

Palmetto PresWM

VISION

Unite and encourage the women of Palmetto Presbytery to seek God's will and to live for His glory. Ephesians 4:1b-3. Walk in a manner worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace.

GUIDELINES

SECTION 1

Membership

The membership of the Palmetto PresWM shall be all the women who are members of the Presbyterian Church in America churches within the bounds of Palmetto Presbytery. Liaison with Palmetto Presbytery will be through the appointed Elder.

SECTION 2

Nomination and Term of Service

Part 1 – Nominations

A nominating committee shall be appointed by the PresWM President and include a minimum of two members.

- a. The names of the nominees shall be presented to the Session of their local church for approval.
- b. A job description will be made available to each nominee.

Part 2 – Term of Office

A term is two years. Each team member can serve an additional term for a maximum of two consecutive terms in any given position.

Part 3 - Election

The voting delegates of the PresWM shall consist of one delegate from each church. This woman shall represent their local women at meetings of PresWM. The other voting members are the members of the PresWM Leadership Team.

SECTION 3

Duties of the Leadership Team

Part 1

The members on the Leadership Team (LT) shall serve as contact persons to the local churches in the presbytery for the purpose of connecting and communicating. Each member of the Leadership Team is urged to pray for and encourage the other members of the team.

Part 2 – Duties of the Leadership Team

The President shall:

- a. Preside at all meetings of the PresWM LT and of the PresWM. The meeting agenda should be transmitted to LT members in advance of the meeting.
- b. Call special meetings as needed.
- c. Appoint someone to keep records of all meetings of PresWM and minutes of the PresWM Leadership Team.
- d. Appoint committees and positions of leadership in order to fulfill the ministries of PresWM.
- e. Publish a year-end report in writing and on the website.
- f. Give an Annual Report to Palmetto Presbytery each year at the February (winter) meeting.
- g. Appoint someone to compile history, which should include but not be limited to: Programs and Specific Pictures from PresWM events, Minutes, Annual Report, and Budget Information. If possible, this should be stored in an electronic format.
- h. Appoint persons annually on the leadership team to be responsible for contacting local churches throughout Palmetto Presbytery.
- i. Assist the local Women's Ministries for training, special programs, and projects or appoint a consultant to do so.
- j. Review and edit all information to be published on the website.
- k. Maintain a current list of responsibilities and resources for her position. The list is to be given to the Leadership Team (LT) when transitioning off the LT.
- l. Attend Leadership Team meetings and PresWM events.

The Treasurer shall:

- a. Receive and disburse all money at the direction of the Leadership Team.
- b. Keep accurate records of all financial transactions.
- c. Prepare financial reports for each PresWM Leadership Team meeting.
- d. Prepare an annual budget with the President before the end of the year.
- e. Maintain a current list of responsibilities and resources for her position. The list is to be given to the Leadership Team (LT) when transitioning off the LT.
- f. Attend Leadership Team meetings and PresWM events.

The Special Event Coordinator:

- a. Coordinate any presbytery-wide event with the Leadership Team (LT).
- b. Set the date and location, program and speaker of the event one year in advance.
- c. Set up a committee to coordinate the event including someone from the host church.
- d. Propose an offering recipient to the LT and appoint someone to take pictures for the event. The pictures should be sent to the Communications/IT Coordinator.
- e. Maintain a list of available speakers.
- f. The program for one event each year needs to include the election and installation of new LT members.
- g. Maintain a current list of responsibilities and resources for her position. The list is to be given to the Leadership Team (LT) when transitioning off the LT.
- h. Attend Leadership Team meetings and PresWM events.

The Communications/IT Coordinator:

- a. Maintain and update the PresWM website. This shall include the following:
 - *Events
 - *Information as given by the President
 - *Passing contact information to the appropriate LT member
- b. Administer Facebook page.

- c. Ensure President has administrative rights to the website and account information for the Facebook page.
- d. Store history collected by President or appointed person in electronic format.
- e. Send all notices of PresWM meetings to the following: Local Churches WM Teams
Leadership Team
- f. Ensure the directory of the local churches is updated regularly. Distribute to new church plants and when requested by member churches. The directory should include the following: pastor(s), pastors' wives, women's ministry directors, a contact person, and missionaries who are members of each church.
- g. Maintain a current list of responsibilities and resources for her position. The list is to be given to the Leadership Team (LT) when transitioning off the LT.
- h. Attend Leadership Team meetings and PresWM events.

The Women in Ministry Coordinator shall:

- a. Represent Teaching Elders wives and women in other ministry positions in the Presbytery to the LT. These include: Pastors' wives, MTW/MNA women, Directors of Women's Ministries, wives of retired TE and widows of TE.
- b. Organize Women in Ministry events to take place at the PresWM level throughout the year to encourage and support them as individuals called by God to their specific ministry.
- c. Furnish the President with Palmetto Presbytery missionary contact information by the end of January each year.
- e. Extend invitations to any women missionaries of Palmetto Presbytery, who are in the States, to be our guest at all PresWM meetings. PresWM will provide the registration fee for them.
- f. Maintain a current list of responsibilities and resources for her position. The list is to be given to the Leadership Team (LT) when transitioning off the LT.
- g. Attend Leadership Team meetings and PresWM events.

Section 4

Finances

Part 1 - Budget and Expenditures

An annual budget and an expenditure report is prepared and presented to the PresWM at the event which includes LT election and installation.

Part 2 - Records Review

The financial records of the PresWM shall be examined at the end of the Treasurer's term of office by an independent source appointed by the President. This shall be done after the fall PresWM LT Meeting and before the PresWM first event of the new year.

Section 5

Events/Meetings

Part 1 - Business Meeting

Business and installation of new officers shall be conducted as part of the first meeting or event of the year.

Part 2 - General Meetings

The PresWM may meet at other times during the year for inspiration or for leadership training.

Part 3 - Leadership Team Meetings

The Leadership Team shall meet three times a year or as needed to carry on the work of the organization. One of these meetings should be held near the first meeting or event of the entire PresWM for the year. Attendees should include outgoing and new Leadership Team members to facilitate a smooth transition.

Part 4 - Quorum

The quorum for the PresWM Leadership Team shall consist of three officers. Roberts Rules of Order, Revised, shall be used as a guide.