

**JOB DESCRIPTIONS**  
**PWPCT SOUTH LOUISIANA**  
**APRIL 2007**

**GENERAL EXPECTATIONS OF PWPCT MEMBERS:**

- Attend Coordinating Team meetings and all gathering events.
- Support the Purpose of Presbyterian Women.
- Arrive at all gatherings and meetings early enough to be able to be available to help set up the program and arrangements for the day.
- Stay at gatherings until gathering place is restored to its proper condition.
- Be willing, with some financial help, to attend training events for your job at area, and gathered events on the Synod and Churchwide levels.
- File written reports for the PWPCT meetings with the moderator, when requested.
- Make a brief oral report at the meetings.
- Be timely in reporting when you cannot attend a meeting (emergencies excepted).

**MODERATOR:**

- Preside at all meetings and gatherings.
- Represent PWPCT at Churchwide and Synod Gatherings.
- Attend presbytery meetings as a voting representative.
- Be ex-officio member of PWPCT committees, except Search.
- Represent PW on the proper committee of Presbytery, or appoint another PWPCT member to do so.
- Coordinate PWPCT work and dates.
- Know about all PWPCT members' job descriptions and responsibilities.
- Make all appointments, per bylaws.
- Receive, distribute and collect Mission Pledge Forms from moderators of local congregations as determined by Churchwide CT.
- Lead local PWCCT in planning and evaluating all programs.
- Be available as often as possible to represent PW in events occurring in the presbytery and synod, as wells as local churches.
- Keep up-to-date on Churchwide planning and issues.
- Interpret PW in all aspects of church work within the presbytery.
- Serve on finance committee.
- Give written reports, when required.

#### VICE MODERATOR (OR CO-MODERATOR):

- Preside when the moderator is not available.
- As co-moderator, preside as decided with the moderator.
- Assist the moderator as well as other PWPCT members, as needed.
- Serve as Search Committee Chair.
- Be responsible for evaluations sheets at PWPCT planned meetings and gathered events.
- Coordinate leadership training (plan and/or promote).
- Chair the revisions committee, when changes in the bylaws are necessary.
- Serve on finance committee.
- Serve as Cluster Leader Coordinator.

#### SECRETARY:

- Prepare and preserve minutes of all PWP Coordinating Team meetings.
- Send these minutes to the moderator so they can be distributed with reports to all PWPCT members prior to PWPCT meetings.
- Compile and have printed the annual directories listing the moderators or contact persons of each local group, PWCCT for congregations, PWPCT for presbyteries, PWSCT for synod, CCTPW churchwide and other pertinent information. These shall be distributed after the Spring Gathering of each calendar year to cluster leaders, who will get one to each local moderator or contact person.
- Assist with correspondence, as requested.
- Keep records of the Spring Gathering or other such large PW gatherings and the PWPCT meetings.

#### HISTORIAN:

- Keep a record of events and leaders of the organization in a manner that they will be available in the future.
- Assist the historical research as needed.
- Call for and gather histories of local church PW, to be sent to the PW Synod Historian.
- Assist local churches with displays or other presentations of materials, as requested.
- Forward local histories, minutes of PWPCT and Financial records of PW of South Louisiana to the Presbyterian Historical Society.

#### TREASURER:

- Pay the bills and forward monies promptly.
- Collect local PW pledges and disburse them on time.
- Encourage local PWs to make timely payments on their financial commitments.
- Send quarterly/annual report form for each PWCCT.
- Prepare annual reports that will be presented at the PWPCT meeting after January 1st, but before the annual meeting, where it will be presented.
- Inform PWPCT members of budget request deadlines.

Serve on finance committee.  
Prepare budget for adoption at January PWPCT.  
Assist the moderator with collection of mission pledges.  
Send a copy of the monthly bank statements to the moderator and secretary.  
Help local treasurers become interpreters of PW mission and giving patterns.  
Be the presbytery representative for publications and encourage their use.  
Order resources, and encourage creative use of these materials.

#### CLUSTER LEADERS:

Be the liaison between the local churches assigned to her and the PWPCT.  
Assist the moderator with making contact with local churches by mail, email or phone calls.  
Identify leadership in PWC groups and provide to moderator and secretary.  
Offer to do leadership training and goal setting at local churches, assisted by other PWPCT members (example: mission chairs should assist with mission training).  
Offer to install local church leaders or to speak at their groups.  
Offer to interpret Birthday Offering, Least Coin and Thank Offering to local PW groups.  
Be available to attend local church events when invited to represent PW.  
Convey needs and concerns of local churches to the PWPCT in a timely manner.  
Attend leadership training events.  
Give a written report and a brief oral report at each PWPCT meeting.  
Serve on the search committee.

#### SEARCH COMMITTEE CHAIR (VICE MODERATOR):

The search committee will consist of the vice moderator as chair and cluster leaders as committee members.  
The search committee will seek leaders for PWPCT.  
Nominate one person for each PWPCT position, as needed.  
Have slate ready by a month before the annual Spring Gathering.  
Use job descriptions and bylaws as sources of information to be given to potential nominees.  
Assist moderator with appointments.  
Prepare and maintain a list of potential committee members with information on talents, interests, geographic area, church size and racial ethnic background.  
Offer names from these lists to persons requesting assistance.  
Review and revise all job descriptions annually.

#### MISSION COORDINATOR:

Interpret missions of PW to PWPCT to local churches.  
Be knowledgeable in goals and programs of Together in Service.  
Prepare displays for PW and presbytery gatherings to keep our mission alive.

Keep abreast of financial needs in areas of mission, social concern, or local emergency situations in order to assist local churches who are looking for ways to help.

Give an annual written report to be shared at the Spring Gathering.

Give a written report and a brief oral report at PWPCT meeting.

#### JUSTICE AND PEACE COORDINATOR:

Facilitate the PWPCT with information concerning justice and peace issues involving the church.

Interpret justice and peace issues as needed to the local churches.

Write articles of interest concerning justice and peace issues for both presbytery (Leadership Letter) and PWP newsletters.

#### ECUMENICAL RELATIONS REPRESENTATIVE:

Facilitate PW of the congregations with needs and programs of ecumenical relationships.

Provide materials at PW events.

Attend ecumenical meetings in your area as a representative of PWP.

#### TECHNICAL ADVISOR:

Advise PWPCT on new ways to use the computer in electronic communication.

Keep a database of presbyterian women who attend PW events.

Assemble records or lists of local leaders, their addresses, phone numbers and email addresses.

Teach interested local leaders how to utilize the computer for PW work.

Provide a list of helpful websites to be used by PWP.