

PRESBYTERIAN WOMEN IN THE SYNOD OF THE COVENANT

JOB DESCRIPTION: GATHERING COORDINATOR

Purpose: To chair the Synodwide Gathering Committee.

Accountability: To the PWSOC/CT and to PWS.

Responsibilities:

1. Serve on the PWSOC/CT, attend all meetings of the CT and attend PW Synodwide Gatherings unless excused by the Moderator.
2. Serve on and chair the two (2) Synodwide Gatherings during her term.
3. Serve on the Facilitating and Finance Committees.
4. Appoint members to the Synodwide Gathering Committee as needed.
5. Process the Gathering evaluation forms and report to the PWSOC/CT and the next Synodwide Gathering Committee.
6. Signs vouchers for expenses of the Committee.
7. Keep records of her office and give them to her successor within one month of leaving office.

JOB DESCRIPTION: SYNODWIDE GATHERING COMMITTEE

Composition: The composition of this committee shall be:

- Gathering Coordinator, Chair
- Vice-Moderator for Peace and Justice
- Vice-Moderator for Mission Interpretation
- Vice-Moderator for Studies and Spiritual Development
- Registrar
- Communicator
- Synod Representative to the CCT/PW
- CECA Representative
- PW Enabler Coordinator
- JFW Representative
- Appointed members
- Moderator, ex-officio
- National staff in the Synods Associate, ex-officio

Responsibilities:

1. Shall plan Synodwide Gatherings, held annually except for the year of the Churchwide Gathering.
2. Shall determine the time, place and format of such Gatherings.
3. Shall provide PW and other resources as a part of the Gathering.
4. Shall prepare an evaluation form for the Gatherings and use in future planning.