

## **Policies and Procedures**

### **Presbyterian Women Presbytery Coordinating Team (PWPCT) Arkansas Presbytery**

#### **General**

1. The PWPCT is responsible for coordinating PW activities in Arkansas Presbytery. See Job Descriptions section for members and responsibilities.
2. The Moderator is a member of the PW Synod Coordinating Team (PWSCT). The Moderator-elect should accompany the Moderator to the PWSCT meeting immediately before she takes office as Moderator. Synod pays expenses for the Moderator, and Presbytery pays expenses for the Moderator elect.
3. Those whose names are to be placed in nomination by the Search Coordinator at the business meeting held in conjunction with the annual Spring Gathering and should be present and begin their job duties at that meeting.
4. Each Coordinating Team member is to keep a record of the performances of her duties. This record is to be given to her successor just prior to her successor assuming office.
5. Each Coordinating Team member who is not already subscribing to *Horizons* should subscribe annually and turn in a voucher to the PWPCT Treasurer.
6. Expenses shall be paid for Coordinating Team (CT) members to attend any official activity. This includes mileage, meals for planning and/or attending meetings, and telephone and printing expenses. Meals and mileage will be reimbursed at the current Presbytery rate. Receipts are required for expenses other than mileage.
7. Carpooling is encouraged for all meetings. Any CT member who for personal reasons prefers not to carpool when carpooling is available should not turn in mileage.
8. All vouchers for expenses incurred as a PWPCT member shall be signed by Moderator and sent to the PWPCT Treasurer. Vouchers must be in the hands of the PWPCT Treasurer by November 30th. No vouchers for the current year will be honored after that date.

#### **Fall Cluster Gatherings**

1. Cluster Gatherings should contain worship, training, and fellowship opportunities. The Sacrament of Communion is generally **not** celebrated at the Fall Gathering. Prior approval must be granted by the host church's session for Communion to be celebrated. If an offering is to be received, prior approval must be given by the PWPCT who in turn requests and receives permission from Presbytery.
2. Coordinating Team members invited to participate in Fall Gatherings or Cluster meetings outside their own Cluster will be paid mileage. (Carpooling encouraged).

3. Luncheon and mileage costs will be provided for those on the program who are non-coordinating team members. Honorariums up to \$60 per meeting may be paid to speakers or their organizations by the PWPCT through the Cluster Leaders. Good judgment should be exercised as to amount given.
4. The cost of bulletins for Fall Gatherings shall be paid by the PWPCT.

### **Annual Presbytery Spring Gathering**

1. All Presbytery Coordinating Team members are expected to attend the annual Spring Gathering. When a Coordinating Team meeting is held in conjunction with the annual Spring Gathering; mileage will be paid for CT members. If one has to travel more than 150 miles each way to the meeting, motel room expenses (at least two CT members in a room when possible) will be paid. Good judgment should be used in choosing an economical motel room. Carpooling to the meeting is encouraged.
2. Approval of Presbytery MUST be secured to celebrate Communion and to receive an offering. Names of the celebrants and the recipient of the offering should accompany this request.
3. Expenses and honorariums, when appropriate, for non-coordinating team members on the program will be paid for the PWPCT.

### **Training Events and Retreats**

All Coordinating Team members are encouraged to attend training events and retreats offered by our Presbytery and Synod. Scholarships will be paid at the discretion of the Coordinating Team.

### **Scholarships**

1. Scholarship money is included in the annual PWP budget to be used in attending Presbyterian Women's Conferences. We encourage our members to make use of these monies in attending Churchwide Gathering, Synod Gathering, and conferences at MoRanch, Montreat and Ghost Ranch.
2. The Moderator or Vice-Moderator, Secretary, Treasurer, Search Coordinator, and Cluster Leaders may be sent when training is offered at either Presbytery or Synod events.
3. Scholarships should not be used by the same persons during a two year period.
4. Scholarship money is also available from PWSCT at the Synod level.

### **Additional Procedural Information**

1. A list of the Presbyterian Women Presbytery Coordinating Team is to be made available for inclusion in the Presbytery packets for the Presbytery meeting following the election at the Spring Gathering.
2. When she is an ordained Elder, the PW Moderator is a member of Arkansas Presbytery with voice and vote. She should make an annual report to the Presbytery which should include appreciation to the Presbytery for their support. Also to be included is a report on the annual Spring Gathering.
3. Each year at the Fall PWPCT meeting, the CT shall determine the amount of the Mission Pledge to be sent to Synod for the following year.
4. The PWPCT Budget Committee shall consist of the Moderator, Vice-Moderator, Secretary and Treasurer. The Treasurer shall moderate the meeting. This budget request shall be submitted to the Presbytery. Support of PW is included in the budget of Arkansas Presbytery.