

PRESBYTERIAN WOMEN IN THE SYNOD OF THE COVENANT

JOB DESCRIPTION: PRESBYTERY MODERATOR

Purpose: To represent PWP, to be a liaison between PWS and PWP and to carry out the purpose of Presbyterian Women (Bylaws Article II).

Accountability: To the PWP/CT, to the PW in the Presbytery, and to the PWSOC/CT.

Responsibilities:

1. Interpret and promote the work of PWS to PWP.
2. Serve on the PWSOC/CT, attend all meetings of the CT and attend PWSOC Gatherings or see that a representative is sent. Serve as contact person for all business of the PWP.
3. Prepare an annual written report for the annual PWSOC/CT meeting that describes PWP activities and Celebration Giving for the past year.
4. Send names of qualified women to the PWS Search Committee for consideration as PWS leaders.
5. Be informed about and supportive of the work of other women's constituencies within the Synod of the Covenant such as the Justice for Women Committee and Presbyterian Clergywomen.
6. Serve on task forces and committees as appointed by the PWS Moderator.
7. Following an election, send an updated list of PWP/CT members with names, addresses (including e-mail where available) to the PWS Moderator, Vice Moderators, Secretary, Treasurer, PW Enabler Coordinator, Synod Representative and the Program Coordinator for Presbyterian Women (Louisville).
8. Arrange for copies of PWP newsletter to be sent to other PWP Moderators, PWS Moderator, Communicator, Historian, National Staff, and Synod Representative. Others who would appreciate this newsletter are: Horizons, Program Coordinator for PW and Churchwide Moderators.
9. Provide copies of PWP directory at the annual meeting for the PWS/CT. PWP are encouraged to include e-mail addresses in the directory where possible.
10. Keep a record of mileage and other related expenses in PWS duties and submit a voucher to PWS treasurer for payment.
11. Consider inviting PWS Moderator, the Synod Representative and other leaders to a PWP Gathering sometime during a three year period. Honorariums for such visits are not expected, and if paid should be sent to the PWS Treasurer. It is appropriate to reimburse mileage. (Standing Rules, 10.a.)
12. Consider inviting the National Staff sometime during a three year period. Honorariums for such visits will go to the Associate's travel budget.
13. Make the needs and concerns of PWP known to the PWS/CT. Be supportive of other PWP Moderators and share successes and problems with them, the PWS Moderator.
14. Send the PWP history (including newspaper clippings, programs, and photos) for the past calendar year to the Historian of PWS so that she can meet the March 1 deadline to send material to the Historical Foundation.