

PWM Leadership Team Responsibilities

Coordinator

1. Develop, along with the officers of the team, the vision and goals for the next two years for the PWM
2. Preside at all meetings of the PWM including the annual retreat
3. In partnership with the Clerk of the Session and PWM secretary, maintain an up-to-date a list of contacts for women's ministry in the <PWM Name> on a yearly basis.
4. Present an annual report of the PWM work for the year, except finances, at the annual retreat or fall meeting and at the February meeting of the <PWM Name>.
5. Plan, along with the officers of the team, the annual retreat including: accommodations, speaker, food, marketing, and costs.
6. Oversee, along with the treasurer, the PWM checking account and request annual funding from the Clerk of the Session before the August budget meeting.
7. Communicate with the national office of women's ministries as needed to further the work of the PCA at the regional and local level.
8. Identify, along with the officers of the team, contact, and confirm willingness of nominated candidates to fill upcoming vacancies on the PWM team.
9. Attend Leadership Training Conference once (paid for by the PWM) during term.
10. Pray for and contact zone churches.
11. Prepare and present a devotional on rotational basis at quarterly team meetings.
12. Help get topics for quarterly Presbytery Women's Gatherings.
13. Perform other responsibilities as assigned by the team.

Assistant Coordinator

1. Perform the duties of Coordinator in her absence. Should the Coordinator need to resign, take on the role of Coordinator.
2. Prepare for and attend the quarterly Presbytery and Team Meetings
 - a. Obtain a meeting room at the host church of Presbytery for the Presbytery women's gathering, following worship.
 - b. Provide snacks for the Presbytery women's gathering.
3. Assist planning and attend the annual PWM Retreat.
4. Attend Leadership Training Conference once (paid for by the PWM) during term.
5. Pray for and contact zone churches.
6. Prepare and present a devotional on rotational basis at quarterly team meetings.
7. Help get topics for quarterly Presbytery Women's Gatherings.
8. Perform other responsibilities as assigned by the team.

Secretary

1. Keep records of all PWM meetings, including team meetings and the annual retreat.
2. Report quarterly minutes to the PCA-CDM liaison for the <Presbytery>, who is currently _____ (name/email) via email.
 - a. Include a description of the presentation following the <Presbytery> worship service.
 - b. Include names and churches of the women represented.
 - c. Include team meeting agenda details and action items that follow
3. Send all correspondence for the PWM, to include the following...
 - a. Invitations to the quarterly Presbytery worship services and women's get-together that follows.
 - b. Invitations and informational flyers for the annual PWM retreat.
 - c. Solicitations for officer nominations (to pastors and women's ministry coordinators only)
4. Maintain an updated contact list containing the following...
 - a. Women who have participated in either the Presbytery meetings and/or retreats
 - b. Pastors of the <Presbytery>
 - c. Women's Ministry coordinators of the <Presbytery>
5. Prepare for and attend the quarterly Presbytery and team meetings
 - a. Coordinate with the PWM Team Coordinator and Assistant Coordinator for the topic and room reservation respectively.
 - b. Create and send out by email, full distribution, an invitation to the quarterly Presbytery which includes Date, Time, Place and a description of the presentation/speaker to follow worship for the women.
 - c. Create, print, and distribute informational flyers at Presbytery to the women in attendance which let them know where and when the women's presentation will take place and what the topic will be.
 - d. Bring a sign-up sheet and name tags for the women's gathering that follows Presbytery worship.

- e. Create, print, and distribute the team meeting agenda, coordinating with the Coordinator, to organize the team meeting that will follow quarterly Presbytery. The agenda will consist of opening prayer, brief devotion (to be rotated amongst the team), old business, new business, and officer reports.
6. Prepare for and attend the Annual Retreat
 - a. Create and send out by email, full distribution, informational flyers about and leading up to the annual retreat.
 - b. Create and send out by email, full distribution, a registration form for the retreat, giving all the details and particulars.
 - c. Create, print, and assemble all retreat materials, including schedules, music, retreat content, PCA goings-on, participant info, etc.
 - d. Collect and keep records of all registrants and monies. The money collected must be handed over to the Treasurer for deposit at the retreat.
 - e. Miscellaneous duties assigned by the Coordinator for the annual retreat.
7. Attend Leadership Training once (paid for by the PWM) during term.
8. Pray for and contact zone churches.
9. Prepare and present a devotional on rotational basis at quarterly team meetings.
10. Help get topics for quarterly Presbytery Women's Gatherings.
11. Perform other responsibilities as assigned by the team.

Treasurer

1. Keep accurate records of all financial transactions involving PWM.
2. Receive and disburse all money at direction of PWM team.
3. Prepare quarterly financial reports for team meetings.
4. Attend Leadership Training Conference once (paid for by PWM) during term.
5. Plan, along with the officers of the team, the annual retreat including accommodations, speaker, food, marketing, and costs.
6. Prepare request for annual funding and send to clerk of <Presbytery>.
7. Pray for and contact zone churches.
8. Prepare and present a devotional on rotational basis at quarterly team meetings.
9. Perform other responsibilities as assigned by the team.