

PEACE RIVER PRESBYTERY
Coordinating Team
POLICIES & PROCEDURES

These policies and procedures explain the current duties of the elected Officers. These are not bylaws and may be changed by the PRP PW CT as needed.

DUTIES OF PRP PW ELECTED OFFICERS:

Moderator

- Prepares and distributes agenda (at least seven days prior to meeting) and presides at PRP PW Coordinating Team and Gatherings.
- Receives communications on behalf of PRP Presbyterian Women.
- Invites and encourages all PW to participate in PRP PW activities.
- Appoints annually all appointed leaders.
- Develops programming, inspired by the PW Purpose that nurtures faith, supports missions, works for justice and peace and supports the work of SOSA and Churchwide PW of PCUSA.
- Cultivates leadership among PW in PRP churches.
- Prepares Moderator's letter for inclusion in "The Messenger."
- Serves as Chair of the Honorary Life Membership Committee.
- Serves as Chair of the Bylaws Committee.
- Serves on Finance Committee to assist in preparation of annual budget.
- Prepares and presents annual report to PW at Annual Gathering.
- Represents PRP PW on the Coordinating Team of the Synod of South Atlantic.
- Submits PRP PW written reports twice yearly (April & October) to Synod of South Atlantic.
- Represents PRP PW as the voting representative at all Churchwide Gatherings.

Past Moderator or Moderator-Elect

- Presides in the absence of the Moderator, or at the Moderator's request.
- Assumes the duties of the office of Moderator if the office becomes vacant between elections.
- Supports the Moderator in developing programs, inspired by the PW Purpose.
- Assists and participates in all PRP PW activities.
- Prepares the PRP PW Annual Directory by June 1st.
- Serves as parliamentarian.
- Serves as Chair of the Search Committee to administer the work with the Cluster Leaders.
- Serves as a member of the Finance Committee.
- Serves as a member of the Bylaws Committee.

Secretary

- Prepares draft of CT and Gathering meeting minutes within seven (7) days for submission to Moderator.
- Distributes minutes to CT members, following review/editing of minutes.
- Maintains minutes and accurate records (attendance, correspondence, brochures, photographs, etc.) of the CT and Gatherings where business is conducted.
- Prepares correspondence as requested by Moderator.
- Performs other duties as requested by Moderator.

HISTORIAN:

- Maintains and preserves historical records of the Presbyterian Women in Peace River Presbytery.
- Dec. 1st - Submits information request in "The Messenger" for church historians to submit PW historical report – due to PRP PW Historian by Jan. 31st.
- Prepares Presbytery PW historical summary to submit to Columbia Theological Seminary – Decatur, GA by Feb. 28th.

TREASURER:

- Maintains accurate financial records of monies received and accurately disburses all funds of Presbyterian Women in Peace River Presbytery.
- Receives from the Presbyterian Women's congregations the Celebration Giving (Thank Offering and Birthday Offering) and Fellowship of the Least Coin monies and forwards these funds to the Treasurer of Presbyterian Women in the Presbyterian Church (U.S.A.).
- Sends the amount budgeted for the Operating Budget of Presbyterian Women in the Synod of South Atlantic (SOSA) to the Treasurer of Presbyterian Women on the Synod.
- Maintains accurate records of monies received and accurately disburses Margaret Day funds, as approved by CT.
- Retains the amount to cover yearly expenses, then disburses monies accordingly in January each year as budgeted for missions.
- Submits written quarterly financial reports to CT.
- Submits written year-end financial report to CT in January each year.
- Presents written year-end financial report to PW in PRP at Annual Gathering in February each year.
- Submits all financial records for audit (or financial review) at end of Treasurer's term of office (two-year term).
- Serves as Chair of Finance Committee.
- Presents budget for approval to CT (in November) and to PW Annual Gathering each year.
- Receives expense reports from the chairs of Annual Gathering, Spring Retreat and Fall Retreat and reports to CT.

CLUSTER LEADER:

- Provides the program support to the Presbyterian Women Moderators of the congregations assigned to her district.
- Serves as the liaison between Presbyterian Women in the congregations and the Coordinating Team of Presbyterian Women of Peace River Presbytery.
- Updates Moderators on various communications from the CT.
- Communicates information to Moderators regarding the Thank Offering and Birthday Offering.
- Serves as outreach and nurture to invite and encourage all Presbyterian Women in church congregations of her district to participate in PW activities.
- If requested, installs new PW officers for church congregations of her district.