

FALL GATHERING GUIDELINES FOR PRESBYTERIAN WOMEN

CLUSTER LEADER RESPONSIBILITIES:

1. Have location and date set for your cluster's Fall Gathering ready for scheduling at the Spring PWPCT meeting.
2. During the summer, meet with the Moderator of the host church to go over plans for worship and speakers. If possible, include the host church's minister in the worship service. Invite speakers and worship leaders. You will generally have a worship service and a review of the upcoming *Horizons* Bible Study.
3. About 6 weeks prior to the Gathering, prepare and mail out invitations to the churches in your Cluster. Include the PWPCT members in your mail out as well as Gathering participants (speakers etc.).
4. In this mail out, include an invitation, map with directions to the church, lunch registration form, deadline date for registration, cost of the lunch (\$6.50) and nursery needs. Be sure to include an address/email/phone number for reservations.
5. Prepare a bulletin for the meeting in time for participants to receive a copy prior to the meeting. Bulletin covers may be downloaded from the *Horizons* web site if desired.
6. Make lodging arrangements for any participants staying overnight.
7. Be at the host church early on the day of the Gathering to assist the host church as needed.
8. Provide sign in sheets for attendees. Keep this list and include the information in your report for the October PWPCT meeting. The information is also given to the PWPCT Historian.
9. Provide the Christ candle and include the lighting of the candle in your order of worship. Also be sure to include the PW Purpose in the worship service.
10. At the Gathering, give a brief welcome to those attending and do the "roll call" of churches in attendance.
11. Write thank you notes to all involved.
12. Have someone take pictures.
13. The Presbyterian Women's banner may be checked out from the Presbytery Office in Little Rock, where it is stored. Please confirm this with PWPCT Moderator.

Reminders:

- No offering is taken at the Fall Gathering without permission from the PWPCT who will then contact the Session of the host church for their permission.
- Communion is not served at the Fall Gatherings without authorization by a governing body such as a local Session or Presbytery. This information is in our PW Bylaws.

Revised 4/08