

## Presbyterian Women in the Synod of the Covenant

Job Description: **VICE MODERATOR FOR MISSION INTERPRETATION (“Together in Service”)**

Purpose: To help Presbyterian Women in the Synod understand the nationwide importance of PW support for mission of the church at home, and worldwide and to encourage this support through education, awareness and personal giving.

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

### Responsibilities:

1. Serve on the CT of PW in the Synod, attending all meetings of the CT and the PW Synodwide Gatherings unless excused by the Moderator.
2. Serve on the Synodwide Gathering Committee.
3. Provide written communication, at least yearly, to all Moderators of PW in the Presbytery for the purpose of sharing information of current media, printed and/or people resources about mission interpretation.
4. Serve on the Finance, Facilitating and Leadership Development committees of PWSOC/CT.
5. Encourage use of the *Mission Yearbook for Prayer and Study* and other mission related resources published by the Presbyterian Church (U.S.A.)
6. Serve as coordinator of “Together in Service” program for PW within the Synod.
7. Promote Celebration Giving
8. Keep records of her office and give them to her successor within a month of leaving office.