

Presbyterian Women in the Synod of the Covenant

Job Description: **PRESBYTERY MODERATOR**

Purpose: To represent Presbytery Women in the Presbytery, and to serve as liaison between PWSOC and PWP and to carry out the Purpose of PW in the Synod.

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

Responsibilities:

1. Interpret and promote the work of PWSOC to PWP.
2. Serve on the Coordinating Team of PWSOC, attend all meetings of the CT and PW Synodwide Gatherings or see that a representative is sent.
3. Serve as contact person for all business of the PWP.
4. Prepare an annual written report for the annual meeting of the PWSOC/CT that describes PWP activities and Celebration of Giving in the past year.
5. Send names of qualified women to the PWSOC Search Committee for consideration of PWSOC leaders.
6. Serve on task forces and committees as appointed by the PWSOC Moderator.
7. Following an election send an updated list of PWP/CT members with names, addresses, email when available to the PWSOC Moderator, Vice Moderators, Secretary, Treasurer, Synod CCT Representative and PW Staff in Louisville.
8. Arrange for copies of PWP newsletter to be sent to other PWP Moderators, PWSOC Moderator, Historian and CCT Representative.
9. Provide 30 copies of PWP directory at the annual meeting of PWSOC/CT and for the Search Committee. PWP are encouraged to include email addresses in the directory where possible.
10. Keep a record of mileage and other related expenses in PWSOC duties and submit a voucher to PWSOC treasurer for payment.
11. Consider inviting PWSOC Moderator, the Synod CCT 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.
12. Make the needs and concerns of PWP known to the PWSOC/CT. Be supportive of other PWP Moderators and share successes and problems with them and other PWSOC/CT members.
13. Send PWP history (including newspaper clippings, programs, and photos) for the past calendar year to the Historian of PWSOC so that she can meet the March 1 deadline to send material to the Historical Foundation.