

## **Spring Gatherine Presbytery Coordinating Team Responsibilities**

1. Secure host church and date set for Gathering ready for announcement at the prior Spring Gathering.
2. Secure worship leader and keynote speakers for Gathering. Arrange for additional program items such as mission displays and announcements. Confirm dates with host church and all speakers. You will generally have a worship service with celebration of communion and a keynote speaker of interest to PW.
3. Secure permission to celebrate communion from Arkansas Presbytery. Provide date and celebrant who must be a PCUSA Minister of Word and Sacrament. This request can generally be put on Presbytery's consent agenda.
4. Meet with the Moderator of the host church to go over plans for worship and speakers. If possible, include members of the CT in the program..
5. Prepare publicity beginning in January to be used in all PW's and distributed at the Winter meeting(s) of Arkansas Presbytery. Post on Presbytery web site and use cluster leaders to distribute to the PW's in the congregation. Send copies of publicity to speakers.
6. Approximately six weeks prior to event, sent out an invitation to all PW's, including map with directions to the church, lunch registration form, deadline date for registration, cost of the lunch 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. Bulletin covers may be downloaded from the *Horizons* web site if desired.
8. Arrange for preparation of elements and secure elders to serve communion. The Presbytery Office has chalices which may be used, including one with the PW logo.
9. Make lodging arrangements for any participants staying overnight.
10. Be at the host church early on the day of the Gathering to assist the host church as needed.
11. Provide sign in sheets for attendees. Keep this list and include the information in your report for the Spring PWPCT meeting. The information is also given to the PWPCT Historian.
12. 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.
13. At the Gathering, give a brief welcome to those attending and do the "roll call" of churches in attendance.
14. Write thank you notes to all involved.
15. Have someone take pictures.
16. 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. Kathy White has an additional banner saying "Welcome Presbyterian Women" with the logo.