 1** and **December 1**. They may be mailed earlier, if possible.

Appendix 3

Sample Bylaws

Sample Bylaws

View or download sample bylaws for Presbyterian Women in the Congregation, Presbytery and Synod at presbyterianwomen.org/what_we_do/develop-leaders/position-training

Covenant between Presbyterian Church (U.S.A) Sessions and Presbyterian Women in the Congregation

Background Information

In September 2017, the Board of Directors (Churchwide Coordinating Team or CCT) for Presbyterian Women in the Presbyterian Church (U.S.A.), Inc., approved a covenant for use by Presbyterian Women in the Congregation (PWC) and PC(USA) sessions. Participants in Presbyterian Women in the Congregation (PWC) have requested help from PW national leaders and the national office with navigating the relationship between PWCs and congregational sessions. These requests have been ongoing over many years but have become more frequent in recent years. Questions and concerns center around local PW financial and program management. The attached PWC/Session covenant is an **optional tool** for sessions and PWCs that clarifies the relationship and provides accountability guidelines.

The PWC/Session covenant is modeled after the Presbyterian Women in the Presbyterian Church (U.S.A.), Inc.'s, Institutional Relationship Agreement (covenant) with the Presbyterian Mission Agency of the Presbyterian Church (U.S.A.). The institutional agreement is affirmed every four years by the PC(USA) General Assembly.

This approved covenant includes input received from the Office of the General Assembly/Stated Clerk's office and the Presbyterian Mission Agency legal office.

A. History

Presbyterian Women (sometimes "PW") is the national women's organization related to the Presbyterian Church (U.S.A.). Its structure parallels that of the Presbyterian Church (U.S.A.) ("PC(USA)") with coordinating teams at each judicatory or council level of the denomination (churchwide/General Assembly, synod, presbytery and congregation (session)). Any

woman who is a member of a PC(USA) congregation or a clergy member of a PC(USA) presbytery is considered a Presbyterian Woman. Its members are, first and foremost, members of the PC(USA).

Presbyterian Women, through its many predecessor organizations, was created (over 200 years ago) to allow women to be actively involved in the mission and ministry of the denomination. This included serving in non-ordained leadership positions as missionaries and for women in the pews to commit themselves to "second mile" financial support of programs organized by the denomination and complimentary nongovernmental organizations, especially those programs that aided women and children in need.

Following the 1983 reunion of the former northern and southern streams which created the PC(USA), Presbyterian Women was organized, in 1988, around a single purpose:

Forgiven and freed, by God through Jesus Christ, and empowered by the Holy Spirit¹, we commit ourselves to

- nurture our faith through prayer and Bible study,
- support the mission of the church worldwide,
- work for justice and peace, and
- build an inclusive, caring community of women that strengthens the Presbyterian Church (U.S.A.)
- and witnesses to the promise of God's kingdom.

Presbyterian Women and the PC(USA) have a long-standing partnership based on shared beliefs, complementary visions and commitments, common history, and a relationship of mutual respect and cooperation. The 221st General Assembly (2014) approved an Institutional Relationship Agreement

that was developed by Presbyterian Women in the Presbyterian Church (U.S.A.), Inc.,² and the Presbyterian Mission Agency. This agreement reflects the organizational changes that Presbyterian Women has undergone since 2009, which include incorporation at the national level.³

Presbyterian Women is incorporated at the churchwide/national level only. Presbyterian Women groups in the synod, presbytery and congregation generally exist as unincorporated mission programs of their corresponding councils. Presbyterian Women in the Congregation (“PWC”) relates to the session of the congregation where the group is organized as PW. PWC exists as a mission program of the session, which has the responsibility for directing the ministry of deacons, trustees and all organization of the congregation (*Book of Order*, G–3.02c). Because of this relationship with the council, PWCs use the council’s federal Employer Identification Number (“EIN”). Tax–exempt status stems from the PWC’s council’s inclusion in the PC(USA)’s federal group ruling.

B. Responsibilities of Presbyterian Women in the Congregation (PWC)

1. Operate under the direction of the Session and be guided by their policies and mission directives, including congregational mission and vision statements and rules for standard financial practices (*Book of Order*, G–3.02c);
2. Conduct all mission and ministry according to the PW Purpose;
3. Be faithful stewards of the money given to PW from throughout the denomination, whether that money is given for the general mission of the PC(USA), for ongoing work of PW, or for projects related to PW’s Celebration Giving program, including Creative Ministries offerings;
4. Provide a detailed financial report to the session annually and more often if requested (*Book of Order*, G.3.0205);
5. Ensure a mutually beneficial partnership with the session for joint programming and mission

opportunities in which the priorities of the church are served.

6. Honor the leadership (including programming decisions) of the session in the congregation where PW is organized.

C. Responsibilities of the Session

1. Support the Purpose of PW;
2. Seek ways to build tangible and mutually beneficial partnerships in which the mission priorities of the church are served;
3. Recognize that funds received by PW through its Celebration Giving programs (Mission Pledge, Creative Ministries offerings, Fellowship of the Least Coin, Together in Service projects, etc.) are donor restricted for that PW group or for PW national programs, either because of the nature of the solicitation made by the group or because of the intent of the donor which was expressed at the time the gift was made.
4. Honor the leadership (including programming decisions) of the PWC coordinating team (or the leadership model of the PW group);
5. Support the mutually beneficial programming opportunities provided by PW that seek to encourage priorities in the church.

Accountability⁴

PWC and the session will remain faithful to this covenant promise:

1. PWC and the session will strive to maintain open and transparent communication.
2. PWC will provide a report (both financial and programmatic) to the session annually, and more often as requested (*Book of Order*, G.3.0205).
3. The session (or the congregation’s financial secretary, bookkeeper or treasurer) will, when applicable, provide regular and transparent accounting to PWC and ensure Presbyterian Women’s funds are accessible to the PWC

treasurer or Presbyterian woman acting in this capacity.

- Both the session and PWC will continue working together to find ways to strengthen the Presbyterian Church (U.S.A) as they witness to the promise of God's Kingdom.

Signatures

Presbyterian Church (U.S.A.) Church Name

Session Representative and Date

PWC Moderator (or designated leader) and Date

Notes

- "empowered by the Holy Spirit" was added in 1991.
- Presbyterian Women in the Presbyterian Church (U.S.A.), Inc. is the national or churchwide expression of PW. It is a federally tax-exempt (501(c)(3), Delaware membership corporation which is structured as an integrated auxiliary of the PC(USA).
- A copy of the agreement can be found at presbyterianwomen.org/downloads/institutional-relationship-agreement-between-pw-and-pcusa/
- PWC and the session may want to insert terms here (for instance, when the covenant will be renewed).

Approved by the Presbyterian Women, Inc., Board of Directors (Churchwide Coordinating Team), September 3, 2017.

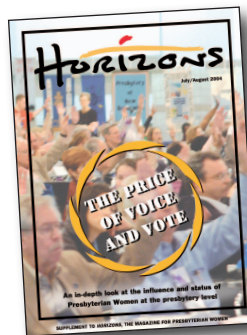
Download at presbyterianwomen.org/downloads/pw-congregationssession-covenant/

Voice and Vote for Presbyterian Women at the Presbytery and Synod Level

As an organization, Presbyterian Women is represented in various ways on the sessions and councils of the Presbyterian Church (U.S.A.): no representation, voice only, voice and vote. Representation is the decision of the governing body at each level of the church and is subject to change as leadership, organizational models and strategic plans change. Voice and vote are considered privileges—voice means the privilege of speaking at a meeting; vote means the privilege to vote on an issue or decision that is up for debate.

At the national level, Presbyterian Women, Inc., is represented with voice and vote on the Presbyterian Mission Agency Board and the Presbyterian Church (U.S.A.) A Corporation Board. PW, Inc., is a corresponding member to the PC(USA) General Assembly, which means voice but no vote.

Ensuring the PW is represented within governing bodies is critical work for PW leadership throughout the church. Without voice or voice and vote, PW can become invisible to PC(USA) decision-making bodies.



For more information on voice and vote and the impact on PW, view or download the **Voice and Vote Resource** in the July/August 2004 *Horizons*, which offers an in-depth look at the influence and status of Presbyterian Women at the presbytery level.

View or download at presbyterianwomen.org/downloads/voice-and-vote

Appendix 6

PW Churchwide Committee Structure

Standing Committees *(named in the Bylaws)*

Committee

Administration
Finance
Search

Subcommittees

Personnel
Audit, Investment

Working Committees *(created by the Board)*

Communications Coordination Committee
Inclusive Community Committee
Justice and Peace Committee
Mission Relationships Committee
Stewardship Committee

Subcommittees

Bible Study, *Horizons* Editorial Committee
Leadership Development, Seminarian Grants
Racial Equity Committee
Creative Ministries Offering Committee
Global Exchange, USA Mission Experience

Ad Hoc Committees, Task Groups, Other

Bylaws Committee
PW DEI Advisory Group
Racial Equity Dialogue *(not functioning)*
Task Groups



National Task Group on Presbyterian Women Groups in PC(USA) Churches Seeking Dismissal Report, 2012



Presbyterian Women Groups in PC(USA) Churches Seeking Dismissal— The National Task Group Response

In response to three items of new business brought to the 2012

Business Meeting of Presbyterian Women in the PC(USA) regarding women who wish to remain in relationship with PW when their congregation leaves the PC(USA), a national task group appointed by Mary Jorgenson, PW national moderator, created a report for the PW Churchwide Coordinating Team. This information piece is condensed from that report. For more information, visit the Presbyterian Women web site, www.presbyterianwomen.org.

Introduction

PW's articles of incorporation, bylaws, covenant with the Presbyterian Mission Agency, and the *Presbyterian Women Manual* speak to the relationship between PW groups and women in congregations that are not part of the Presbyterian Church (U.S.A.). Because some denominations do not have women's organizations, Bible study resources, and strong women's mission programs, many former PC(USA) members active in PW groups are seeking a way to remain active in Christian mission with other women. In many areas of the country, there is no viable alternative to Presbyterian Women. Women who are no longer PC(USA) members can remain in relationship with Presbyterian Women.

Presbyterian Women

Any woman or man who supports the PW Purpose, including the specific phrases representing the PC(USA), "will strengthen the Presbyterian Church (U.S.A.) (the "Church"); supporting the mission of the Church worldwide," is welcome and encouraged to participate in all activities. The PW Manual states: "PW members are those who choose to participate in or be supportive of Presbyterian

Women in any way." In congregations where PW groups include women from other faiths and denominations, those women may be involved in all activities and in certain leadership positions. The ecumenical edition of the *PW/Horizons* Bible study is an excellent resource for any Bible study group. Anyone who supports Celebration Giving and Together in Service programs may participate. Should women in a congregation that has left the PC(USA) wish to remain in community and meet within their new congregation, they are welcome to use PW resources, but they are not to consider themselves members of PW. PW groups are to be formed only in the denomination's congregations.

Leadership Positions

Though PW participation is open to all who support the purpose, the covenant between the organization and the PC(USA) Mission Agency Board reads, "PW is a not-for-profit national women's organization related to the PC(USA). It's members are, first and foremost, members of the PC(USA)" (item IIA). The bylaws state, "Voting representatives must be members of the Church and actively involved in a Presbyterian Women group" (3-3a), and "All Directors [CCT or officers] must be members of the Church and must be actively involved in a Presbyterian Women's group" (5.2c).

Therefore, at the national level, voting representatives and board members must be members of the PC(USA). While it is not explicitly stated in the bylaws that search committee members must be PC(USA) members they too are to be denomination members. According to bylaws, all elected leaders at the PW in the synod (PWS) and PW in the presbytery (PWP) levels must be members of the denomination. At the congregational level,

PC(USA) members must hold the moderator, vice moderator and treasurer positions. Also, at least two-thirds of the congregation coordinating team must be members of the denomination.

At the PWC level, appointed leaders, including circle leader, special event coordinator, and mission interpretation representative, do not need to be members of the PC(USA). Each PWC group is able to expand the structure of its coordinating team and be flexible so that it is most effective in its work, but the leaders specifically mentioned above must be Denomination members. At the PWP and PWS levels, non-Denomination participants may be appointed to specific positions, with specific responsibilities.

Relationships with Non-PC(USA) Groups

Women whose congregations have left the PC(USA) are welcome in PW groups. Those women do need to affirm the PW Purpose and to support the denomination's work. PWC and PWP groups are encouraged to continue to invite women from those congregations to all PW events. However, if women whose congregations have joined other denominations wish to remain active in PW, their new denominational focus and concerns are not to be brought to PW events. They are not to undermine the PW Purpose or the activities of the groups with which they participate.

Financial Responsibilities

If any of those groups have funds that were collected with specific PW uses in the solicitation of the funds or in the receipt of them (donor restrictions), including funds for the General Mission Pledge, Birthday Offering, Thank Offering, leadership development funds, Least Coin, Together in Service projects), the PWCs must honor those donor-restricted purposes and remit the donor restricted funds to the PWP treasurer or any other appropriate recipient of donor-restricted funds. PWP treasurers receiving donor-restricted funds must use or remit the funds in a manner consistent with the donor restriction. Funds collected for congregational and PWC use through events such as rummage sales and bake sales may be used as determined in the negotiations between the departing congregation and the presbytery and their respective PWC and PWP groups.

Conclusion

The energy and encouragement of PW members needs to be foremost with those women who are part of PW. Members should strengthen and develop leaders within PW but be open and welcoming to women who seek Christian community and who support PW mission and programming. We stand by our Purpose and organizational documents, respecting organizational limitations and requirements.

PW Purpose

Forgiven and freed by God in Jesus Christ and empowered by the Holy Spirit, we commit ourselves to

- Nurture our faith through prayer and Bible study,
- Support the mission of the church worldwide,
- 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.

Appendix 8

Important Dates to Remember

Celebrate the Gifts of Women Sunday, first Sunday in March

PW Gives Day, July 31

Birthday Offering Grant Applications due, June 1

Thank Offering Grant Applications due, November 1

Quarterly deadlines for PWCs to forward contributions to the PWP treasurer, March 10, June 10, September 10, December 10

Quarterly deadlines for PWP to forward contributions to Presbyterian Women Churchwide, March 15, June 15, September 15, December 15



Appendix 9

Acronyms

PW	Presbyterian Women	ACWC	Advocacy Committee on Women's Concerns
CT	Coordinating Team		
CCT	Churchwide Coordinating Team of Presbyterian Women (also PW Board)	ASG	Administrative Services Group
		GA	General Assembly
CMOC	Creative Ministries Offering Committee	OGA	Office of the General Assembly
		PDA	Presbyterian Disaster Assistance
CWG	Churchwide Gathering	PDS	Presbyterian Distribution Service
CWG/GPT	Churchwide Gathering/ Gathering Planning Team	PMUN	Presbyterian Ministry at the United Nations
GX	Global Exchange	PPC	Presbyterian Publishing Corporation
J&P	Justice and Peace	PMA/PMAB	Presbyterian Mission Agency/ Presbyterian Mission Agency Board
NAPW	National Asian Presbyterian Women	RE&WIM	Racial Equity and Women's Intercultural Ministries
NBPW	National Black Presbyterian Women		
NH/LPW	National Hispanic/Latin Presbyterian Women	REAC	Racial Equity Advocacy Committee
		WM	World Mission
NKPW	National Korean Presbyterian Women		
		Ecumenical and Other	
NMEPW	National Middle Eastern Presbyterian Women	ACWC	Asian Church Women's Conference
		CWU	Church Women United
PWBOD	Presbyterian Women Board of Directors (also CCT)	CSW	Commission on the Status of Women
		FLC	Fellowship of the Least Coin
PWC	Presbyterian Women in the Congregation	WCC	World Council of Churches
		WDP	World Day of Prayer
PWP	Presbyterian Women in the Presbytery		
PW/PC(USA)	Presbyterian Women in the Presbyterian Church (U.S.A.)		
PWS	Presbyterian Women in the Synod		
TIS	Together In Service		
USAME	USA Mission Experience		
PC(USA)	Presbyterian Church (U.S.A.)		
ACorp	Presbyterian Church (U.S.A.), A Corporation		
ACC	Advisory Committee on the Constitution		
ACSWP	Advisory Committee on Social Witness Policy		



PW Logo

The PW logo symbolizes the mission of Presbyterian Women in the PC(USA) as it is stated in the Purpose of Presbyterian Women.

Forgiven and freed by God in Jesus Christ,

Forgiven and freed by grace through faith, the central figure stands in praise.

and empowered by the Holy Spirit, we commit ourselves:

Rooted in faith, the trio of women emerges. The outline of the central figure forms a cross. We are Presbyterian women engrafted in Christ by the power of the Holy Spirit. It is no longer we who live, but Christ who lives in us.

to nurture our faith through prayer and Bible study,

The figure on the right holds a book to guide her reading, studying, praying or meditating.

to support the mission of the church worldwide,

The figure on the left reaches out to care for others as she shares, nurtures and heals. The circle represents the church worldwide where women offer their gifts and talents in the midst of the global community.

to work for justice and peace, and

The uplifted arms of the central figure reach out to embrace a just peace. The relationship between the three figures depicts lives of wholeness rather than turmoil.

to build an inclusive, caring community of women

The three women have no distinct features. They represent all women. The shapes surrounding them express energy, strength and openness.

that strengthens the Presbyterian Church (U.S.A.)

Our name, Presbyterian Women in the PC(USA), ties us to our denomination. The Bible resembles the Bible depicted in the PC(USA) seal.

and witnesses to the promise of God's kingdom.

Guided by our purpose, we witness to the reality of God's realm.

Note: The symbol was created in 1987 by Sarah "Sally" Abbotts and updated in 2000 by Leah Dienes, Fearless Designs. For more information on the history of the logo, visit presbyterianwomen.org



PRESBYTERIAN
WOMEN

This manual was produced in 2023 by and for Presbyterian Women in the PC(USA).

100 Witherspoon St., Louisville, KY 40202-1396

presbyterianwomen.org

844/PW-PCUSA (844/797-2872)

To order, visit presbyterianwomen.org/shop or call 800/533-4371, Monday–Friday, 10 AM to 5 PM EST.

© 2023, Presbyterian Women in the Presbyterian Church (U.S.A.), Inc.

Download edition: **PWR23120**