



Peace River Presbytery

PW Annual Gathering Timeline and Guidelines

PURPOSE: The PRP PW Annual Gathering is held during the month of February each year. This document is to provide a timeline and guidelines to assist the host church, while allowing flexibility in developing the program.

BEGINNING STRATEGIES:

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| February | PRP Moderator ascertains "host church" at least twelve (12) months prior to Annual Gathering. |
| March/April | Host church PW Moderator and PRP PW Moderator establishes date of Gathering (generally held the first Saturday of February). |
| May | PRP PW Moderator announces host church and date of next year's Gathering. |

HOST CHURCH RESPONSIBILITIES:

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| March/April | HC PW Moderator designates Chairs of the necessary committees to serve as the Gathering Planning Committee and organize the Gathering: <ol style="list-style-type: none">1) Gathering Chair2) Gathering Vice Chair (optional)3) Secretary4) Treasurer5) Registration Chair6) Worship Chair7) Program Booklet Chair8) Banner Chair9) Decorations Chair10) Food Chair11) Hospitality Chair12) Host Church Resource Chair13) PRP Liaisons - PRP PW Moderator and Moderator-Elect (or Past Moderator) |
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April/May Gathering Planning Committee holds first meeting to establish a theme for the event, registration fee (entire amount goes to host church to cover expenses) and review each committee's responsibilities. Each chair should determine how many members needed to carry out the responsibilities of their respective committee and recruit individuals to assist. All committee members dressed in same colors helps identify them the day of the event.

Gathering Chair - prepares agenda and submits in advance of meeting to chairs, moderates Gathering Planning Committee, sets meeting dates and coordinates all aspects to ensure a successful event. Sends letter of invitation (5 months prior to event) to PRP General Presbyter to attend Gathering and share PRP update.

Gathering Vice Chair - (optional) as determined by Gathering Chair.

Secretary - records minutes of Planning Committee and submits to Gathering Chair for review and distribution to all Planning Comm. members.

Treasurer - prepares budget of estimated income and expenses (with input from chairs) - financials to be "break even"; deposits income from registration fees and any donations received; submits charitable offering (50% to charity/mission designated by HC PW and 50% to Peace River Presbytery (check made payable to PRP Presbyterian Women) for charity/mission designated by PRP PW Coordinating Team; pays all expenses (approved by Gathering Chair) associated with Gathering; and prepares final report of Gathering budget and Gathering actual expenses. PRP gives HC \$400 as start-up money (this must be repaid to PRP if registration fee covers Gathering costs).

Registration Chair - has many ongoing responsibilities and needs to be individual with time, organizational and computer skills:

- establishes registration deadline date (suggest at least two weeks prior to event)
- obtains current address listing of PRP churches from PRP Office Staff
- obtains address list of PRP Past Moderators from current PRP PW Moderator and mails letter of invitation with registration form - Past Moderators invited as guests and not required to pay registration fee
- obtains email listing of PRP church PW moderators from PRP PW Moderator and emails "Save the Date" notification August 15th to PRP Coordinating Team and PRP church PW moderators
- prepares 1st letter, registration form and driving directions to HC for emailing September 15th
- prepares 2nd letter, registration form and driving directions to HC for mailing to PRP churches - attention PW Moderator on November 1st
- distributes letter, registration form and driving directions at PRP PW Help Shop (leadership training) in November
- submits letter and registration form to PRP "Messenger" editor for inclusion in future newsletters
- emails 3rd letter, registration form and driving directions to HC to PRP church PW moderators
- asks Cluster Leaders to encourage PW Moderators in their district to have ladies submit registration forms early, to bring PW banners and indicate name of person carrying banner
- creates registration roster - maintains registration fees - submits to Treasurer at end of registration
- creates name badges (lanyards loaned by PW - Faith Presbyterian in Cape Coral) - less expensive to print name badge on card stock paper and cut to size of lanyard, but you can also purchase badge labels - place name badges on registration table, alphabetically under church name for one person to obtain day of Gathering. Blue lanyards must be collected at end of event and returned to Faith Presbyterian. Place containers to collect lanyards near doors in lunch area.
- create roster of churches bringing PW banners and name of individual carry banner and submit to Banner Chair just prior to event
- create roster of churches indicating number of attendees from each church (to be completed at registration to serve as Credentials Report) and submit to Gathering Chair
- confirm total registered to Gathering Chair, Food Chair and Program Booklet Chair five (5) days prior to event.

Worship Chair - has many ongoing responsibilities and needs to be individual with time and organizational skills:

- invites HC Pastor to give welcome
- asks HC Pastor to seek permission from HC Session to serve communion at PRP PW Annual Gathering
- invites woman pastor to conduct worship service (sermon and communion)
- coordinates entire worship service (music, prayers, etc.) in conjunction with theme and with pastor giving message
- arranges for flowers in Sanctuary
- recruits ushers/communion servers
- prepares communion trays
- submits worship service information for inclusion in program booklet

Program Booklet Chair - arranges all information into program booklet and responsible for printing appropriate number of copies.

Banner Chair - greets ladies bringing PW banners and coordinates placement of stands (helpful to have two people assisting). Mark location of each church banner with **Grafter Power Tape**. Allow 40" between each banner stand. Organizes banner procession as outlined (alphabetically by church name) on banner roster provided by Registration Chair.

Decorations Chair - coordinates breakfast and luncheon decorations.

Food Chair - Coordinates continental breakfast (i.e., rolls, muffins, juice, fruit, coffee, tea) - can ask 3-5 local churches to donate rolls, muffins, juice or fruit and HC donate coffee and tea OR can seek donations to purchase items OR can ask HC circles to provide breakfast. HC serves luncheon (menu host church choice). Luncheon expenses come from registration fees - work cooperatively with Treasurer to ascertain budgeted amount.

Hospitality Chair - greet and welcome guests following registration, direct to various areas throughout the day and answer any questions. Two or three men assisted in parking area to direct people when arriving.

Host Chair Resource Chair - responsible for audio/visual resources, handicap or persons with special needs resources, appropriate signage, reserves front pew(s) for PRP PW Officers, PRP PW Past Moderators and other guests.

PRP Liaisons - PRP PW Moderator and Moderator-Elect - PRP PW Moderator prepares business meeting agenda and submits next year's budget for inclusion in program booklet. PRP Liaisons provide support as requested/needed to Host Church.

Drafted by Sandy Wharton - 03-20-19

Approved by PRP PW CT - 09-05-19

Revised (04-08-22) and approved by PRP PW CT (04-18-22)