

## Job Descriptions

### Presbyterian Women in the Presbytery of Arkansas

#### THE PRESBYTERY COORDINATING TEAM

**Purpose:** Presbyterian Women in the Presbytery exists to build community, affirm the call to leadership, raise issues and concerns, relate to the General Council of Presbytery, and to channel information to and from Presbyterian Women in the Congregations, Synod and Churchwide. Leaders shall work to fulfill the Purpose and Principles of Presbyterian Women.

**Accountability:** To Presbyterian Women in the Presbytery and to Presbytery.

**Responsibilities:**

- Shall plan for regular gatherings, cluster meetings and special interest gatherings of Presbyterian Women in the Presbytery.
- Shall identify issues of concern to Presbyterian Women.
- Shall provide program support and resources, through the Cluster Leaders, to the Presbyterian Women in the congregations.
- Shall provide for representatives to serve on Presbytery or ecumenical committees and projects, as appropriate.
- Shall appoint women to work on particular projects.
- Shall provide general oversight of the total program of Presbyterian Women in the Presbytery.
- Shall be responsible for the preparation and approval of an annual budget and authorization of expenditures.
- Shall maintain accountability to, and relations with, the General Council of Presbytery, and shall establish a fiscal year consistent with the governing body. Shall appoint a publications representative.
- Shall maintain a working relationship with all designated Presbytery staff.

#### MODERATOR

**Purpose:** Primary responsibility of the Moderator is to supervise the planning and coordination of the total program of Presbyterian Women in the Presbytery.

**Accountability:** To the Coordinating Team and to Presbyterian Women in the Congregations of the Presbytery of Arkansas.

**Term of Office:** Two years by election.

**Responsibilities:**

- Shall preside at meetings of the Coordinating Team and gatherings of Presbyterian Women in the Presbytery when business is conducted.
- Shall be responsible for agenda preparation for stated meetings of the Coordinating Team.
- Shall receive communications on behalf of Presbyterian Women in the Presbytery and be responsible for communicating the information to appropriate persons.
- Shall serve as liaison between the Coordinating Team of Presbyterian Women in the Presbytery and the Coordinating Team of Presbyterian Women in the Synod, PW Churchwide Coordinating Team and designated staff.

- Shall be a representative to the Coordinating Team of Presbyterian Women in the Synod of the Sun.
- Shall be a voting representative to the PW Churchwide Business Meeting. Shall appoint additional voting representatives as required for the Churchwide Business Meeting and PW Synod elections.
- Shall ensure the presentation of reports to the Presbytery at stated meetings and to Presbyterian Women in the Presbytery as appropriate.
- If an ordained Elder, shall serve as a member with voice and vote of the Presbytery of Arkansas.
- Shall submit a written report of Presbyterian Women's activities to the Presbytery office ten days prior to the General Council meetings.
- Shall be responsible for providing information about Presbyterian Women for the Presbytery of Arkansas newsletter.
- Along with PWCT Treasurer, shall present the PW asking budget to the Presbytery Committee on Administration at a designated meeting in order to answer questions the committee may have about the PW requests

### **VICE-MODERATOR**

**Purpose:** The primary responsibility of the Vice-Moderator is to assist the Moderator in supervising the planning and coordination of the total program of Presbyterian Women in the Presbytery.

**Accountability:** To the Coordinating Team and to Presbyterian Women in the Presbytery.

**Term of Office:** Two years by election.

**Responsibilities:**

- Shall attend all Coordinating Team meetings held during her term of office.
- Shall assist the Moderator in all ways.
- Shall prepare the packets for the PW Moderators in the clusters.
- Shall assist the Moderator at Gatherings of Presbyterian Women in the Presbytery where business is conducted.

### **SECRETARY AND HORIZONS REPRESENTATIVE**

**Purpose:** The primary responsibility of the Secretary is to maintain working records of the Coordinating Team and of Presbyterian Women in the Presbytery and to promote the used of *Horizons* magazine and resources..

**Accountability:** To the Coordinating Team and to Presbyterian Women in the Presbytery.

**Term of Office:** Two years by election.

**Responsibilities:**

- Shall attend all Coordinating Team meetings held during her term of office.
- Shall keep and preserve minutes of all meetings and gatherings.
- Shall send out minutes to each member of the Coordinating Team within two weeks of the meeting.
- Shall provide information on *Horizons* magazine at PW events and encourage use of these resources.

- Shall secure and maintain roster of names and addresses of all Coordinating Team members, sending this roster to the Coordinating Team of Presbyterian Women in the Synod and designated Presbytery, Synod and/or Churchwide staff.
- Shall secure congregational CT rosters from Cluster Leaders and send to Churchwide Office of Presbyterian Women, Mo-Ranch and other entities within the Presbyterian Church as requested and appropriate.

### **TREASURER AND CELEBRATION GIVING REPRESENTATIVE**

**Purpose:** To receive and disburse the funds of Presbyterian Women in the Presbytery.

**Accountability:** To the Coordinating Team and to Presbyterian Women in the Presbytery.

**Term of Office:** Two years by election. Term runs concurrent with Presbytery fiscal year.

**Responsibilities:**

- Shall attend all Coordinating Team meetings held during her term of office.
- Shall moderate the budget committee meeting.
- Shall submit a budget to the Coordinating Team and Presbytery for approval.
- Shall receive and disburse Presbyterian Women funds as directed.
- Shall encourage Celebration Giving by Presbyterian Women in the congregations and serve as a resource person relative to Celebration Giving.
- Shall receive from Presbyterian Women in the congregations monies for all Celebration Giving and forward to Presbyterian Women Remittance Processing except for the amount designated for the Synod of the Sun PW which shall be sent to the Presbyterian Women Synod Treasurer. Amount of other giving shall be included on the quarterly report to the Synod Treasurer.
- Shall keep accurate financial records of receipts and disbursements of all Presbyterian Women funds.
- Shall submit regular written financial reports to the Coordinating Team.
- Shall submit financial records for audit on an annual basis and forward an audit report to the Coordinating Team and to Presbytery.

### **HISTORIAN**

**Purpose:** The primary responsibility of the Historian is to maintain historical records of the Coordinating Team and of Presbyterian Women in the Presbytery.

**Accountability:** To the Coordinating Team and to Presbyterian Women in the Presbytery.

**Term of Office:** Two years by election.

**Responsibilities:**

- Shall attend all Coordinating Team meetings held during her term of office.
- Shall prepare the history of Presbyterian Women in the Presbytery.
- Shall assemble facts, brochures, programs, including photographs, of Presbyterian Women in the Presbytery.
- Shall keep the Coordinating Team scrapbook updated.
- Shall receive statistical reports and copies of local histories from Presbyterian Women in the Congregations of the Presbytery.

- Shall write the history of Presbyterian Women in the Presbytery for the calendar year based on the above information.
- Shall submit the history on acid-free paper to the Historian of Presbytery Women in the Synod and to the Department of History in Philadelphia. A copy is to be kept for the Historian's file, and a copy is to be sent to the PWPCT Moderator.

### **MISSION COORDINATOR**

**Purpose:** To inform Presbyterian Women of the on-going mission opportunities of Presbyterian Women and missionaries in the field.

**Accountability:** To the Coordinating Team and to Presbyterian Women in the Presbytery.

**Term of Office:** Two years by election.

**Responsibilities:**

- Shall attend all Coordinating Team meetings held during her term of office.
- Shall encourage the use of the Mission Yearbook for Prayer and Bible Study.
- Shall inform local churches of the availability of volunteers for mission speaking.
- Shall contact the Mission Committee of Presbytery for mission information pertinent to the Presbytery of Arkansas.
- Shall submit and encourage submission of "mission stories" as requested by the *Together in Service* program of Presbyterian Women in the PC (USA).
- Shall make reports to the Coordinating Team twice a year and forward a copy of the reports to the Presbytery office.
- Shall contact local churches twice a year in a manner appropriate, i.e., newsletter, mail-out or through the Cluster Coordinators.

### **SEARCH COORDINATOR**

**Purpose:** To coordinate the search for continuing leadership for Presbyterian Women in the Presbytery.

**Term of Office:** Two years by election.

**Accountability:** To the Coordinating Team and to Presbyterian Women in the Presbytery.

**Responsibilities:**

- Shall attend all Coordinating Team meetings held during her term of office.
- Shall work with current members of the Coordinating Team to seek out women with leadership potential.
- In consultation with Moderator and Vice-Moderator, shall present names of women called to leadership positions in Presbyterian Women in the Presbytery for election at the annual Spring Gathering.

## CLUSTER LEADERS

**Purpose:** To provide specific program support for Presbyterian Women in her Cluster within the Presbytery.

**Accountability:** To the Presbytery Coordinating Team, and to Presbyterian Women in her Cluster and Presbytery.

**Term of Office:** Two years by election.

### Responsibilities:

- Shall attend all Coordinating Team meetings held during her term of office.
- Shall secure host church and coordinate Fall Gathering in her cluster, including arranging for publicity, worship and program.
- Shall provide support for networking among Presbyterian Women in the congregations within her Cluster and inform each congregation of opportunities within Presbyterian Women.
- Shall maintain an ongoing record of work with Presbyterian Women in each congregation within her Cluster.
- Shall be an active voting member of the Coordinating Team of Presbyterian Women in the Presbytery.
- Shall be knowledgeable about, and interpret issues of concern to Presbyterian Women in the Presbytery.
- Shall, along with the local PW Moderator, contact the Pastor, Commissioned Lay Pastor, or other leader of each church in her Cluster to acquaint them with the Purpose and Principles of Presbyterian Women, as well as with the Cluster Leader's relationship to the Presbyterian Women in the Congregations. The Cluster Leader may also be asked by the Presbytery Coordinating Team to contact the leadership of a church without a Presbyterian Women's organization to acquaint them with Presbyterian Women's Purpose and Principles.
- Shall work with the Coordinating Teams of Presbyterian Women in the churches within her Cluster to:
  - ☞ Receive and respond to their needs/concerns.
  - ☞ Assist with annual planning, evaluation, and reporting.
  - ☞ Be knowledgeable of and share written resources as they become available.
  - ☞ Help to empower Presbyterian Women in the congregations to perform more effectively.
  - ☞ Help develop leadership potential among Presbyterian Women in the congregation.
  - ☞ Help interpret the role and relationship of Presbyterian Women in the Presbytery to their church session.
  - ☞ Be available by mail, email, fax, telephone and/or in person.
- Shall provide support in planning Cluster and Presbytery Gatherings.
- Shall communicate concerns of women in their local congregations to Presbyterian Women on the Presbytery, Synod and Churchwide Coordinating Teams.
- Shall attend area consultations, Synod Conferences, and/or other opportunities for leadership training.
- Shall encourage participation in Church Women United and other ecumenical groups and events.

## MEMBER-AT-LARGE - JUSTICE AND PEACE COORDINATOR

**Purpose:** To thoughtfully read and study the issues regarding justice and peace and to share the issues and actions with the Presbyterian Women in the Presbytery of Arkansas Coordinating Team.

**Accountability:** To the Coordinating Team and to the Presbyterian Women in the Presbytery.

**Term of Office:** Two years by election

**Responsibilities:**

- Shall attend all Coordinating Team meetings held during her term of office.
- Shall work as liaison between Cluster Leaders and any Presbyterian Women Justice and Peace Coordinators in the congregations.
- Shall be in contact with and assist where needed with the Presbytery justice and peace activities, become a member of the Presbytery's Peace Making Task Force of the Mission Committee and, when possible, the Synod Justice and Peace Committee.
- Shall turn in reports to the Coordinating Team.
- Shall maintain a human resource file, to be housed with the Search Committee, of women interested in justice and peace issues.
- Shall encourage Presbyterian Women in the Presbytery to participate in justice and peace activities.
- Shall maintain records of activities and pass them on to her replacement.