

## Presbyterian Women in the Synod of the Covenant

Job Description: **COMMUNICATOR**

Purpose: To promote the work of Presbyterian Women in the Synod of the Covenant. through quarterly newsletters and web site. – <http://www.pwsoc.org>

Accountability: To the Coordinating Team of Presbyterian Women in the Synod of the Covenant (PWSOC/CT) and Presbyterian Women in the Synod the Covenant (PWSOC).

### Responsibilities:

1. Serve on the Coordinating Team of PW in the Synod and attend all meetings of the CT and PW Synodwide Gatherings unless excused by the Moderator.
2. Shall produce quarterly newsletters from information provided by the PWSOC/Ct members.
3. Maintain the website [www.pwsoc.org](http://www.pwsoc.org).
4. Be a resource to and for PWSOC.
5. Give a report at the annual PWSOC/CT meetings and at Synodwide Gatherings.
6. Keep records of her office and give them to her successor within one month of leaving office.

Suggestions of help above and beyond a volunteer position:

Promote awareness to PW of PW's relationship to CECA, CWU and RCRC.

Provide communication suggestions/education to PWP's.

Promote awareness of the connectionalism of PC (U.S.A.) denomination, CCT, Synod and Presbyteries, etc.

Support PWSOC/CT committees

Gathering flier and brochure

Multi-media presentations at gatherings and training events