

Presbyterian Women's **ANNUAL MISSION FUND**

Information for PW Treasurers

About This Resource

PW treasurers and leaders, you may find yourself called to serve “behind the scenes,” pouring over ledgers, building spreadsheets, developing PowerPoint presentations, and counting and banking “least coins.” Scripture assures us that each are blessed with “gifts that differ according to the grace given to us” (Rom. 12:6a). With your careful and considerable work, Presbyterian Women—the organization and the individuals who are Presbyterian women—can thrive and share our blessed abundance to transform the world for God’s people and creation. Your role helps promote awareness of all that Presbyterian Women makes possible, and strengthens the financial foundation of PW’s mission, program and administration.

This resource tells when and how to promote and receive gifts to PW’s Annual Mission Fund. The information is specific to your work in encouraging financial support of PW’s Annual Mission Fund. In the pages that follow, you will find

- a timeline and checklist for promoting and giving to PW’s Annual Mission Fund,
- a list of PW resources to support giving,
- a PW in the Congregation Pledge Form,
- a PW in the Presbytery Pledge Form, and
- a pledge card template.

Another publication, the PW Annual Mission Fund Promotional Resource answers why we give to PW, highlighting what PW’s mission and ministry entails. The PW Annual Mission Fund Promotional Resource was mailed to PW leaders in July 2024. The resource is available to download (in a home printer friendly format!) or order as a print piece. Find links to order or download at presbyterianwomen.org/annual-fund.

Thank you for sharing your gifts with Presbyterian Women.

If you have questions about PW’s Annual Mission Fund, contact Rhonda Martin, PW financial manager, rhonda.martin@pcusa.org or 844/797-2872, ext. 5596.

Visit and bookmark presbyterianwomen.org/treasurer for additional helps!

Presbyterian Women’s
2025 ANNUAL MISSION FUND

A Letter from Your 2021–2024 PW Churchwide Moderator

Dear PW sisters,

Faithful, of course. But also steadfast and flexible. These two seemingly contrasting words describe for me the character of Presbyterian Women, the organization and the women who choose to live purposeful lives. Presbyterian women are like the proverbial reed, deeply rooted but sufficiently flexible to withstand gentle breezes and windy bursts alike. In some cases, the winds bring significant shifts in our church, and Presbyterian women may implement new ways of being PW in response to a changing church. Others may continue in tried and true ways that can weather a shifting climate. No matter how we choose to live into our call, steadfastly supporting Presbyterian Women begins with building and strengthening our Annual Mission Fund (the Mission Pledge). This fund is the financial foundation of our work and reflects our unwavering commitment to Christ's mission in the world as expressed through Presbyterian Women.



Use this resource as a starting point to discuss who we are and what we make possible as Presbyterian Women.

Underscore the practical importance of our Annual Mission Fund and ways we can support it—in PW groups in congregations, through our network of PW in the presbyteries and synods, and as individuals. Through intention and education we can continue to transform lives through Presbyterian Women by giving to our Annual Mission Fund.

Thank you,

A handwritten signature in cursive script that reads "Kathy Reeves".

Kathy Reeves, PW Churchwide Moderator, 2021–2024

Queridas Hermanas PW,

Fiel, por supuesto. Pero también firme y flexible. Estas dos palabras aparentemente opuestas describen para mí el carácter de las Mujeres Presbiterianas, la organización y las mujeres que eligen vivir una vida con propósito.

Las mujeres presbiterianas son como el proverbial junco, profundamente arraigado pero suficientemente flexible para soportar por igual suaves brisas y ráfagas de viento. En algunos casos, los vientos traen cambios significativos en nuestra iglesia, y las mujeres presbiterianas pueden implementar nuevas formas de ser PW en respuesta a una iglesia cambiante. Otros pueden continuar con métodos probados y auténticos que pueden capear un clima cambiante. Independientemente de cómo elijamos vivir nuestro llamado, apoyar firmemente a las Mujeres Presbiterianas comienza con la construcción y el fortalecimiento de nuestro Fondo Misionero Anual (la Promesa Misionera). Este fondo es la base financiera de nuestro trabajo y refleja nuestro compromiso inquebrantable con la misión de Cristo en el mundo, tal como se expresa a través de las Mujeres Presbiterianas.

Utilice este recurso como punto de partida para discutir quiénes somos y qué hacemos posible como Mujeres Presbiterianas. Subrayar la importancia práctica de nuestro Fondo Misionero Anual y las formas en que podemos apoyarlo: en grupos de AP en las congregaciones, a través de nuestra red de AP en los presbiterios y sínodos, y como individuos. A través de la intención y la educación podemos continuar transformando vidas a través de las Mujeres Presbiterianas dando a nuestro Fondo Misionero Anual.

Gracias,

Kathy Reeves, Moderadora de Mujeres Presbiterianas, 2021–2024

PW 자매 여러분께,

물론 충실합니다. 또한 확고하고 유연합니다. 대조적으로 보이는 이 두 단어는 저에게 장로교 여선교회라는 조직과 목적 있는 삶을 선택하는 여성들의 성격을 설명해 줍니다.

장로교 여성은 속담에 나오는 갈대와 같아서 뿌리가 깊지만 부드러운 바람과 거센 바람을 모두 견딜 수 있을 만큼 유연합니다. 어떤 경우에는 바람이 교회에 큰 변화를 가져오고, 장로교 여성들은 변화하는 교회에 대응하여 새로운 방식의 PW를 구현하기도 합니다. 다른 사람들은 변화하는 기후를 극복할 수 있는 검증된 방법을 계속 사용할 수도 있습니다. 우리가 어떤 방식으로 우리의 소명을 실천하든, 장로교 여선교회를 꾸준히 지원하는 것은 연례 선교 기금(선교 서약)을 조성하고 강화하는 것에서 시작됩니다. 이 기금은 우리 사역의 재정적 토대이며, 장로교 여선교회를 통해 표현된 세계에서의 그리스도의 선교에 대한 우리의 확고한 헌신을 반영합니다.

이 자료를 출발점으로 삼아 우리가 누구이며 장로교 여성으로서 무엇을 가능하게 하는지에 대해 논의해 보세요. 연례 선교 기금의 실질적인 중요성과 교회 내 PW 그룹, 노회와 대회 내 PW 네트워크, 그리고 개인으로서 지원할 수 있는 방법을 강조합니다. 의지와 교육을 통해 우리는 연례 선교 기금에 기부함으로써 장로교 여선교회를 통해 삶을 지속적으로 변화시킬 수 있습니다.

감사합니다. 캐시 리브즈, 미국장로교 총회 여성연합회 회장, 2021–2024

Timeline for Encouraging Support of PW's **ANNUAL MISSION FUND**

Commitments to Presbyterian Women's Annual Mission Fund (formerly the Mission Pledge) are traditionally made through PW in the Congregation during a fall PW group meeting, gathering or event. Pledges are honored and gifts are received throughout the following year.

The increasingly online way we live our lives has opened the door to creative and easy ways to give to Presbyterian Women. Suggestions follow for how to promote the Annual Mission Fund and receive pledges in person or via email, mail and/or text. Use any model that works for your group—an initial appeal at an in-person meeting followed by text and email reminders, a staffed table at a reception after church where PW's drop off their pledge cards in flower pots, or any other method that builds excitement and appreciation for PW and allows all to express their commitment to supporting PW ministries!

Telling the PW story often and widely combined with making giving to PW convenient can help grow Presbyterian Women's impact around the world.

Leaders' roles

All PW leaders have important roles to promote giving to PW's Annual Mission Fund. Not all groups have the same leadership positions or giving patterns. Carry out the Annual Mission Fund campaign in a way that works for your congregation, presbytery and synod.

CAMPAIGN TIMELINE AND CHECKLISTS

In Fall 2024

PW in the Synod (PWS) moderator

- ✓ Offer support to PW leaders responsible for giving.

PW in the Presbytery (PWP) moderator

- ✓ Write a personal letter (to share with each congregation in the presbytery) that includes
 - a story about what PW's Annual Mission Fund means to you and PW in the Congregations in your presbytery and
 - an invitation to prayerfully consider personal pledges/gifts to PW's Annual Mission Fund.
- ✓ Offer support to PW leaders responsible for giving.

PW in the Congregation (PWC) or circle leader

- ✓ Receive, order or download
 - a PW Annual Mission Fund Promotional Resource
 - a pledge card template
 - the pledge form for PW in the Congregation

- PWP moderator cover letter

- ✓ Choose and share your PW Annual Mission Fund impact story, noting that this fund supports every PW mission and ministry program and the PC(USA).

! See the [Annual Mission Fund Promotional Resource for statistics and examples.](#)

- ✓ Distribute pledge cards during an online or in-person worship service, congregation or PW event. Attendees will use them to make pledges for the 2025 Annual Mission Fund.
 - **In person:** Give everyone an envelope with a pledge card inside (#10 envelopes work well). Ask each person to write their name on the outside of the envelope, prayerfully decide how much to give to PW's 2025 Annual Mission Fund, write the pledge amount on the card and return it to you in the envelope.
 - **Online:** Email the pledge card template to the group and ask them to print it, or to write their monthly pledges on an index card. Ask the group to mail, email or text you their pledge amount or a copy of their completed pledge card. Record each person's pledge amounts in your files. Send monthly reminders to the group to mail their monthly gift to you.
- ✓ Add pledge amounts and report the total on the Annual Mission Fund pledge form for PW in the Congregation.
- ✓ Send the completed form to the Presbyterian Women in the Presbytery (PWP) moderator or Celebration Giving representative by November 15, 2024.

Celebration Giving representatives or PW in the Presbytery leaders

- ✓ Ensure that all PW in the Congregation groups have made pledges.
- ✓ Record the pledge total on the form for PW in the Presbytery and attach a list of the PWCs that are pledging.
- ✓ Keep the original and send copies by December 3, 2024, to the
 - treasurer of PW in the Presbytery,
 - moderator of PW in the Synod, and
 - PW Business Office, Rm. 4611, 100 Witherspoon St., Louisville, KY 40202-1396.
- ✓ Write a personal thank-you letter to each PW in the Congregation that pledges support for the 2025 PW Annual Mission Fund.

! These three items also are available at presbyterianwomen.org/annual-fund.

Throughout 2025

PWC member(s) responsible for pledges/gifts

- ✓ Once a month (or according to your congregation or PW group's giving pattern), ask congregation or PW group members to give toward their pledge amount for the year.
 - In person: Distribute the envelopes that contain each person's pledge card. Consider ordering the small envelopes for giving through the PW in the Congregation. Record the amounts given throughout the year on the pledge card. Give the money received to PWC treasurer or person responsible for pledges/gifts.
 - Online: Email those who pledged with a reminder to give, including updates on their gifts throughout the

year, examples of what PW's Annual Mission Fund makes possible and personal stories from people who financially support PW. Record the amounts given throughout the year. Include the mailing or drop-off address (and clear directions) about who in your PW group should receive gifts toward their pledges.

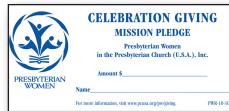
- ✓ Send quarterly gifts from the congregation* with all other quarterly gifts to the PWP treasurer by March 10, June 10, September 10 and December 10, 2025.
 - Remittance forms are available at presbyterianwomen.org/annual-fund.
 - Treasurers also receive these forms from Rhonda Martin, PW Business Office, 844/797-2872, ext. 5596, or rhonda.martin@pcusa.org.

Resources to Promote Giving

Giving Envelopes

PW in the Congregation groups may find it helpful to use preprinted envelopes to receive Annual Mission Fund gifts.

ENVELOPE FOR GIVING THROUGH PW IN THE CONGREGATION



Circle and/or congregation members can use the small, group giving envelope to honor gifts toward their group's pledge. See this page (under "2024, PWC member(s) responsible for pledges/gifts") for instructions on using group giving envelopes. Group giving envelopes can be ordered online (presbyterianwomen.org/shop) or by telephone (800/533-4371); ask for item PWR10103; \$1/pack of 50, plus shipping.

ENVELOPE FOR GIVING OUTSIDE THE PW GROUP



The large individual giving envelope is ideal for individuals who

- do not participate in a PW circle,
- attend a church without an active PW group,
- would like a tax receipt for their gift,
- want to give via credit card, or
- wish to make an additional gift over and above their group pledge.

Consider sending these envelopes to those in your group or congregation who did not pledge. If your group or congregation has drive-throughs for any ministries, ask if these envelopes could be included in materials handed out.

Please make these individual giving envelopes available at congregation, presbytery and synod meetings and gatherings, as well as at special events as appropriate. Consider mailing them to individuals in advance of virtual meetings. Individual giving envelopes (available in packs of 10) can be ordered online (presbyterianwomen.org/shop) or by telephone (800/533-4371); ask for item PWR20456; free.

Pledge Cards

Pledge cards are an easy way for PW in the Congregations to make and keep track of pledges. The pledge card follows and is available at presbyterianwomen.org/annual-fund.

Gifts via credit card can be made online at presbyterianwomen.org/give. Individuals can give to PW's Annual Mission Fund at any time by sending a check made payable to Presbyterian Women, with "Annual Mission Fund" and the name of their presbytery in the memo line, to
Presbyterian Women Remittance Processing
PO Box 643652
Pittsburgh, PA 15264-3652

***Tax receipts are available for PWC or PWP group gifts only. Individuals who would like tax receipts for their gifts should follow the instructions on this page under "Giving outside the PW group." Contact Patricia Longfellow, 844/797-2872, ext. 8015, or patricia.longfellow@pcusa.org, for more information. Please note that presbyteries and synods will be credited for all individual gifts.**

Pledge Card

2025 Presbyterian Women Annual Mission Fund

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 2025 Annual Fund.

Total amount paid _____ Treasurer's signature _____

Pledge Card

2025 Presbyterian Women Annual Mission Fund

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 2025 Annual Fund.

Total amount paid _____ Treasurer's signature _____

Pledge Card

2025 Presbyterian Women Annual Mission Fund

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 2025 Annual Fund.

Total amount paid _____ Treasurer's signature _____

Presbyterian Women's **ANNUAL MISSION FUND** (Mission Pledge)



PW in the Congregation Pledge Form January 1, 2025—December 31, 2025

As Presbyterian Women, we make the following pledge to support the mission of Presbyterian Women in the Presbytery, Presbyterian Women in the Synod and Presbyterian Women at the churchwide level, as well as the mission of the Presbyterian Church (U.S.A.).

Please indicate below the amount pledged to PW at each level.

- To support the mission of **Presbyterian Women churchwide** _____
- To support the mission of **Presbyterian Women in the Synod** _____
- To support the mission of **Presbyterian Women in the Presbytery** _____

Total Annual Mission Fund Pledge from PW in the Congregation _____

Name of Congregation _____

Signature of the moderator of Presbyterian Women in the Congregation _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Deadlines

This pledge form should be completed and sent to the moderator of Presbyterian Women in the Presbytery (or whoever is responsible for giving) no later than **November 15, 2024**. Send all quarterly payments of this pledge to the **treasurer of Presbyterian Women in the Presbytery** by **March 10, June 10, September 10, and December 10, 2025**.

Instructions

1. Enter the pledge amount for support of Presbyterian Women at the churchwide level (including support for the mission of the church worldwide).
2. Enter the amount of support for Presbyterian Women at each level, as requested by your PW in the Presbytery and PW in the Synod.
3. Keep a copy of this form for your records and send the original to the person indicated below.

Moderator of Presbyterian Women in the Presbytery or designee _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Presbyterian Women's **ANNUAL MISSION FUND** (Mission Pledge)



PW in the Presbytery Pledge Form January 1, 2025—December 31, 2025

As Presbyterian Women, we make the following pledge to support the mission of Presbyterian Women in the Presbytery, Presbyterian Women in the Synod and Presbyterian Women at the churchwide level, as well as the mission of the Presbyterian Church (U.S.A.). Presbyterian Women in the Presbytery is responsible for reporting the total amount pledged in congregations.

Please indicate below the amount pledged to PW at each level.

- To support the mission of Presbyterian Women churchwide _____
 - To support the mission of Presbyterian Women in the Synod _____
 - To support the mission of Presbyterian Women in the Presbytery _____
- Total Annual Mission Fund Pledge from PW in the Congregations** _____

Name of Presbytery _____

Signature of the moderator of Presbyterian Women in the Presbytery (or whoever is responsible for PW giving in the Presbytery)

Address

City _____ State _____ Zip _____

Phone _____ Email _____

Instructions

- Keep one copy of this form for your files.
- Mail this pledge form no later than **December 3, 2024** to each of the following:
 1. Treasurer of PW in the Presbytery
 2. Moderator of PW in the Synod
 3. PW Business Office, 100 Witherspoon St.,
Louisville, KY 40202-1396

Quarterly Churchwide Payments

Send quarterly payments to
Presbyterian Women Remittance Processing
PO Box 643652
Pittsburgh, PA 15264-3652

Quarterly churchwide payments should be mailed by **March 15, June 15, September 15, and December 15, 2025** with remittance forms supplied to treasurers of PW in the Presbytery. These forms can also be downloaded at presbyterianwomen.org/annual-fund.