

SPRING GATHERING GUIDELINES FOR PRESBYTERIAN WOMEN

PRESBYTERY MODERATOR AND COORDINATING TEAM RESPONSIBILITIES:

1. Accept or secure an invitation at least one year in advance for the place of the Gathering so that it can be announced at the prior year's Gathering. Alternate in different areas of the Presbytery.
2. Secure worship leader and keynote speakers for Gathering. Arrange for additional program items such as displays and announcements. Determine offering recipient(s). Confirm dates with host church and all speakers. The Gathering will include a worship service with celebration of communion and a keynote speaker of interest to PW.
3. Secure permission to celebrate communion and receive offering from Arkansas Presbytery. Provide date and celebrant who must be a PC(USA) Minister of Word and Sacrament. This request can generally be put on Presbytery's consent agenda.
4. In the fall prior to the Spring Gathering, the PWP Moderator and representative members of the PCT will meet or have a conversation with the PW church moderator to go over responsibilities, worship service and program.
5. Prepare publicity beginning in January to be used in all PW groups and distributed at the winter meeting(s) of Arkansas Presbytery and/or put into the Presbytery packets, posted on Presbytery web site and distributed by Cluster Leaders to PW in the congregation. Send copies to speakers.
6. Approximately six weeks prior to the event, send out an invitation to all PW groups, including map with directions to the church, registration form, deadline date for registration, cost of registration, and nursery needs. Be sure to include an address/email/phone number for reservations.
7. Prepare a bulletin for the meeting in time for participants to receive a copy prior to the meeting. In the bulletin, provide an opportunity for the local PW Moderator to give a brief welcome to those attending. Also include the PW Purpose in the worship service or bulletin.
8. Arrange for preparation of elements, secure elements, and secure elders to serve communion. The Presbytery office has chalices that may be used, including one with the PW logo.
9. Make lodging arrangements for any leaders staying overnight.
10. Be at the host church early on the day of the Gathering to assist the host church as needed.
11. Make sure the historian has a bulletin of the gathering and the number attending for her records.
12. Provide the Christ Candle and include the lighting of the candle in the order of worship.
13. Write thank you notes to all involved.
14. Arrange for photographs for the history and the Presbytery newsletter. (Not during the worship service)
15. The offering as designated by PWPCT should be counted by two counters and given to the PWP treasurer to deposit and write checks to the appropriate missions.