

**2009
Organizational Dial**



**The Presbyterian Women
Of the
First Presbyterian Church
Winnebago, Illinois**

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PURPOSE

As taken from the By-laws of the Presbyterian Women in the First Presbyterian Church of Winnebago:

“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 (USA) and witnesses to the promise of God’s Kingdom.”



Some Meanings Found in the PW Symbol

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 emerge. 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 right figure holds a book to guide her reading, studying, praying, or meditating.

**TO SUPPORT THE MISSION OF THE CHURCH
WORLDWIDE**

The left figure 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

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

**AND TO BUILD AN INCLUSIVE, CARING
COMMUNITY OF WOMEN**

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

**THAT STRENGTHENS THE PRESBYTERIAN
CHURCH (USA)**

Our name, Presbyterian Women, 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.

COORDINATING TEAM FOR 2009

Moderator (09 1st term)	Susan Slocum
Vice Moderator (09 1st term)	Jill Sunday
Secretary (09– 1st term)	Beverly Barker
Treasurer (09 – 1st term)	Cindy Erb
Advisor (10-2nd term)	Judie Coots
Secretary of Literature (10-2nd term)	Norma Warkentien
Coordinator for Mission Opportunities (09-1st term)	Heidi Garner
Coordinator for World Service (09-1st term)	Bonnie Gray
Search Committee Moderator (09)	Mary Lee
Honoraries Committee Moderator (09)	Laurie Speers
Circle Moderators (09)	
Mary Martha	Jill Sunday
Naomi	Carol Meyers—Carol Schmoock

COORDINATING TEAM COMMITTEES:

Executive Committee	Susan Slocum, Jill Sunday Beverly Barker and Cindy Erb (Moderator, Vice-Moderator, Secretary, and Treasurer)
Search Committee	Mary Lee (09), Michelle Erb (10), and Lisa Mitchell (11)
Honoraries Committee	Laurie Speers (09) Lisa Rittmeyer (10) Cindy Erb (treasurer-permanent member)
Emergency Committee (appointed)	Co-chairmen: Norma Warkentien (09), Mary Lee (10) and Judie Coots (11)
Housekeeping (appointed)	Betsy Menge & Gwen Vietmeier
PW Representative to the Church Nominating Committee (appointed)	Carol Schmoock

FINANCIAL PLEDGE 2009

Celebration of Missions	
Support of Mission in the Church Worldwide	\$500
Support of Presbyterian Women in the Presbytery (8%)	\$40

Celebration of Creative Ministries	
Birthday Offering	as collected
Thank Offering	as collected

Celebration of Believers	
Honorary Life Memberships	as awarded

Celebration of Christian Community	
Fellowship of the Least Coin	as collected
Denominational Programs	
Hunger	as collected
Blanket Program and Tools of Hope	as collected
One Great hour of Sharing	\$100
Christmas Joy	\$100

Other Pledged Support	
Presbyterian Kemmerer Children's Home	\$100
To the Organization chosen to present the	
Thank Offering Service	\$100
Tabitha Room Upkeep	\$150
Food for needy families at Christmas	\$200
Chicks with Sticks-yarn	\$100

CALENDAR 2009

- January 3 (Saturday) 9 a.m. Undecorate Church
Coordinators: Kathy Heeren-Ellis and Lisa Rittmeyer
- January 3 (Saturday) 1:30 p.m. Coordinating Team Meeting
- January 4 (Sunday) 11:30 a.m. Host Sunday Morning Coffee
Fellowship Coordinators: Circle Moderators
- February 25 (Wednesday) Ash Wednesday
- March 6 (Friday) 9 a.m. World Day of Prayer Service
Bonnie Gray, Coordinator for World Service, Representative
Hosts: 2009-Burritt Methodist Church
Future Hosts: 2010-Winnebago Methodist Church
2011-Middle Creek Presbyterian Church
2012 First Presbyterian Church, Winnebago
- March 7 (Saturday) 1:30 p.m. Coordinating Team Meeting
- March 15 (Sunday) Hot Chicken Salad Luncheon after Church
Coordinators: Sue Jansen & Susan Slocum
- March 29 Birthday Offering Collection
Coordinator: Tricia Franklin
- April 10 (Friday) Good Friday
- April 12 (Sunday) Easter
- April 25 (Tentative)
Annual Spring Gathering of Presbyterian Women in Presbytery
- May 10 (Sunday) Mothers' Day
Geranium Fund Raiser
Coordinators: Stacey Weavel & Michelle Erb

November	Memory Angels Fund Raiser Coordinator: Ann Fuller
November 8 (Sunday)	Thank Offering Service Coordinator for World Service: Bonnie Gray Awarding of Honorary Life Memberships Coordinator: Laurie Speers
November 19 (Thursday) 7 p.m.	Installation Service Gathering Business Meeting and Installation of Officers Hostess: Naomi Circle Installation Service: Mary-Martha Circle
November 26 (Thursday)	Thanksgiving Day
November 28 (Saturday)	Decorate the Church Coordinators: Kathy Heeren-Ellis & Lisa Rittmeyer
November 29 (Sunday)	First Sunday in Advent
December 12 (Saturday)	Cookie Walk Coordinators: Carol Meyers, Marian Pedrick, Avis Lind, & Bev Barker
December 25 (Friday)	Christmas
January 2 (Saturday) 9 a.m.	Undecorate Church Coordinators: Kathy Heeren-Ellis and Lisa Rittmeyer
January 2 (Saturday) 1:30 p.m.	Coordinating Team Meeting
January 3 (Sunday)	Host Sunday Morning Coffee Fellowship Coordinators: Circle Moderators

PRESBYTERIAN WOMEN'S SPECIAL OFFERINGS
Celebration of Creative Ministries
THANK OFFERING
A recognition of God's blessings to us.

Begun by Eliza Clokey, in 1888, in Washington, PA

Received in the fall, in boxes or envelopes and dedicated as undesignated giving.

Purpose: to support new, creative mission projects and medical missions worldwide.

Who decides what projects? The Creative Ministries Offering Committee, after the offering has been received. A list of projects chosen appears in the July/August issue of "Horizons".

BIRTHDAY OFFERING
A recognition of our heritage

Begun by Hallie Paxson Winsborough in 1922.

Received in the spring and dedicated to specific mission projects chosen in advance with a set goal.

Purpose to support specific projects worldwide, to meet the needs of "hurting" people.

Who decides what projects? The Creative Ministries Offering Committee before the offering is taken. The offerings are for predetermined projects selected by the Creative Ministries Committee. No more than three projects will be chosen each year and each must meet the needs of hurting people in accordance with the mission concerns and policies of the Presbyterian Church USA. The projects will be announced in the Jan/Feb issue of "Horizons" and they will be interpreted in the March issue.

THE FELLOWSHIP OF THE LEAST COIN

**A penny symbolic of a prayer
Partnership for peace worldwide.**

Begun by Shanti Solomon in 1956 in India

Received at Circle Meetings and dedicated once a year.

Purpose: to set aside a token of each prayer offered and give to projects that benefit women world-wide.

Who decides what projects? The International Committee of the Fellowship of the Least Coin. Watch in “Horizons” for announcement of projects chosen.

Interpretation is continuous, using the “Circle of Prayer” booklet and receiving the offering for dedication at a Church Women United May Fellowship Day or a Fall PW Gathering.

HUNGER PROGRAM

The Presbyterian hunger program provides a channel for Presbyterian Women to respond to the crisis of hunger at home and abroad. Using a network of Hunger Action Enablers in the synods and presbyteries, the PHP seeks to mobilize the human and financial resources of the church to respond with compassion and justice to poor and hungry people in local communities, in the nation, and throughout the world. The offering is received at Circle Meetings and dedicated at the Fall PW Gathering.

CHURCH WORLD SERVICE & BLANKETS+ (formerly called Tools and Blankets)

This is a special mission opportunity which helps families to recover from a disaster and resume the challenge of building self sufficient, sustainable lives. This opportunity involves all ages with over 8000 groups across the U.S. holding events to support this mission.

MARY-MARTHA CIRCLE OFFICERS 2009

Moderator	Jill Sunday
Vice-Moderator	Judie Coots
Secretary	Sue Jansen
Treasurer	Faye Reed
World Service	Elaine Look
Least Coin	Bev Samsel
Sunshine	Bev Barker
Emergency Committee	Jan-June: Bev Samsel & Avis Lind July- December Elaine Look & Delores Taylor
Housekeeping Committee	Everyone

Martha Circle meets the second Thursday of each month at 7:00 p.m. except in January, July and August.

<u>Date</u>	<u>Hostess</u>	<u>Devotions</u>
January – no meeting		
February 12	Faye Reed	Sue Jansen
March 12	Jodell Brown	Faye Reed
April 9	Marian Pedrick	Rosemary Runyard
May 14	Jill Sunday	Bev Barker
June 11	Bev Barker	Jill Sunday
July & August — no meetings		
September 10	Rosemary Runyard	Bev Samsel
October 8	Bev Samsel	Judie Coots
November 12	Elaine Look	Elaine Look
December 10	Sue Jansen	pot luck/gift exchange

MARY-MARTHA CIRCLE MEMBERS

Beverly Barker.....	335-2963
Lueva Brauer	
Jodell Brown	335-2202
Judie Coots.....	335-2991
Merle Fender.....	335-2727
Judy Hodgdon.....	335-2411
Sue Jansen.....	335-2081
Margaret Jueal.....	
Sue Kaufman.....	335-2237
Mary Lee.....	247-9098
Avis Lind.....	335-2621
Elaine Look.....	335-7074
Rita Mitchell.....	335-2737
Marian Pedrick.....	335-2457
Faye Reed.....	335-2893
Rosemary Runyard.....	335-2357
Beverly Samsel.....	335-2892
Delores Schelm.....	335-7001
Jill Sunday.....	243-8080
Marion Sunday.....	
Delores Swigart.....	335-2383
Delores Taylor.....	335-2007
Mary Weires.....	335-7222

NAOMI CIRCLE OFFICERS 2009

Moderator	Carol Meyers
Co-Moderator	Carol Schmooch
Secretary	Judy Mitchell
Treasurer	Eleanor Oakes
World Service	Doris Jones
Least Coin	Dixie Leden
Hunger	Dixie Leden
Sunshine	Vera Olesen

Emergency: January – June:

July – December: Carol Schmooch and Carol Meyers
 Sub: Blanche Faulkner (summer only)

Housekeeping Everyone

Naomi Circle meets the third Tuesday of the month at 12:30 p.m. for a potluck lunch except in July and August.

<u>Date</u>	<u>Hostess</u>	<u>Devotions</u>
January 20	Carol Meyers	Eleanor Oakes
February 17	Eleanor Oakes	
March 17	Corrine Gusloff	Carol Meyers
April 21	Carol Schmooch	
May 20	Judy Mitchell	Carol Schmooch
June 16		
July 21		
August 18		
September 15		
October 20		
November 17		
December 15	Arleene Slocum-Meyers	Christmas Party

NAOMI CIRCLE MEMBERS

Lorraine DeMars.....	962-0030
Blanche Faulkner.....	
Corrine Gusloff.....	968-7053
Doris Jones.....	335-2304
Mary Kissack.....	335-2521
Dixie Leden.....	335-2125
Betsy Menge.....	964-2683
Arleene Slocum- Meyers.....	335-2583
Carol Meyers.....	335-2170
Judy Mitchell.....	335-2403
Bonnie Mund.....	335-1374
Eleanor Oakes.....	335-2836
Vera Olesen.....	335-2092
Carol Schmoock.....	335-2148
Rena Simmons.....	335-2260
Virginia Stiles.....	335-2867
Norma Warkentien.....	335-2047
Ann Webster.....	335-1822
Carolyn Westphal.....	

**Presbyterian Women
In the
First Presbyterian Church of Winnebago
BYLAWS**

ARTICLE I-NAME

The name of this organization shall be Presbyterian Women in the First Presbyterian Church of Winnebago.

ARTICLE II-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
To build an inclusive, caring community of women that strengthens the Presbyterian Church (USA) and witnesses to the promise of God's kingdom.

ARTICLE III-MEMBERSHIP

Members shall be all those women who choose to participate in, or be supportive of, PW in any way.

ARTICLE IV-GATHERINGS

Section 1: PW in the congregation shall meet regularly for fellowship, inspiration, information, advocacy, and to conduct business. Leaders shall be elected and may be installed in the contest of these gatherings. Gatherings shall be held in September, November and in conjunction with the annual Lenten Breakfast.

Section 2: The Coordinating Team shall meet at the discretion of the Moderator.

Section 3: Circles shall meet at least nine times each year.

ARTICLE V-COORDINATING TEAM

Section 1: Members

a. The leaders of PW in the Congregation shall be Moderator, Vice-Moderator, Secretary, Treasurer, Moderator of the Search Committee, Advisor, Secretary of Literature, Coordinator for Mission Opportunities, Honoraries Committee, and the Circle Moderators. Leaders shall work to fulfill the Purpose and Principles of Presbyterian Women.

b. The leaders shall form a Coordination Team for conducting the business of PW in the Congregation.

c. The elected leaders shall be members of the Presbyterian Church (USA).

Section 2: Election and Term of Office

a. The Search Committee shall present names of women to be elected to the Coordinating Team to the members of PW in the Congregation at the September gathering. Nominations may be presented from the floor provided consent of the nominee has been obtained.

b. The time of election of the Coordinating Team shall be the September gathering. The Team shall be installed at the November gathering and take office in January. Circle moderators shall be elected within the circles in November or December and take office with the rest of the team in January.

c. The term of office shall be for two years, with the privilege of one reelection for another consecutive term. The members of the Search Committee shall be elected for three year terms. Circle moderators shall be elected within each circle for one year terms, with no limits on consecutive terms.

d. Vacancies in the Coordinating Team that occur between annual gatherings shall be filled by appointment by the moderator, with the consent of the Coordinating Team.

**ARTICLE VI-DUTIES
OF THE COORDINATING TEAM**

The Coordinating Team shall:

- A. Conduct an annual review and evaluation based on goals of the year just completed.
- B. Set goals and objectives for the new year.
- C. Discover and use the gifts of members.
- D. Develop an ongoing educational program for women based on their spiritual needs.
- E. Provide an opportunity to support the mission of the PC (USA) through giving, education, global awareness and other means
- F. Prepare an annual budget and authorize expenditures.
- G. Maintain accountability to, and relationships with, the Session through an annual report which includes a financial report, and establish a fiscal year consistent with that governing body.
- H. Annually appoint a representative to the church Nominating Committee. This PW member shall not be a current member of the Session.
- I. Maintain an ongoing, working relationship with the PW Cluster Leader.
- J. Maintain relationships with PW in the Presbytery and facilitate communication of information and resources from/to PW at all levels of the wider church.
- K. Relate to any other women's groups that may exist in the congregation.
- L. Maintain relationships with the Church Women United and with other ecumenical groups, community and issue networks, as appropriate.

ARTICLE VII-DUTIES OF LEADERS

Section 1: The Moderator shall preside at all meetings of the Coordinating Team and at all meetings of PW in the Congregation. She shall receive communications on behalf of the organization and shall be the direct link to PW in the Presbytery.

Section 2: The Vice Moderator shall preside in the absence of the Moderator or at her request. If the office of the Moderator becomes vacant between elections, she shall complete the Moderator's term. She shall assist the Moderator as requested.

Section 3: The Secretary shall maintain and preserve the working and historical records of PW in the congregation.

Section 4: The Treasurer shall have knowledge and understanding of all procedures regarding the receipts and disbursements of the operating funds of PW in the congregation, and shall receive and send to the Treasurer of PW in the Presbytery the funds received for Celebration Giving, except for the amount pledged for the operating expenses of PW in the Congregation. She shall make an annual financial report available to the Session of the church.

Section 5: The moderator of the Search Committee shall chair the Search Committee and present for election the names of women nominated for leadership positions to PW in the Congregation.

Section 6: The advisor shall provide advice and guidance to the Coordination Team, based on previous experience in leadership positions.

Section 7: The Secretary of Literature shall present to the Coordinating Team for approval recommendations for study materials, including Least Coin, Hunger, World Service, and Circle bible study. She shall order and distribute approved materials.

Section 8: The Coordinator for Mission Opportunities shall identify and bring to the Coordination Team for approval opportunities to support PW mission worldwide.

Section 9: The Coordinator for World Service shall coordinate the annual Thank Offering Service and World Day of Prayer.

Section 10: The Moderator of Honoraries Committee shall chair the Honoraries Committee and coordinate the work of the committee.

Section 11: The Circle moderators shall preside at and coordinate the meetings of the circles and shall bring their circles' needs and concerns to the Coordinating Team.

Section 12: An executive committee composed of the Moderator, Vice-Moderator, Secretary, and Treasurer may act in case of emergency or on matters referred to them by the Coordinating Team.

ARTICLE VIII-COMMITTEES AND THEIR RESPONSIBILITIES

Section 1: The Search committee shall consist of three members, one to be elected each year to serve for a term of three years. The member longest in service shall be the moderator of the committee. The responsibility of this committee shall be to recommend persons to be called to leadership positions in PW in the Congregation.

Section 2: The Honoraries Committee shall consist of three members. The Treasurer shall be a permanent member of this committee. The remaining two members shall be elected for two year terms, one to be elected each year. The member longest in service shall be the moderator of the committee. The responsibility of this committee shall be to identify persons to be made honorary members of PW and/or to recognize PW members for special service. These persons shall be recognized annually during the Thank Offering Service.

Section 3: The annual operating budget for the PW in the Congregation shall be approved by the membership at the September gathering.

ARTICLE X: CIRCLES

Section 1: Circles are groups of women who gather regularly for study and fellowship. Members of PW in the Congregation need not be Circle members.

Section 2: Each circle shall annually elect an Moderator, Vice-Moderator (or Co-moderators), a Secretary, and a Treasurer from among its members. The Moderator shall be a member of the Coordinating Team of PW in the Congregation.

Section 3: Circle members may be elected or appointed to serve in various capacities within the circle (for example Housekeeping, Emergency, World Service).

Section 4: Circles shall not assume financial responsibility outside the accepted budget of the organization nor shall they prepare circle budgets. Circle Treasurers shall collect pledges from the Circle members and transmit these to the Treasurer of PW in the congregation.

ARTICLE XI-RELATIONSHIPS

Section 1: PW in the Congregation shall be under the jurisdiction of the Session of First Presbyterian Church of Winnebago and its program shall be coordinated with the program of the church.

Section 2: This organization shall be a member of the Presbyterian Women in the Presbytery of Blackhawk, Synod of Lincoln Trails with such privileges and responsibilities as determined by PW in the Presbytery. Through PW in the Presbytery and the Synod, this organization is a member of Presbyterian Women in the Presbyterian Church (USA).

ARTICLE XII-AMENDMENTS

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

ARTICLE XIII-PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern PW in the Congregation and PW in the Presbyterian Church (USA) in all cases to which they are applicable and to which they are not inconsistent with these bylaws and the Constitution of the Presbyterian Church (USA).

CHRONOLOGY

September 1, 1998 draft discussed at executive committee meeting and approved to present to membership at September gathering with identified modifications.

September 24, 1998 proposed bylaws presented at Fall Gathering.

November 19, 1998 bylaws approved at Installation Service Gathering.

First Presbyterian Church of Winnebago Women Serving Refreshments After Funerals

The women of First Presbyterian Church (PW) welcome the opportunity to serve refreshments following funerals. They will set up, serve, clean up and if requested, prepare food. Families may also choose to bring in their own catered food.

In order to provide this service, the PW needs the following information:

- Date and time of funeral and time to begin serving
- Number of guests expected
- If PW is to prepare food, the family's preferences (for example, casseroles, sandwiches, salads, desserts, beverages)
- If food is to be brought in, some idea of the type of food, so that place settings and serving space can be set up appropriately

This information, along with the name and telephone number of a family contact, should be provided to the PW Moderator or to the Chairperson of the Emergency Committee by the Pastor at the time other funeral arrangements are made.

For members of First Presbyterian Church of Winnebago, this service is provided at no charge. If the PW provides and prepares food, the family is billed for necessary food purchases (for example buns and meat for sandwiches). Church women donate many of the prepared dishes.

For families who are not members of First Presbyterian Church of Winnebago, there is a \$100 fee for this service. In addition, if the PW provides and prepares the food, the family is billed for the cost of necessary food purchases. Again, church women donate many of the prepared dishes.

Contributions to Presbyterian Women are welcome and are used to support mission projects and activities at home and abroad.

**Presbyterian Women in the
First Presbyterian Church of Winnebago
Coordinating Team Job Descriptions**

COORDINATING TEAM

Accountability: To PW in the Congregation and to the session. (Book of Order G-10.0102-1)

Purpose: To work as a collegial team of elected leaders who assume the responsibilities listed below:

Responsibilities: (Bylaws Article VI)

1. Conduct an annual review and evaluation based on goals of the year just completed.
2. Set goals and objectives for the new year.
3. Discover and use the gifts of members.
4. Develop an ongoing educational program for women based on their spiritual needs.
5. Provide an opportunity to support the mission of the PC (USA) through giving, education, global awareness, and other means.
6. Prepare an annual budget and authorize expenditures.
7. Maintain accountability to, and relationships with, the session through an annual report which includes a financial report, and establish a fiscal year consistent with that governing body.
8. Annually appoint a representative to the church Nominating Committee. This PW member shall not be a current member of the session.
9. Maintain an ongoing working relationship with the PW Enabler.
10. Maintain relationships with PW in the Presbytery and facilitate communication of information and resources from/to PW at all levels of the wider church.
11. Provide an annual report to the Coordinating Team of PW in the Presbytery.
12. Promote attendance at PW events in the presbytery, synod, and church wide.
13. Relate to any other women's groups that exist in the congregation.

14. Maintain relationships with Church Women United and with other ecumenical groups, community and issue networks, as appropriate.

Composition: The Coordinating Team consists of the Moderator, Vice-Moderator, Secretary, Treasurer, moderator of the Search Committee, Advisor, Secretary of Literature, Coordinator for Mission Opportunities, Coordinator for World Service, moderator of the Honoraries Committee, and the Circle Moderators. The Executive Committee is composed of the Moderator, Vice-Moderator, Secretary, and Treasurer.

Term of Office: See job descriptions for specific positions.

MODERATOR

Accountability: To the Coordinating Team and to PW in the Congregation.

Purpose: To provide leadership to the Coordinating Team of PW in the Congregation and to act as a representative of PW to other groups.

Responsibilities: (Bylaws Article VII, Section 1)

1. Set the agenda, call, and preside at meetings of the Coordinating Team.
2. Appoint committees as needed.
3. Ensure that goals and objectives are established for each program year and evaluated at the close of the year.
4. Work with the coordinating team members and committees to ensure that projects and activities are completed as planned.
5. Ensure that a budget is established each year and that accurate financial records are kept.
6. Receive communications on behalf of PW in the Congregation.
7. Communicate information to appropriate persons, including preparation of a monthly newsletter article.
8. Encourage participation in gatherings and activities of PW.
9. Facilitate the relationship of the Coordinating Team with the PW Enabler.

10. Encourage the interest of all members in PW

Term of Office: Two years, with the privilege of 1 reelection for another consecutive term.

VICE-MODERATOR

Accountability: To the Coordinating Team and to PW in the Congregation

Purpose: To provide leadership to the Coordinating Team or to act as a representative of PW to other groups, in the absence of or at the request of the Moderator.

Responsibilities: (Bylaws Article VII, Section 2)

1. Be familiar with the responsibilities of the Moderator and assume all or some of them in her absence or at her request.
2. Edit the annual DIAL.
3. Fill the office of Moderator if it becomes vacant between elections.
4. Perform other duties as requested by the Coordinating Team or the Moderator.

Term of Office: Two years, with the privilege of one reelection for another consecutive term.

SECRETARY

Accountability: To the Coordinating Team and to PW in the Congregation.

Purpose: To keep accurate records of the Coordinating Team meetings and gatherings of PW in the Congregation.

Responsibilities: (Bylaws Article VII, Section 3)

1. Attend Coordinating Team meetings and gatherings.
2. Take and maintain the minutes of all meetings of the Coordinating Team and of all gatherings.
3. Serve as correspondent for PW.
4. Ensure that the historical records of PW in the Congregation are preserved.
5. Perform other duties as requested by the Coordinating Team or the Moderator.

Term of Office: Two years, with the privilege of one reelection for another consecutive term.

TREASURER

Accountability: To the Coordinating Team and to PW in the Congregation.

Purpose: To receive and disburse the funds of PW in the Congregation and to keep financial records.

Responsibilities: (Bylaws Article VII, Section 4, and Article IX)

1. Attend Coordinating Team meetings and gatherings.
2. Receive and disburse PW funds as directed.
3. Keep accurate financial records of receipt and disbursement of all PW funds.
4. Submit regular financial reports to the Coordinating Team at their meetings.
5. Submit an annual financial report to PW in the Congregation and to the session.
6. Submit financial records for audit on a regular basis.
7. Serve as a member of the Committee on Honoraries.
8. Serve ex-officio on ticket subcommittees for fund-raising events.
9. Keep the kitchen stocked with supplies.
10. Perform other duties as requested by the Coordinating Team or the Moderator.

Term of Office: Two years, with the privilege of one reelection for another consecutive term.

MODERATOR OF THE SEARCH COMMITTEE

Accountability: To PW in the Congregation.

Purpose: to administer the work of the Search Committee for PW in the Congregation.

Responsibilities: (Bylaws Article VII, Section 5 and Article VIII, Section 1)

1. Attend Coordinating Team meetings.
2. Call and preside at meetings of the Search Committee.
3. With the members of the committee, identify women to fill upcoming vacancies; contact them, share job descriptions, and answer questions; and get their consent to present their name in nomination.
4. Present the slate of names of women nominated for leadership positions to PW in the Congregation for election at the annual fall gathering.

Term of Office: One three year term. One member is elected each year, with the longest serving member becoming the moderator in her last year in office.

ADVISOR

Accountability: to the Coordinating Team and PW in the Congregation.

Purpose: To provide advice and guidance to the Coordinating Team, based on previous experience in leadership positions.

Responsibilities: (Bylaws Article VII, Section 6)

1. Attend Coordinating Team meetings.
2. Provide advice and guidance to the Team and its individual members as requested.
3. Perform other duties as requested by the Coordinating Team or the Moderator.

Term of Office: Two years, with the privilege of 1 reelection for another consecutive term.

SECRETARY OF LITERATURE

Accountability: To the Coordinating Team and to PW in the Congregation.

Purpose: To present to the Coordinating Team recommendations for study materials, including Least Coin, Hunger, World Service, and Bible study.

Responsibilities: (Bylaws Article VII, Section 7)

1. Attend Coordinating Team meetings.
2. Research available materials and present recommendations to the Coordinating Team, along with sample materials and alternatives.
3. Upon approval by the Coordinating Team, order receive, and distribute materials for use by Circles.
4. Perform other duties as requested by the Coordinating Team or the Moderator.

Term of Office: Two years, with the privilege of one reelection for another consecutive term.

COORDINATOR FOR MISSION OPPORTUNITIES

Accountability: To the Coordinating Team and to PW in the Congregation.

Purpose: To identify and bring to the Coordinating Team opportunities to support the PW mission worldwide.

Responsibilities: (Bylaws Article VII, section 8)

1. Attend Coordinating Team meetings.
2. Research available mission opportunities and present recommendations to the Coordinating Team.
3. Upon approval by the Coordinating Team, oversee activities needed to address the chosen opportunities.
4. Perform other duties as requested by the Coordinating Team or the Moderator.

Term of Office: Two years, with the privilege of 1 reelection for another consecutive term.

COORDINATOR FOR WORLD SERVICE

Accountability: To the Coordinating Team and to PW in the Congregation.

Purpose: To coordinate the annual World Day of Prayer Service and the annual Thank Offering service.

Responsibilities: (Bylaws Article VII, Section 9)

1. Attend Coordinating Team meetings.
2. For the World Day of Prayer service, work with representatives from all of the churches involved to plan, publicize, and present the spring service. When our church is the host church, serve as the moderator of the team.
3. For the Thank Offering Service, plan, publicize, designate presenters, and present the fall service.
4. Perform other duties as requested by the Coordinating Team or the Moderator.

Term of Office: Two years, with the privilege of one reelection for another consecutive term.

MODERATOR OF THE HONORARIES COMMITTEE

Accountability: To the Coordinating Team.

Purpose: To administer the work of the Honoraries Committee for PW in the Congregation.

Responsibilities: (Bylaws Article VII, Section 10 and Article VIII, Section 2)

1. Attend Coordinating Team meetings.
2. Call and preside at meetings of the Honoraries Committee.
3. With the committee, identify members of the congregation for special recognition as honorary members of PW (youth or men) or to recognize PW members for special service.
4. Present the recommended names, in confidence, to the Executive Committee of the Coordinating Team for approval.
5. Order and receive pins and certificates for those selected for the honor.
6. Designate a presenter and plan for the presentation, which occurs as part of the Thank Offering service.

Term of Office: Two years, with the privilege of reelection for one consecutive term. The Treasurer is a permanent member of this committee, but is never the moderator. There are two other members of the committee, one elected each year. The longest serving member acts as moderator.

CIRCLE MODERATORS

Accountability: To the Circle of which they are moderator and to the Coordinating Team.

Purpose: To provide leadership to the circle and to represent the circle as a member of the Coordinating Team.

Responsibilities: (Bylaws Article VII, Section 11 and Article X)

1. Preside at circle meetings.
2. With circle members, plan and carry out activities of the circle.
3. Represent the circle to the Coordinating Team and share information from all levels of PW with circle members.
4. Attend Coordinating Team meetings.
5. Perform other duties as requested by the Coordinating Team or the Moderator.
- 6.

Term of Office: One year, with no limit on consecutive terms. Elections are held in circles, usually at the November meetings.

Approved fall 1999.

PW Honoraries

Wilma McMichael -----	1959
Dorothy Mandeville -----	1961
Chris Mikkelson-----	1961
Celia Whyte-----	1962
Esther Orr -----	1963
Bernice Mitchell-----	1964
Jean McNair -----	1964
Frances Weerda -----	1968
Ollie Mitchell-----	1968
Lueva Brauer -----	1970
Carol Schmoock-----	1970
Susan Slocum (Junior) -----	1970
(first Honorary given to a Junior)	
Bernice Wesphal -----	1971
Edna Cunningham -----	1971
Marcie Maynard (Junior) -----	1971
Margaret Cunningham-----	1972
Olive Butler-----	1972
Gwen Cunningham (Junior) -----	1972
Carol Meyers -----	1973
Josephine Rowley-----	1973
Kim Weerda (Junior) -----	1973
Arleene Slocum-Meyers -----	1974
Margaret Jueal-----	1974
Denise Westphal (Junior) -----	1974

Alice Larson -----	1975
Ruth Anderson -----	1975
Cindy Lenox (Junior)-----	1975
Emma Ferdinand-----	1976
Josephine McGee -----	1976
Susan Gambrel (Junior)-----	1976
Nellie Gambrel -----	1977
Paula Upchurch (Junior)-----	1977
Beverly Upchurch -----	1978
Barbara Cunningham-----	1979
Judy Mitchell -----	1979
Vera Reber-----	1980
Carolyn Westphal-----	1980
Laura Dean (Junior) -----	1980
Marie Bowman-----	1981
Marilyn Pollard -----	1981
Elaine Look-----	1982
Mary Heeren-----	1982
Virginia Falnes -----	1983
Judy Zimmerman -----	1983
Jill Anderson (Junior) -----	1983
Helen Clark-----	1984
Charles Rittmeyer-----	1984
No Honoraries Given-----	1985
Marian Pedrick -----	1986
Norman Dean-----	1986
Michelle Jansen (Junior)-----	1986

No Honoraries Given ----- 1987

Dixie Leden ----- 1988

Alice Larson ----- 1989
Annie Gambrel ----- 1989
Corrine Gusloff----- 1989

No Honoraries Given ----- 1990

Faye Reed ----- 1991
Robert Schmoock ----- 1991
Mary Kissack ----- 1991

Mary Wieres ----- 1992
Barb Whitney ----- 1992

Virginia Stiles----- 1993
Myrtle Schenck----- 1993
Karen Niemeier----- 1993
Melissa Hoffman (Junior)----- 1993

Marcie Keilback ----- 1994
Bev Barker ----- 1994
Joe Erb, Jr. (Junior) ----- 1994

Jan Mitchell ----- 1995
Bob Samsel----- 1995

John Gusloff ----- 1996
Richard Pedrick----- 1996
Delores Taylor ----- 1996

Eleanor Sass----- 1997
Jean Rittmeyer ----- 1997
Karl Kroening----- 1997

Pat Wakeley -----	1998
Rita Mitchell-----	1998
Wayne Jones-----	1998
Traci Hohlfelder -----	1999
Sue Jansen -----	1999
Betty Finley-----	1999
Merle Fender -----	2000
Avis Lind -----	2000
Skip Leden-----	2000
Darlene Gilbert-----	2001
Jim Garner -----	2001
Craig Clausen -----	2002
Sue Fricke-----	2002
Betsy Menge-----	2002
Eva Jean Bachman-----	2003
Jean Meissen -----	2003
Ted Busch-----	2003
Jeff Fuller -----	2003
Derek Carr (Junior)-----	2003
Chas Fricke (Junior)-----	2003
Warren Cunningham -----	2004
Sue Kaufman -----	2004
Vera Oleson -----	2004
Pastor Steve Shullanberger-----	2004
Jimmy Smith (Junior) -----	2004
Harold Wakeley-----	2004

Mary Ellen Grover (Memorial) -----	2005
Clyde Grover -----	2005
Shirley Burkhart -----	2005
Judie Coots -----	2005
Don Gilbert -----	2005
Jim Mitchell -----	2006
Gene Gambrel -----	2006
Jodell Brown -----	2006
Jeremy Clausen -----	2006
Guy Cunningham -----	2007
Shirley Heslop -----	2007
Greg Rittmeyer -----	2007
Delores Swigart -----	2007
Norma Warkentien -----	2007
Lisa Rittmeyer -----	2008
Cindy Benson	2008