

**PRESBYTERIAN WOMEN
JOB DESCRIPTIONS
2011-2012**

COORDINATING TEAM

Moderator:

1. Prepare agendas and preside at all PW Council Meetings, General Meetings and Retreat. Put all dates of these meetings and activities on the church calendar, reserve rooms through the Church Secretary and have her complete custodial work notices for special room arrangements. Clear all dates through the church office and all speakers through the PW Liaison Minister. Much of this work will already have been done during Moderator-Elect year. Dates are: PW Birthday Dinner, Fall Gathering, Advent Communion, Mission Program, Spring Retreat and any other events. Coordinate these events with the Director of Food Service and Hospitality and Chairs of the various events.
2. Work with Moderator-Elect in preparing her to move into Moderator position the following year.
3. Communicate throughout the summer with Moderator-Elect to keep her informed on past, current, and coming year's work. Continue to communicate on monthly PW activities.
4. Keep church staff informed through the PW Minister Liaison.
5. Communicate with the total membership through *Tradewinds*, *FirstNEWS*, *PW Happenings*, Circle Moderators, and by use of the bulletin board.
6. Visit as many Circles as possible during the year.
7. Work with all committee chairpersons on programs and activities for PW. Act as ex-officio on all committees except the Search Committee.
8. Serve on the Finance Committee to plan the budget for the year. Remind the treasurer that she is responsible for bringing the honorarium for the speaker to each event.
9. Work with the PW Directory Chair as needed in the summer.
10. In June send letter to Coordinating Team, Committee Chairs, Circle Moderators, circle Bible Leaders and Circle Treasurers. The letter is a thank you for leadership and includes relevant PW events and dates for the year.
11. Send "save the date" cards (or e-mail) to Coordinating Team, Committee Chairs, all Circle Moderators, Circle Treasurers, and Bible Leaders in August to remind them about the PW Training date.
12. Update the PW Enquirers Brochure in the summer with the current Moderators, Circle meeting times and Bible studies. Give a supply to Membership Coordinator for First Pres. and use the rest for the PW Training Session in late August/early September and the Fall Gathering in September.
13. Plan Leadership Training Day to be held in late August/early September for circle moderators, treasurers and Bible leaders, and other PW leaders at the discretion of the Moderator. Plan the date after public and private schools are in session. Provide updated job descriptions for Training Day folders.
14. Confer with the chairman of the Honorary Life Membership committee in January on their progress of selecting Honorary Life members to be announced at the May Birthday Dinner. (The Honorary Life Committee will handle pins, certificates, framing of certificates, and getting all biographies to the Senior Minister and the Moderator.)
15. In December assist Search Committee Chairman and Moderator-Elect to update PW Job Descriptions.
16. Assist Moderator-Elect and Birthday Dinner Chair in February in preparation for the event.

17. In June update new names on PW folders in library filing drawer.
18. Maintain PW Website.
19. In general, support the program of the church in every way. Nurture and encourage membership through personal calls, visits, prayer and example.
20. Serve as Search Co-Moderator the year following service as Moderator and Search Moderator the next year.

Moderator-Elect:

1. Attend Leadership Training Day, PW Council Meetings, General Meetings and Retreat, if at all possible.
2. Work with and learn from the Moderator to preside in her absence and for serving as next Moderator.
3. Keep notes, programs and bulletins of PW events for successor.
4. Serve on the PW Finance Committee.
5. Call all incoming Circle Moderators by mid-August. Notify them of Training Day, the first PW Council Meeting, and the September Fall Gathering. Ask the Moderators to secure hostesses for their October circle meetings and to call this information in to the Recording Secretary by mid-September for publication in the October *FirstNEWS*.
6. Train Circle Moderators on Leadership Training Day in late August/early September.
7. Visit as many Circles during the year as possible.
8. Serve as a member of the PW Search Committee and appoint two (2) women of different age groups, at large, to this committee.
9. In December and again in March (upon completion of Search Committee PW slate) assist Search Committee Chair and Moderator to update PW Job Descriptions.
10. Start working in early January to select the Circle studies for the next year. Work with the Spiritual Nurture Co-Chair and the PW Minister Liaison. Spiritual Nurture Co-Chair will order books for circles when appropriate. (Many circle members now order their own books).
11. In February or March remind PW Directory Chair to begin update process. Work with Directory Chair and others as needed.
12. In the fall/winter start getting the big event dates on the church calendar.
 - Schedule date and make a reservation for the following year's Spring Women's Retreat one year in advance. Work with PW Minister Liaison to secure speaker.
 - Schedule date and reserve church for the following year's Advent Communion Service one year in advance. Secure speaker, after reviewing your prospective list with the PW Minister Liaison.
 - Schedule date and reserve location for the PW Birthday Dinner. Work with the Birthday Chair and Moderator in February to plan and publicize this event. Secure speaker (if choose to have one), after reviewing your perspective list with PW Minister Liaison.
 - Schedule date and reserve location for the PW Fall Gathering. Secure speaker if you choose to have one, after reviewing your perspective list with PW Minister Liaison.
 - Schedule date (Wednesday before Ash Wednesday) and reserve location for the PW Mission Dinner. Work with Associate Minister for Service and Missions and Mission Dinner Chair to secure speaker and plan event.
13. In early spring, give FPC Nominating Committee Chair the names of 2 PW representatives for the church Nominating Committee.

Recording Secretary:

1. Attend PW Leadership Training Day, Council Meetings, General Meetings and the Retreat if at all possible.
2. Record minutes of Council Meetings and distribute along with monthly devotion to council members via e-mail or in the folders located in the library marked PW. Follow up within a week to ensure Circle Moderator has picked up minutes from file. If not, mail those remaining. In addition, send January devotion to Circle Moderators at end of December because there is no Council Meeting that month.
3. Record minutes of Leadership Training Event, Fall Gathering, Advent, Missions and Birthday programs and give a copy to the Co-Historians and Moderator.
4. Obtain names of hostesses from the Circle Moderators for the October meetings and give this information to the church office by the *FirstNEWS* deadline (is 10 days (Friday), prior to issue date (Sunday).
5. Obtain names of hostesses and locations of circle meetings for the year from the Circle Moderators after their first circle meetings in October. Give this information to Desktop Publisher (Roger Blackwelder) for *FirstNEWS* and other publications.
6. Record attendance and keep a record of members present at each Council Meeting.
7. Send Presbytery the new slate of PW officers.

Corresponding Secretary:

1. Attend PW Leadership Training Day, Council Meetings, General Meetings, and Retreat if at all possible.
2. Assist with correspondence as requested by Moderator.
3. Serve as Liaison to Congregational Support Advisory Committee.
4. Deliver magazines (ones collected on credenza and less than 6 months old) to Presbyterian Hospital.

Treasurer:

1. Attend PW Leadership Training Day, Council Meetings, General Meetings and Retreat, if at all possible.
2. Call a meeting of the Finance Committee by early June (Treasurer & Assistant Treasurer, Moderator, Moderator-Elect and out-going Moderator) to plan the budget.
3. Present the PW budget for approval at the Leadership Training Day, and share with PW at the Fall Gathering.
4. Train the Circle Treasurers at the Leadership Training Session. Give Treasurers a list of suggestions for help in explaining to circle members how pledges will be used in the coming year. Include the request that all circle money be deposited within four days following the circle meeting.
5. Make certain all Chairpersons submit bills and/or receipts for reimbursement to the Treasurer before the following Council Meeting.
6. Prepare and distribute name tags for PW events or assign duty to Assistant Treasurer.

7. Give a copy of the PW Budget and annual Report to the PW Directory Chair.
8. Coordinate and turn in all PW pledges and monies collected from Missions, Birthday, and Advent gatherings.
9. Bring a check for the honorarium to pay each event speaker.
10. Serve on Benevolence Review committee
11. Provide a monthly financial report at each Council Meeting.
12. Send Christmas greetings and check to missionaries from PW and discuss with Moderator.

Assistant Treasurer:

1. Attend PW Leadership Training Day, attend General Meetings and Retreat, if at all possible.
2. Learn Treasurer's job from the current Treasurer in preparation for moving into this job.
3. Help collect money during the four PW events and assist the Treasurer as needed.
4. Serve on the Finance Committee and Benevolence Review Committee.
5. Attend the PW Council Meeting in the absence of the Treasurer.

Co-Historians:

1. Attend PW Leadership Training Day, Council Meetings (alternating months, if desired), and General Meetings and Retreat, if at all possible.
2. Keep a record of all PW events during the year.
3. Purchase a book for the Church Library in memory of PW members who have died throughout the year (May 1 to April 30).
4. Receive (from the Recording Secretary) and archive minutes from all PW gatherings: Fall, Advent, Missions, and Birthday.
5. Archive photographs from PW events. (photos are in PW photo box in back hall credenza.) Archive photos that are three years old. Newer photos may be reused by publicity).
6. Setup table showing history of PW at events as requested by Moderator.

Search Committee Moderator:

1. Attend PW Leadership Training Day, Council Meetings, General Meetings and Retreat, if at all possible.
2. October - distribute interest sheets to Circle Moderators at the Council Meeting to be given to circle members in November and December.
3. December -
 - a. Collect and tabulate interest sheets.
 - b. Make working copies of interest sheets for Search Committee.
 - c. Make working copies of positions to be filled for the Search Committee.
4. In December before Search Committee begins meeting to fill positions for upcoming year, correspond with every PW Coordinating Team Member, Committee Chairs, Outreach Chairs and In Church Service chairs for any updates to their particular job description. Moderator and Moderator-Elect should help with this process. Incorporate these changes into Job Descriptions for Search Committee with an addendum to the PW Job Description Booklet.

5. January through March - Chair Search Committee.
Search Committee:
 Search Committee Chair
 Search Committee Co-Chair
 Moderator-Elect
 Spiritual Nurture Chair
 Outreach Chair
 Two PW at Large from different age groups– appointed by Moderator-Elect
 Staff Liaison
6. In March E-mail slate to senior minister via PW minister liaison for approval.
7. Present slate to the general membership at the Birthday Dinner.
8. Install members of Coordinating Team at Birthday Dinner (all those with asterisk beside their names under Coordinating Team in PW Directory).
9. Upon completion of Search Committee Slate in March review Job Descriptions for any updates and have PW Job Description Booklet printed.
10. Send "Thank you for accepting the job" letters along with copies of the specific updated job descriptions and future PW dates. Ask incoming Moderator for anything she might want to include in the mailing.
11. In May, after compiling information from all circles, give incoming Moderator and PW Directory chair a copy of the new Circle Moderators, Co-Moderators, Treasurers, and Bible Leaders.
12. Fill positions that might be vacated during the year.

Search Committee Co-Moderator:

1. Attend PW General Meetings and Retreat, if at all possible.
2. Work closely with the Search Committee Moderator to prepare for moving up to this position the following year.
3. Serve on the Search Committee.

**Long Range Planning Committee Chair: (Appointed by Search Committee every 3 years/
 next group to be appointed in 2011)**

1. Attend PW Council Meetings, General Meetings and Retreat if at all possible.
2. Work with four (4) women of different ages appointed by the Search Committee.
3. Evaluate current membership, operational methods and programs.
4. Determine goals and objectives for the next 3-5 year period.
5. Recommend programs which will increase membership, provide meaningful opportunities for women of all ages, enhance participation and meet the needs of a diverse congregation.
6. Evaluate process by which Presbyterian Women is integrated into the Church's long range plan.
7. Pass folder to PW Moderator when work is complete.

COMMITTEE CHAIRS:

Advent Communion and Luncheon Chair:

1. Attend PW Leadership Training Day, General Meetings and Retreat, if at all possible, and attend the Council Meetings September-November.
2. In late September, plan and coordinate Advent Communion Service and Luncheon which is held the first Thursday in December – includes invitations, ushers, communion, etc.
 - a. Work with the Hospitality Chair, Director of Food Service for church, and Moderator. Complete Special Events Form. The speaker will be secured by the PW Minister Liaison with input from Moderator.
 - b. Work with Moderator to put article in the *Tradewinds* by October 6th deadline for the November issue and reminder notices in the two *FirstNEWS* prior to this event date (deadline is 10 days (Friday) prior to issue date (Sunday)).
 - c. Ask the Publicity Chair and Co-Chair to make and display posters about this event and also to place pictures/flyer on the PW Bulletin Board.
 - d. Send invitations to women of First United Presbyterian Church and other downtown churches if so requested by Moderator.
 - e. See that the Joy Gift envelopes are available for the Advent Communion Service. Check with the Financial Secretary of the church who handles this offering for the entire church.
 - f. Ask 2 women elders of First United Presbyterian Church to help serve communion and to stay for lunch as our guests. Search for other ways to include that congregation.
 - g. Secure someone to prepare the communion elements.
 - h. Follow procedures as outlined in Advent folder and maintain/update for incoming Chair.

Advent Communion and Luncheon Co-Chair

1. Attend General Meetings and Retreat, if at all possible.
2. Work closely with Chair in preparation for moving up to that position next year. Assist Chair in helping to facilitate all aspects of planning communion service and luncheon.

Benevolence Review Committee Chair: (Committee appointed by Search Committee)

1. Attend PW Leadership Training Day, General Meetings and the Retreat if possible.
2. Work with Treasurer, Assistant Treasurer and two women selected by the search committee.
3. Distribute grant applications and organize the publicity of the grant process (article for December *Tradewinds* and in the January issues of *FirstNEWS*).
4. Receive grant requests by the middle of March.
5. Make recommendations to Council at the April meeting in order that the benevolence recipients may be announced and checks distributed in May.
6. Publicize recipients information in summer *Tradewinds*.

Benevolence Review Committee Co Chair

1. Attend General Meetings and Retreat, if at all possible.
2. Work closely with Chair in preparation for moving up to that position the following year.
3. Assist Chair in implementing plans for this year.

Benevolence Review Committee Members

1. Attend all BRC meetings and Retreat, if at all possible.
2. Assist BRC Chair with duties as needed.

Birthday Dinner Chair

1. Attend PW Leadership Training Day, General Meetings and Retreat, if at all possible.
2. In February, plan Birthday Celebration, with assistance from Moderator & Moderator-Elect.
 - a. Work with the Hospitality Committee and church Director of Food Service. Complete Special Events Form.
 - b. Work with Moderator-Elect in putting article in the *Tradewinds* and announcements in the two *FirstNEWS* prior to this event. (*Tradewinds* deadline is the 6th of the month prior to the next month's publication; the *FirstNEWS* deadline is 10 days (Friday) prior to issue date (Sunday).
 - c. Ask the Publicity Chair and Co-Chair to make and display posters for this event, and to place flyer and pictures on the PW Bulletin Board.
3. Advise PW Treasurer of address where birthday offering should be sent.
4. Maintain workbook/folder for incoming Chair.

Birthday Dinner Co-Chair

1. Attend General Meetings and Retreat, if at all possible.
2. Work closely with Chair in preparation for moving up to that position the following year. Assist Chair in implementing plans for this year.

Fall Gathering Chair:

1. Attend PW Leadership Training Day, General Meetings and Retreat, if at all possible.
2. In July, plan the Fall Gathering with assistance from the Moderator.
 - a. Work with the Hospitality Committee and church Director of Food Service for set-up of Fellowship Hall on day of event. Complete Special Events Form.
 - b. Work with Moderator for publicizing event in *Tradewinds* and *FirstNews*. *Tradewinds* deadline is August 6~ and the *FirstNews* deadline is 10 days (Friday) prior to issue date (Sunday). Publicize in September *Tradewinds* and three *FirstNews* issues prior to event.
 - c. Ask the Publicity Chair and Co-Chair to make and display posters for this event, and to place flyer and pictures on the PW Bulletin Board.
3. Maintain workbook/folder for incoming Chair.

Fall Gathering Co-Chair:

1. Attend Council meeting prior to Mission Dinner at request of Moderator.
2. Work closely with Chair in preparation for moving up to that position next year. Assist Chair in facilitating the event.

Missions Dinner Chair:

1. Attend PW Leadership Training Day, General Meetings and Retreat, if at all possible. Attend council prior to Missions dinner at the request of the Moderator.
2. Publicize the mission emphasis through PW bulletin board or free-standing easel. Involve the Publicity Chair in making posters as needed.
3. Plan program and dinner for PW Mission event to be held on the Wednesday before Ash Wednesday.
 - a. Work with Associate Minister for Service & Missions and the Moderator to secure a speaker. Arrange for any transportation needs of speaker.
 - b. Work with Hospitality Committee, church Director of Food Service, and the Moderator. Complete Special Events Form.
 - c. Put articles in January *Tradewinds* and two/three announcements in *FirstNews* prior to the event. Deadlines are: *Tradewinds* - 6th of the month prior to following month's publication; *FirstNews* - is 10 days (Friday) prior to issue date (Sunday).
4. Maintain workbook/folder for incoming Chair.

Missions Dinner Co-Chair

1. Attend General Meetings and Retreat, if at all possible.
2. Work closely with Chair in preparation for moving up to that position next year.
3. Work closely with the Missions Chair in helping to plan and facilitate all aspects of the Mission Program and dinner.

Retreat Chair:

1. Attend PW Leadership Training Day, General Meetings and Retreat if possible.
2. Create timeline for Retreat planning / newsletter deadlines
3. Manage logistics with retreat conference center (directions, meals, meeting rooms, room rates, etc.)
4. Work with Desktop Publisher, Retreat Co-Chair, Publicity Chair and Publicity Co-chair to Design and mail pre-publicity items:
 - a. "Save the Date" Card (January)
 - b. Retreat brochure / sign up form (about 6 weeks before event; coordinate with conference center)
 - c. Create and distribute Retreat attendee packet (2 weeks before the event)
5. Visit Circle meetings in February/March to spark excitement for the Retreat.
6. Take reservations for the Retreat. Give the money to the PW Treasurer for deposit.
7. Plan logistics for the event
 - a. Goody bags, icebreakers (games), nametags, centerpieces for meeting tables, etc.
 - b. Agenda

8. Support speaker needs for event (traditionally, the PW Moderator dialogues with speaker)
9. Work with PW Minister Liaison to plan Sunday church service at Retreat (logistics, location program/bulletin).
10. Coordinate music for Retreat (assign song leader and/or musicians). Bring music books.
11. Maintain a workbook/folder for incoming Chair.

Retreat Co-Chair:

1. Attend General Meetings if possible and Retreat
2. Work with Retreat Chair to Publicize Women's Spring Retreat
 - a. November *Tradewinds* and *FirstNews* "Save the Date"
 - b. February and March *Tradewinds* articles (Deadline: 6th of previous month)
 - c. Weekly *FirstNews* articles several weeks prior to event to spark interest
 - d. Save the date posters / signs at church (Jan./Feb.)
3. Visit Circle meetings in February/March to spark excitement for the retreat
4. Assist Chair with logistics and assist her as needed.

Spiritual Nurture Chair

1. Attend PW Leadership Training Day, Council, General Meetings, and Retreat, if possible.
2. Provide overview and training for Circle Bible leaders on Leadership Training Day (usually in late August/early September):
 - a. Go over schedule of monthly training classes: place, time and dates.
 - b. Review the length of time to teach in Circles. Give teaching suggestions, overview, etc. Work closely with those who will be teaching the Bible leaders.
3. Be responsible for the selling of study books on Sunday mornings during the month of September and at Fall Gathering.
4. Prepare a short devotion with prayer for Council Meetings each month. Distribute a copy of devotion at monthly Council Meetings for use at the upcoming Circle meeting. Email or mail copy of devotion to Recording Secretary who sends out with the minutes to all on PW Council even in December when Council does not meet.
5. Give special emphasis to Missions during month of Missions Dinner.
6. Attend monthly Bible Moderator classes when possible. Encourage and support Bible Leaders as needed. Encourage Circles to involve others in teaching Bible lessons.
7. If a Circle is struggling to find a Bible Leader/Leaders, work with co-chair to provide one. Set up a substitute list.
8. Serve on PW Search Committee.
9. Maintain a workbook/folder for the incoming Chair.
10. Announce and distribute Prayer Requests for Westerly Hills Elementary School to Circle Moderators at Council Meetings.

Spiritual Nurture Co-Chair:

1. Attend General Meetings and Retreat, if at all possible.
2. In early January, meet with Moderator-Elect and PW Minister Liaison to discuss curriculum offerings for the following year. Choose a Bible study and book study. (Circles 8, 9, 11 & 15 typically choose their own curriculum. Contact them to see what assistance they may need. All curriculum must be approved by the PW Minister Liaison.)
3. Have copies of study books available by April Circle meetings so that individual Circles may make their selection for the following year.
4. Display study books at May Birthday Dinner.
5. Distribute to Bible Leaders their copies of the study book in June. Remind them of dates for Leadership Training Day in August/September and Fall Gathering in September.
6. Order study books and materials as needed by late August.
7. Assist Spiritual Nurture Chair as needed and prepare to move up to that position the following year.

OUTREACH CHAIRS:

Sharon Towers Valentine Party Chair:

1. Attend PW Leadership Training Day, General Meetings and Retreat, if at all possible.
2. Schedule and plan the Valentine Party to be held at Sharon Towers in February.
3. Recruit volunteers to help host the party and ask Circle Moderators at the January Council meeting to get volunteers to make cookies.

Sharon Towers Valentine Party Co-Chair:

1. Attend General Meetings and Retreat, if at all possible.
2. Work closely with Chair in preparation for moving up to that position the following year.
3. Assist Chair in implementing plans for this year.

Westerly Hills Elementary School Chair:

1. Attend PW Leadership Training Day, Council, General Meetings and Retreat, if possible.
2. Coordinate PW involvement in Westerly Hills Teacher Support area. Work closely with FPC Child and Family Outreach Coordinator. Appoint necessary chairs to develop various projects, if needed.
3. Publicize opportunities for involvement in teacher support area through Circles, through PW Happenings, and through use of PW bulletin board.
4. Serve on PW Search Committee.
5. Maintain workbook/folder for the incoming Chair.

Westerly Hills Elementary School Co-Chair:

1. Attend General Meetings and Retreat, if at all possible.
2. Work closely with Chair in preparation for moving up to that position the following year.
3. Assist Chair in implementing plans for this year.

IN-CHURCH SERVICE CHAIRS

Births Chair:

1. Attend PW Leadership Training Day, General Meetings and Retreat, if at all possible.
2. Purchase copies of the current children's Bible Story Book being used from the Cokesbury Book Store or other available source. If ordering from Cokesbury, charge to the church and mark the receipt "PW". Give a copy of the receipt to the Financial Secretary and ask that the bill be sent to the PW Treasurer when it arrives. Give these books to the Births' Calligrapher (Lisa Dillard) to be used as needed.
3. Organize a committee (yourself, co-chair and 4 women appointed by the Search Committee) to be responsible for delivering a Bible Story Book and a casserole (from church PW Casserole freezer) to new mothers.
4. After receiving notification about a birth, ask appropriate committee member to deliver a Bible Story book and a casserole within the first two months of the baby's birth.
5. Keep accurate record of number of books purchased and distributed during PW year (June-May). Pass information on to incoming Births Chair and Moderator before PW Budget is set.
6. Prepare a report/folder to assist Co-Chair when she becomes Chair the following year.

Births Co-Chair:

1. Attend General Meetings and Retreat, if at all possible.
2. Participate on the Births Committee and prepare to take over the Chair position the following year.

Child Care Chair:

1. Attend PW Leadership Training Day, General Meetings and Retreat, if at all possible.
2. Work with the Assistant to the Director of Children's Ministries, Diane Baker, to obtain child care for Leadership Training Day, Circle Meetings for young mothers meeting at the church, Fall Gathering, Council Meetings, Advent Communion Service, Mission Program, Birthday Dinner, or any other PW meetings held at the church where child care is necessary.
3. Work with the Assistant to the Director of Children's Ministries, Diane Baker, to reserve rooms at church for child care for dates that child care is necessary.

Concerns Chair

1. Attend PW Leadership Training Day, PW Council, General Meetings and Retreat, if possible.
2. Assign each committee member certain months for which she is responsible for personalizing and mailing cards.
3. Cards should be sent **weekly** on behalf of PW to church members re: illness, births and deaths.
4. Notify church secretarial staff liaison of monthly assignments in order for staff to communicate church needs to appropriate committee member.

Directory Chair:

1. Attend PW Leadership Training Day, General Meetings and Retreat, if at all possible.
2. Obtain spreadsheet files electronically from prior Chair.
3. Update files as information is obtained from circle (monthly).
4. Solicit updated circle listings from Circle Moderators in February or March.
5. Work with new Moderator and appropriate ministers to update “front” pages.
6. Send all pages/info to Desktop Publisher for proof printing.
7. Proofread with Co-chair or Moderator.
8. Take final copy to printer and pick-up books when ready.
9. Distribute to Circle Moderators at Leadership Training Day.
10. Maintain workbook/folder for incoming Chair.

Directory Co-Chair:

1. Attend General Meetings and Retreat, if at all possible.
2. Work with the Chair and assist her in any way possible in preparation for moving up to Chair next year.

Honorary Life Membership:

1. The Honorary Life Membership Committee shall be responsible for nominations, electing and procuring the framed certificates and pins for the new Honorary Life Members to be awarded at the PW Birthday Dinner in May. The funds for this will be financed by the PW budget.
2. Three copies of each biography shall be made: one for the Historical Room, one for the Moderator of PW, one for the Senior Minister and forward one electronic copy to the Church Communication Manager along with photo immediately following the PW Birthday Dinner in May for the June *Tradewinds*. Communications Manager should be alerted in April that this article will be submitted very close to the *Tradewinds* due date and space should be saved to include it. Note; This article must be approved by Moderator prior to being submitted.

Hospitality Chair:

1. Attend PW Leadership Training Day, General Meetings and Retreat, if at all possible.
2. Establish and oversee a Hospitality Committee in July/August to assist at special events in coming PW year. Committee will set-up tables, decorate, and be available as needed for each event.
3. Attend the following event planning meetings
 - * Fall Gathering/Luncheon-Fall Gathering Chair and Moderator
 - * Advent Communion Luncheon-Advent Chair and Moderator
 - * Missions Program/Dinner-Missions Chair and Moderator
 - * Birthday Celebration Dinner-Moderator-elect and Birthday Chair
4. Maintain workbook/folder for the incoming Chair.

Hospitality Co-Chair:

1. Attend General Meetings and Retreat, if at all possible.
2. Work with the Chair and assist her with the 4 events in preparation for moving up next year.

New Member Chair:

1. Attend PW Leadership Training Day, Council meetings, General Meetings and Retreat if at all possible.
2. Upon receiving information from the church on all new female members, contact each woman to discuss Circles and PW events.
3. If member indicates an interest in a Circle, contact the Circle Moderator to contact and invite to join.
4. Keep records to indicate individual's decision, follow up at a later date when new member is not ready to make a decision on joining a circle.
5. Plan two New Member Events to take place two times during the year, once in the Fall and once in the Spring.
6. Make a report at Council Meeting regarding new women in our church.
7. Maintain workbook/folder for incoming Chair.

New Member Co-Chair:

1. Attend General Meetings and Retreat, if at all possible
2. Work closely with New Member Chair to prepare for moving up next year.

Publicity Chair:

1. Attend PW Leadership Training Day, Council Meetings and General Meetings and Retreat, if at all possible.
2. Take pictures at the Fall Gathering, Advent Luncheon, Missions Program, Birthday Dinner and Retreat. Work with publicity co-chair to display on wall in Reception Area and PW Bulletin Board at least three weeks prior to the event.
3. Make poster with the help of Desktop Publisher advertising each of the above events. Display on PW Bulletin Board at least three weeks prior to the event.
4. Put pictures in file box in credenza near bulletin board when finished with them.
5. Work with Moderator and church Communications Manager to send out an e-mail blast to all PW Women four or five days prior to all PW event deadlines.
6. Immediately following the Fall Gathering, Advent Luncheon, Mission Dinner, Retreat and Birthday Dinner, work with Moderator (Moderator-elect for Birthday Dinner) to submit a short *Tradewinds* article and photos. Note: All articles must be approved by Moderator prior to being submitted.

Publicity Co-Chair:

1. Attend General Meetings and Retreat, if at all possible.
2. Work with the Chair and assist her in any way in preparation for moving up next year.
3. Keep PW bulletin board up-to-date and attractive.

Special Fellowship Events Co-Chairs:

1. Attend PW Leadership Training Day, General Meetings and Retreat, if at all possible.
2. Work with the Moderator to plan two Events to take place two times during the year, once in the Fall and once in the Spring to bring the women in the church together. The Events can be educational or strictly social. (Past events have included stamping greeting cards and tea with Jane Coley sharing her experiences of the church in England. A recommendation has been received for a cooking class on soup making.)
3. Attend PW Council Meetings the month prior to the Event to publicize it.
4. Publicize the Event.
5. Seek out suggestions for future Events from the PW Membership.
6. Maintain workbook/folder for incoming Chair.

Stationery and Christmas Card Sales Chair/Co-Chair:

1. Attend PW Leadership Training Day, General Meetings and Retreat, if at all possible. Sell church notepaper and Christmas cards at each PW event and at other appropriate events.
3. Keep accurate inventory of stationery and Christmas Cards during PW year (June-May). Pass on to new Chair and Moderator before budget is set.

Transportation Chair:

1. Attend PW Leadership Training Day, General Meetings and Retreat, if at all possible.
2. Arrange transportation to General Meetings as needed.
3. Check with Circle #1 Chair and staff to determine who might be able to attend. Call them as many are hesitant to call.

CIRCLE LEADERSHIP

Moderator:

1. Attend Leadership Training Day and PW Council Meetings (every third Wednesday at 10:00 a.m.) Send a representative if you cannot be present. Attend General Meetings and Retreat if possible, participate in the Fall Gathering.
2. Visit or telephone all members, active as well as inactive, at the beginning of the Circle year. Keep close communication with members throughout the year. Ask Co-Moderator to help.
3. Open each circle meeting with a devotional and prayer that has been prepared by the Spiritual Nurture Chair. (Devotional and Prayer will be distributed to Circle Moderators at monthly PW Council meetings and via e-mail with Council minutes).
Option: Have Circle members sign up to read the devotionals. Some Circles also appoint a Circle member to be the Concerns Chair to help in the event of an illness, death or birth within the Circle.

This person would be responsible for helping the Circle Moderator arrange for food from the Circle members and cover other details in case of a death. She could also keep a “kitty” for sending cards each month to homebound contacts and others as needed.

4. Call the Recording Secretary with the name of the hostess for the October meeting by mid-September for publication in the October *FirstNEWS*.
5. Obtain a list of hostesses and location of meetings for the year at the October Circle meeting. Give this list to the Recording Secretary who will give it to the Publications Department at the church for monthly publication in the *FirstNEWS*.
6. In the spring, secure individuals to serve as Circle Moderator, Co-Moderators, Treasurer and Bible Leader for the following year. Turn in that list to Search Moderator when requested.
7. Obtain volunteers for cookies for the Sharon Towers Valentine Party, casseroles and Westerly Hills events.
8. Preside at Circle Meetings. Communicate news from the PW Council Meeting, needs from the Westerly Hills Outreach Chair and Pastoral Concerns from the PW Minister Liaison.
9. Encourage members to attend all PW General Meetings and the Annual Retreat. Help arrange for rides, if needed.
10. Report Circle change requests and address or telephone changes to the Moderator-Elect and/or the PW Directory Chair.
11. When given names of people interested in joining your Circle by New Member Chair, contact those people, encourage circle participation and extend an invitation to visit and join. Offer to bring them to Circle meeting and PW General Meeting.
12. Welcome and nurture those new members throughout the year.

Co-Moderator:

1. Attend Council Meetings in the Moderator's absence, and General Meetings and Retreat, if at all possible.
2. Preside at Circle Meetings in the Moderator's absence.
3. Help visit and telephone members as needs arise.
4. Help transport members, especially new members, for Circle Meetings.
5. Telephone active members who are frequently absent from meetings or send e-mail notes letting them know they were missed.
6. Assist Circle Moderator to secure individuals to serve as Circle Moderator, Co-Moderator, Treasurer and Bible Leader for the following year.

Treasurer:

1. Attend the Leadership Training Day and the class for Treasurers to receive training and supplies. Attend General Meetings and Retreat if at all possible.
2. Attend Circle Meetings or arrange for a substitute. Let the Circle Moderator know if you cannot be there.
3. Be responsible for collecting money in Circles and depositing it in the bank **within four days** following the Circle meetings.
4. Be aware of the PW Budget and share budget and benevolence information with Circle Members. Try to get all pledges in by the April Circle Meeting.

Bible Leader and Substitutes:

1. Attend the Leadership Training Day at which time there will be a special overview/training time for Bible Leaders. Attend the Retreat if possible.
2. Attend the monthly Bible Moderator classes as scheduled.
3. Be responsible for Bible study in circles. Help interest others in teaching Bible lessons in the future.

Moderator(s) - Circle #1 Visitation:

1. Attend PW Leadership Training Day, General Meetings and Retreats, if at all possible.
2. Hold a meeting of all visitors in September and again in January or February to share information and or concerns.
3. Keep close communication with visitors. Encourage the visitors to call one of the Circle Moderators with information about special needs.
4. Arrange for small gifts/favors to be taken to members periodically during year.
5. Encourage the visitors to send birthday and other occasional cards.
6. In the event of a death, ask the visitor to work with the respective Circle Moderator, whose Circle is also assigned to visit this person; to provide food, visit the family, and attend the funeral.
7. Call all visitors in April to see if they would like to continue visiting the following year. Assign all new persons to be visited by a Circle Member. Give all names and telephone changes of the home members to the Moderator-Elect and/or the PW Directory Chair. Note all additions and deletions for both lists.
8. Encourage others to become interested in being a visitor for this Circle.