

What Are The Responsibilities Of Presbyterian Women Secretaries In The Congregations, Presbyteries, Synod, And Churchwide?

Secretaries have three primary responsibilities

- Recording and preserving the minutes and other historical records of a group
- Sending and receiving correspondence for the group
- Maintaining an up-to-date and accurate membership role and directory

| Congregation | Presbytery | Synod | Churchwide |
|--|--|--|---|
| Keeps and preserves minutes of all meetings of the coordinating team and of all gatherings | Keeps and preserves minutes of all meetings of the coordinating team and of all gatherings | Keeps and preserves minutes of all meetings of the coordinating team and of all gatherings | Records all minutes of the CCT meetings and the churchwide business meetings |
| Sends minutes to CT members immediately after the meeting | Sends minutes to CT members within 30 days of the meeting | Sends minutes to CT members within 30 days of the meeting | Sends minutes to PW office within 4 weeks of the meeting |
| Keeps copies of the current bylaws, standing rules, PW manual, and dates of any amendments properly recorded and has available at each meeting of the CT | Keeps copies of the current bylaws, standing rules, PW manual, and dates of any amendments properly recorded and has available at each meeting of the CT | Keeps copies of the current bylaws, standing rules, PW manual, and dates of any amendments properly recorded and has available at each meeting of the CT | <i>[Office keeps copies of the current bylaws, standing rules, PW manual, and dates of any amendments properly recorded and has available at each CT meeting]</i> |
| Serves as correspondent for PW | Serves as correspondent for PW | Serves as correspondent for PW | <i>[Staff assists with correspondence]</i> |
| Assists the moderator with correspondence | Assists the moderator with correspondence | Assists the moderator with correspondence | <i>[Staff assists with correspondence]</i> |
| Coordinates the preparation of a directory and an annual report | Coordinates the preparation of a directory and an annual report | Coordinates the preparation of a directory and an annual report | <i>[Staff maintains CCT directory]</i> |
| Sends current names of appropriate leaders to PWP secretary | Sends current names and addresses of all PWC moderators to PW Louisville office | Sends current names and addresses to appropriate groups | <i>[Staff maintains churchwide database]</i> |
| Performs other duties as requested by the CT or the moderator | Performs other duties as requested by the CT or the moderator | Performs other duties as requested by the CT or the moderator | Performs other duties as requested by the CT or the moderator |
| Keeps a personal file of all minutes for her term of service and for the preceding term | Keeps a personal file of all minutes for her term of service and for the preceding term | Keeps a personal file of all minutes for her term of service and for the preceding term | Keeps a personal file of all minutes for her term of service and for the preceding term |