

**2014
Organizational Dial**



**The Presbyterian Women
of the
First Presbyterian Church
Winnebago, Illinois**

PW Honoraries (con't)

| | |
|--------------------|------|
| Cindy Erb | 2012 |
| Janet Erb..... | 2012 |
| Stacey Weavel..... | 2013 |
| Brian Weavel..... | 2013 |

PW Honoraries (con't)

TABLE OF CONTENTS

Warren Cunningham----- 2004
 Sue Kaufman----- 2004
 Vera Olesen ----- 2004
 Pastor Steve Shullanberger----- 2004
 Jimmy Smith (Junior)----- 2004
 Harold Wakeley----- 2004

Mary Ellen Grover (Memorial)----- 2005
 Clyde Grover----- 2005
 Shirley Burkhart ----- 2005
 Judie Coots ----- 2005
 Don Gilbert----- 2005

Jim Mitchell ----- 2006
 Gene Gambrel----- 2006
 Jodell Brown ----- 2006
 Jeremy Clausen ----- 2006

Guy Cunningham----- 2007
 Shirley Heslop ----- 2007
 Greg Rittmeyer ----- 2007
 Delores Swigart----- 2007
 Norma Warkentien ----- 2007

Lisa Rittmeyer ----- 2008
 Cindy Benson2008

Beverly O'Brien.....2009
 Rosemary Runyard.....2009

Betsy Carr.....2010

Ann Fuller2011
 Kasey Benson2011

PW Purpose.....2

Meaning of PW Symbol.....3-4

Coordinating Team for 2014.....5

Officer Contact List6

Financial Pledges for 2014.....6

2014 Calendar of Events..... 8-10

PW Special Offerings:
 Thank Offering and Birthday Offering 11
 Least Coin..... 12

Ruth Circle
 Officers.....13
 Meetings.....14
 Membership list.....15

First Presbyterian PW By-Laws.....16-32

PW Honoraries..... 33-36

PURPOSE

As taken from the By-laws of the Presbyterian Women of the First Presbyterian Church of Winnebago:

“Forgiven and freed by God in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves: to nurture our faith through prayer and Bible study, to support the mission of the church worldwide, to work for justice and peace, and to build an inclusive caring community of women that strengthens the Presbyterian Church (USA) and witnesses to the promise of God’s Kingdom.”



PW Honoraries (con't)

| | |
|---------------------------|------|
| Delores Taylor ----- | 1996 |
| John Gusloff----- | 1996 |
| Richard Pedrick----- | 1996 |
| | |
| Eleanor Sass ----- | 1997 |
| Jean Rittmeyer ----- | 1997 |
| Karl Kroening ----- | 1997 |
| | |
| Pat Wakeley ----- | 1998 |
| Rita Mitchell ----- | 1998 |
| Wayne Jones ----- | 1998 |
| | |
| Traci Hohlfelder ----- | 1999 |
| Sue Jansen ----- | 1999 |
| Betty Finley ----- | 1999 |
| | |
| Merle Fender ----- | 2000 |
| Avis Lind ----- | 2000 |
| Skip Leden----- | 2000 |
| | |
| Darlene Gilbert----- | 2001 |
| Jim Garner ----- | 2001 |
| | |
| Craig Clausen ----- | 2002 |
| Sue Fricke ----- | 2002 |
| Betsy Menge ----- | 2002 |
| | |
| Eva Jean Bachman ----- | 2003 |
| Jean Meissen ----- | 2003 |
| Ted Busch ----- | 2003 |
| Jeff Fuller ----- | 2003 |
| Derek Carr (Junior)----- | 2003 |
| Chas Fricke (Junior)----- | 2003 |

PW Honoraries (con't)

| | |
|--------------------------------|------|
| Marian Pedrick----- | 1986 |
| Norman Dean ----- | 1986 |
| Michelle Jansen (Junior) ----- | 1986 |
| No Honoraries Given ----- | 1987 |
| Dixie Leden ----- | 1988 |
| Alice Larson----- | 1989 |
| Annie Gambrel----- | 1989 |
| Corrine Gusloff----- | 1989 |
| No Honoraries Given ----- | 1990 |
| Faye Reed----- | 1991 |
| Robert Schmoock----- | 1991 |
| Mary Kissack----- | 1991 |
| Mary Wieres----- | 1992 |
| Barb Whitney ----- | 1992 |
| Virginia Stiles----- | 1993 |
| Myrtle Schenck ----- | 1993 |
| Karen Niemeier----- | 1993 |
| Melissa Hoffman (Junior)----- | 1993 |
| Marcee Keilback----- | 1994 |
| Bev Barker----- | 1994 |
| Joe Erb (Junior)----- | 1994 |
| Jan Mitchell ----- | 1995 |
| Bob Samsel----- | 1995 |

Some Meanings Found in the PW Symbol

**FORGIVEN AND FREED
BY GOD IN JESUS CHRIST**

Forgiven and freed by grace through faith, the central figure stands in praise.

AND EMPOWERED BY THE HOLY SPIRIT, WE COMMIT OURSELVES:

Rooted in faith, the trio of women emerge. The outline of the central figure forms a cross. We are Presbyterian women, engrafted in Christ by the power of the Holy Spirit. It is no longer we who live, but Christ who lives in us.

TO NURTURE OUR FAITH THROUGH PRAYER AND BIBLE STUDY,

The right figure holds a book to guide her reading, studying, praying, or meditating.

**TO SUPPORT THE MISSION
OF THE CHURCH WORLDWIDE**

The left figure reaches out to care for others, as she shares, nurtures, and heals. The circle represents the church worldwide where women offer their gifts and talents in the midst of the global community.

TO WORK FOR JUSTICE AND PEACE

The uplifted arms of the central figure reach out to embrace a just peace for the world. The relationship between the three figures depicts lives of wholeness rather than turmoil.

**AND TO BUILD AN INCLUSIVE, CARING
COMMUNITY OF WOMEN**

The three women have no distinct features and represent all women. The shapes surrounding them express energy, strength and openness.

**THAT STRENGTHENS THE PRESBYTERIAN CHURCH
(USA)**

Our name, Presbyterian Women, ties us to our denomination. The Bible resembles the Bible depicted in the PC (USA) Seal.

**AND WITNESSES TO THE PROMISE
OF GOD’S KINGDOM**

Guided by our Purpose, we witness to the reality of God’s realm.

PW Honoraries (con’t)

| | |
|------------------------------|------|
| Alice Larson----- | 1975 |
| Ruth Anderson----- | 1975 |
| Cindy Lenox (Junior)----- | 1975 |
| Emma Ferdinand----- | 1976 |
| Josephine McGee----- | 1976 |
| Susan Gambrel (Junior)----- | 1976 |
| Nellie Gambrel----- | 1977 |
| Paula Upchurch (Junior)----- | 1977 |
| Beverly Upchurch----- | 1978 |
| Barbara Cunningham----- | 1979 |
| Judy Mitchell----- | 1979 |
| Vera Reber----- | 1980 |
| Carolyn Westphal----- | 1980 |
| Laura Dean (Junior)----- | 1980 |
| Marie Bowman----- | 1981 |
| Marilyn Pollard----- | 1981 |
| Elaine Look----- | 1982 |
| Mary Heeren----- | 1982 |
| Virginia Falnes----- | 1983 |
| Judy Zimmerman----- | 1983 |
| Jill Anderson (Junior)----- | 1983 |
| Helen Clark----- | 1984 |
| Charles Rittmeyer----- | 1984 |
| No Honoraries Given----- | 1985 |

PW Honoraries

| | |
|------------------------------------|------|
| Wilma McMichael ----- | 1959 |
| Dorothy Mandeville ----- | 1961 |
| Chris Mikkelson ----- | 1961 |
| Celia Whyte ----- | 1962 |
| Esther Orr ----- | 1963 |
| Bernice Mitchell ----- | 1964 |
| Jean McNair ----- | 1964 |
| Frances Weerda ----- | 1968 |
| Ollie Mitchell ----- | 1968 |
| Lueva Brauer ----- | 1970 |
| Carol Schmoock ----- | 1970 |
| Susan Slocum (Junior) ----- | 1970 |
| (first Honorary given to a Junior) | |
| Bernice Westphal ----- | 1971 |
| Edna Cunningham ----- | 1971 |
| Marcie Maynard (Junior) ----- | 1971 |
| Margaret Cunningham ----- | 1972 |
| Olive Butler ----- | 1972 |
| Gwen Cunningham (Junior) ----- | 1972 |
| Carol Meyers ----- | 1973 |
| Josephine Rowley ----- | 1973 |
| Kim Weerda (Junior) ----- | 1973 |
| Arleene Slocum-Meyers ----- | 1974 |
| Margaret Jueal ----- | 1974 |
| Denise Westphal (Junior) ----- | 1974 |

COORDINATING TEAM FOR 2014

| | |
|--|----------------|
| Moderator (14 –2nd term) | Jill Sunday |
| Vice Moderator (14 –1st term) | Marian Pedrick |
| Secretary (16– 1s term) | Faye Reed |
| Treasurer (15 – 2nd term) | Sue Jansen |
| Advisor (14-3rd term) | Judy Mitchell |
| Secretary of Literature (15-3rd term) | Mary Lee |
| Coordinator for Mission Opportunities (14-2nd term) | Mary Lee |
| Coordinator for World Service (14-1st term) | Julie Nichols |
| Search Committee Moderator (14) | Mary Lee |
| Honoraries Committee Moderator (14) | Judy Mitchell |
| Circle Moderator (14) | Bev Samsel |

COORDINATING TEAM COMMITTEES:

| | |
|---|---|
| Executive Committee | Jill Sunday, Marian Pedrick, Faye Reed and Sue Jansen (Moderator, Vice-Moderator, Secretary, and Treasurer) |
| Search Committee | Mary Lee (14), Avis Lind (15) and Karen Meyer (16) |
| Honoraries Committee | Judy Mitchell (14) Janet Klinger (15) Sue Jansen (treasurer-permanent member) |
| Emergency Committee (appointed) | Co-chairmen: Bev Barker (14), Faye Reed 15) and Avis Lind 16) |
| Housekeeping (appointed) | Gwen Vietmeyer (temporarily) |
| PW Representative to the Church Nominating Committee (appointed) | Linda Clausen |

OFFICER CONTACT LIST

| | | |
|--|---|--------------|
| Moderator | Jill Sunday JSS1128@comcast.net | 815-243-8080 |
| Vice Moderator | Marian Pedrick muaf@frontier.com | 815-335-2457 |
| Secretary | Faye Reed far1212@msn.com | 815-335-2893 |
| Treasurer | Sue Jansen lsjan@yahoo.com | 815-335-2081 |
| Advisor | Judy Mitchell judym35@gmail.com | 815-335-2403 |
| Secretary of Literature | Mary Lee | 815-247-9098 |
| Coordinator for Mission Opportunities and Search Committee Moderator | Mary Lee | 815-247-9098 |
| Coordinator for World Service | Julie Nichols julieceanc@aol.com | 815-335-2469 |
| Honoraries Committee Moderator | Judy Mitchell judym35@gmail.com | 815-335-2403 |
| Circle Moderator | Bev Samsel bpsamsel@gmail.com | 815-335-2892 |

Term of Office: Two years, with the privilege of re-election for one consecutive term. The Treasurer is a permanent member of this committee, but is never the moderator. There are two other members of the committee, one elected each year. The longest serving member acts as Moderator.

CIRCLE MODERATORS

Accountability: To the Circle of which they are Moderator and to the Coordinating Team.

Purpose: To provide leadership to the circle and to represent the circle as a member of the Coordinating Team.

Responsibilities: (Bylaws Article VII, Section 11 and Article X)

1. Preside at circle meetings.
2. With circle members, plan and carry out activities of the circle.
3. Represent the circle to the Coordinating Team and share information from all levels of PW with circle members.
4. Attend Coordinating Team meetings.
5. Perform other duties as requested by the Coordinating Team or the Moderator.

Term of Office: One year, with no limit on consecutive terms. Elections are held in circles, usually at the November meetings. Approved fall 1999.

Responsibilities: (Bylaws Article VII, Section 9)

1. Attend Coordinating Team meetings.
2. For the World Day of Prayer service, work with representatives from all of the churches involved to plan, publicize, and present the spring service. When our church is the host church, serve as the moderator of the team.
3. For the Thank Offering Service, plan, publicize, designate presenters, and present the fall service.
4. Perform other duties as requested by the Coordinating Team or the Moderator.

Term of Office: Two years, with the privilege of one Re-election for another consecutive term.

MODERATOR OF THE HONORARIES COMMITTEE

Accountability: To the Coordinating Team.

Purpose: To administer the work of the Honoraries Committee for PW in the Congregation.

Responsibilities: (Bylaws Article VII, Section 10 and Article VIII, Section 2)

1. Attend Coordinating Team meetings.
2. Call and preside at meetings of the Honoraries Committee.
3. With the committee, identify members of the congregation for special recognition as honorary members of PW (youth or men) or to recognize PW members for special service.
4. Present the recommended names, **in confidence**, to the Executive Committee of the Coordinating Team for approval.
5. **Order materials by September 1st** in order to receive pins and certificates for those selected for the honor.
6. Designate a presenter and plan for the presentation, which occurs as part of the Thank Offering service.

FINANCIAL PLEDGE 2014

| | |
|--|-------|
| Celebration of Missions | |
| Support of Mission in the Church Worldwide | \$800 |
| Support of Presbyterian Women in the Presbytery (8%) | \$64 |

| | |
|------------------------------------|--------------|
| Celebration of Creative Ministries | |
| Birthday Offering | as collected |
| Thank Offering | as collected |

| | |
|---------------------------|------------|
| Celebration of Believers | |
| Honorary Life Memberships | as awarded |

| | |
|------------------------------------|--------------|
| Celebration of Christian Community | |
| Fellowship of the Least Coin | as collected |
| Denominational Programs | |
| Hunger | as collected |
| Blanket Program and Tools of Hope | as collected |
| One Great hour of Sharing | \$100 |
| Christmas Joy | \$100 |

| | |
|--|-------|
| Other Pledged Support | |
| Presbyterian Kemmerer Children’s Home | \$100 |
| To the Organization chosen to present the Thank Offering Service | \$100 |

| | |
|--|-------|
| Tabitha Room Upkeep | \$150 |
| Food for needy families at Christmas (5 families @ \$150 ea) | \$750 |

| | |
|------------------------------|-------|
| Chicks with Sticks-yarn | \$200 |
| First Team Workcamp Donation | \$500 |

CALENDAR 2014

| | |
|--------------------------------|--|
| January 4 (Saturday) 1:30 p.m. | Coordinating Team Meeting |
| January 5 (Sunday) | Host Sunday Morning Coffee Fellowship Coordinators: Circle Moderator |
| February 16 (Sunday) | Church World Service Blankets+ Program Offering Collection Coordinator: Cindy Benson |
| March 5 (Wednesday) | Ash Wednesday |
| March 7 (Friday) 9 a.m. | World Day of Prayer Service Coordinator for World Service Julie Nichols : Hosts: 2014-Burritt Community Church Future Hosts: 2015-Middle Creek Presbyterian Church 2016-Winnebago First Presbyterian Church 2017-Winnebago Methodist Church |
| March 16 (Sunday) | Birthday Offering Collection Coordinator: Barb Whitney |
| April 11 (Friday) | Waltham — Utica/Waltham, IL Annual Spring Gathering of Presbyterian Women in Presbytery |
| April 18 (Friday) | Good Friday |
| April 20 (Sunday) | Easter |
| May 11 (Sunday) | Mothers' Day Geranium Fund Raiser Coordinators: Stacey Weavel & Michelle Erb |
| June (TBD) | |

Responsibilities: (Bylaws Article VII, Section 7)

1. Attend Coordinating Team meetings.
2. Research available materials and present recommendations to the Coordinating Team, along with sample materials and alternatives.
3. Upon approval by the Coordinating Team, order, receive, and distribute materials for use by the Circle(s).
4. Perform other duties as requested by the Coordinating Team or the Moderator.

Term of Office: Two years, with the privilege of one Re-election for another consecutive term.

COORDINATOR FOR MISSION OPPORTUNITIES

Accountability: To the Coordinating Team and to PW in the Congregation.

Purpose: To identify and bring to the Coordinating Team opportunities to support the PW mission worldwide.

Responsibilities: (Bylaws Article VII, section 8)

1. Attend Coordinating Team meetings.
2. Research available mission opportunities and present recommendations to the Coordinating Team.
3. Upon approval by the Coordinating Team, oversee activities needed to address the chosen opportunities.
4. Perform other duties as requested by the Coordinating Team or the Moderator.

Term of Office: Two years, with the privilege of 1 reelection for another consecutive term.

COORDINATOR FOR WORLD SERVICE

Accountability: To the Coordinating Team and to PW in the Congregation.

Purpose: To coordinate the annual World Day of Prayer Service and the annual Thank Offering service.

1. Attend Coordinating Team meetings.
2. Call and preside at meetings of the Search Committee.
3. With the members of the committee, identify women to fill upcoming vacancies; contact them, share job descriptions, and answer questions; and get their consent to present their name in nomination.
4. Present the slate of names of women nominated for leadership positions to PW in the Congregation for election at the annual fall gathering.

Term of Office: One three year term. One member is elected each year, with the longest serving member becoming the moderator in her last year in office.

ADVISOR

Accountability: To the Coordinating Team and PW in the Congregation.

Purpose: To provide advice and guidance to the Coordinating Team, based on previous experience in leadership positions.

Responsibilities: (Bylaws Article VII, Section 6)

1. Attend Coordinating Team meetings.
2. Provide advice and guidance to the Team and its individual members as requested.
3. Perform other duties as requested by the Coordinating Team or the Moderator.

Term of Office: Two years, with the privilege of 1 re-election for another consecutive term.

SECRETARY OF LITERATURE

Accountability: To the Coordinating Team and to PW in the Congregation.

Purpose: To present to the Coordinating Team recommendations for study materials, including Least Coin, Hunger, World Service, and Bible study.

August 1 (Friday) 1:30 p.m. Coordinating Team Meeting

September 20 (Saturday) 5th Annual Fall Mini-Gatherings
of Presbyterian Women in Presbytery -
Winnebago First

October 18 (Saturday) Turkey Dinner and Mini-Bazaar
Coordinator: Shirley Heslop
Publicity: Betsy Carr, Jill Sunday & Jodell Brown
Tickets: Betsy Menge, Shirley Burkhart & Sue Jansen
Calling for donations: Jean Meissen & Eleanor Oakes
Dishwashing: Michelle Erb & Michelle Cunningham
Dining Room: Lisa Rittmeyer & Debbie Smith
Pies: Faye Reed, Marian Pedrick & Rosemary Runyard
Carry outs: Traci Hohlfelder
Delivery to Shut-ins: Skip Leden, Craig Clausen
Mini-Bazaar Coordinator: Shirley Burkhart
Bazaar Committee: Marian Pedrick,
Bev Barker, Bev Samsel & Avis Lind

Hostesses: Jill Sunday, Judy Mitchell

November Memory Angels Fund Raiser
Coordinator: Ann Fuller

November 9 (Sunday) Thank Offering Service
Coordinator for World Service: Julie Nichols
Coordinator for Mission Opportunities: Mary Lee
Awarding of Honorary Life Memberships
Coordinator: Judy Mitchell

November 18 (Tuesday) 1:30 p.m. Installation Service
Gathering
Business Meeting and Installation of Officers

November 23 (Sunday) 11:30 a.m. Decorate the Church
Coordinators: Kathy Heeren-Ellis & Lisa Rittmeyer

November 27 (Thursday) Thanksgiving Day

November 30 (Sunday) First Sunday in Advent

December 13 (Saturday) Cookie Walk
Coordinators: Carol Meyers, Marian Pedrick,
Faye Reed, Avis Lind, & Bev Barker

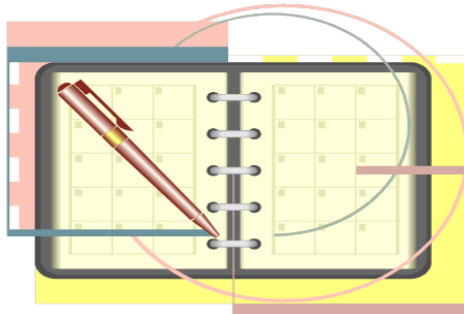
December 25 (Wednesday) Christmas

2015

January (TBA) (Sunday) 11:30 a.m. Undecorate Church
Coordinators: Kathy Heeren-Ellis and Lisa Rittmeyer

January 3 (Saturday) 1:30 p.m. Coordinating Team Meeting

January 4 (Sunday) Host Sunday Morning Coffee Fellowship
Coordinator: Circle Moderator



Term of Office: Two years, with the privilege of one re-election for another consecutive term.

TREASURER

Accountability: To the Coordinating Team and to PW in the Congregation.

Purpose: To receive and disburse the funds of PW in the Congregation and to keep financial records.

Responsibilities: (Bylaws Article VII, Section 4, and Article IX)

1. Attend Coordinating Team meetings and gatherings.
2. Receive and disburse PW funds as directed.
3. Keep accurate financial records of receipt and disbursement of all PW funds.
4. Submit regular financial reports to the Coordinating Team at their meetings.
5. Submit an annual financial report to PW in the Congregation and to the session.
6. Submit financial records for audit on a regular basis.
7. Serve as a member of the Committee on Honoraries.
8. Serve ex-officio on ticket subcommittees for fund-raising events.
9. Keep the kitchen stocked with supplies.
10. Perform other duties as requested by the Coordinating Team or the Moderator.

Term of Office: Two years, with the privilege of one re-election for another consecutive term.

MODERATOR OF THE SEARCH COMMITTEE

Accountability: To PW in the Congregation.

Purpose: To administer the work of the Search Committee for PW in the Congregation.

Responsibilities: (Bylaws Article VII, Section 5 and Article VIII, Section 1)

10. Encourage the interest of all members in PW

Term of Office: Two years, with the privilege of one re-election for another consecutive term.

VICE-MODERATOR

Accountability: To the Coordinating Team and to PW in the Congregation

Purpose: To provide leadership to the Coordinating Team or to act as a representative of PW to other groups, in the absence of or at the request of the Moderator.

Responsibilities: (Bylaws Article VII, Section 2)

1. Be familiar with the responsibilities of the Moderator and assume all or some of them in her absence or at her request.
2. Edit the annual DIAL.
3. Fill the office of Moderator, if it becomes vacant between elections.
4. Perform other duties as requested by the Coordinating Team or the Moderator.

Term of Office: Two years, with the privilege of one re-election for another consecutive term.

SECRETARY

Accountability: To the Coordinating Team and to PW in the Congregation.

Purpose: To keep accurate records of the Coordinating Team meetings and gatherings of PW in the Congregation.

Responsibilities: (Bylaws Article VII, Section 3)

1. Attend Coordinating Team meetings and gatherings.
2. Take and maintain the minutes of all meetings of the Coordinating Team and of all gatherings.
3. Serve as correspondent for PW.
4. Ensure that the historical records of PW in the Congregation are preserved.
5. Perform other duties as requested by the Coordinating Team or the Moderator.

PRESBYTERIAN WOMEN'S SPECIAL OFFERINGS **Celebration of Creative Ministries** **THANK OFFERING** **A recognition of God's blessings to us.**

Begun by Eliza Clokey, in 1888, in Washington, PA

Received in the fall, in boxes or envelopes and dedicated as undesignated giving.

Purpose: To support new, creative mission projects and medical missions worldwide.

Who decides what projects? The Creative Ministries Offering Committee, after the offering has been received. A list of projects chosen appears in the July/August issue of "Horizons" magazine.

BIRTHDAY OFFERING **A recognition of our heritage**

Begun by Hallie Paxson Winsborough in 1922.

Received in the spring and dedicated to specific mission projects chosen in advance with a set goal.

Purpose to support specific projects worldwide, to meet the needs of "hurting" people.

Who decides what projects? The Creative Ministries Offering Committee before the offering is taken. The offerings are for predetermined projects selected by the Creative Ministries Committee. No more than three projects will be chosen each year and each must meet the needs of hurting people in accordance with the mission concerns and policies of the Presbyterian Church USA. The projects will be announced in the Jan/Feb issue of "Horizons" magazine and they will be interpreted in the March issue.

THE FELLOWSHIP OF THE LEAST COIN

**A penny symbolic of a prayer
Partnership for peace worldwide.**

Begun by Shanti Solomon in 1956 in India

Received at Circle Meetings and dedicated once a year.

Purpose: To set aside a token of each prayer offered and give to projects that benefit women world-wide.

Who decides what projects? The International Committee of the Fellowship of the Least Coin. Watch “Horizons” magazine for announcement of projects chosen.

Interpretation is continuous, using the “Circle of Prayer” booklet and receiving the offering for dedication at a September Church Service.

HUNGER PROGRAM

The Presbyterian hunger program provides a channel for Presbyterian Women to respond to the crisis of hunger at home and abroad. Using a network of Hunger Action Leaders in the synods and presbyteries, the PWP seeks to mobilize the human and financial resources of the church to respond with compassion and justice to poor and hungry people in local communities, in the nation, and throughout the world. The offering is received at Circle Meetings and dedicated at a September Church Service.

CHURCH WORLD SERVICE BLANKETS+ PROGRAM (formerly called Tools and Blankets)

This is a special mission opportunity which helps families to recover from a disaster and resume the challenge of building self sufficient, sustainable lives. This opportunity involves all ages with over 8,000 groups across the U.S. holding events to support this mission.

14. Maintain relationships with Church Women United and with other ecumenical groups, community and issue networks, as appropriate.

Composition: The Coordinating Team consists of the Moderator, Vice-Moderator, Secretary, Treasurer, Moderator of the Search Committee, Advisor, Secretary of Literature, Coordinator for Mission Opportunities, Coordinator for World Service, Moderator of the Honoraries Committee, and the Circle Moderator(s). The Executive Committee is composed of the Moderator, Vice-Moderator, Secretary, and Treasurer.

Term of Office: See job descriptions for specific positions.

MODERATOR

Accountability: To the Coordinating Team and to PW in the Congregation.

Purpose: To provide leadership to the Coordinating Team of PW in the Congregation and to act as a representative of PW to other groups.

Responsibilities: (Bylaws Article VII, Section 1)

1. Set the agenda, call, and preside at meetings of the Coordinating Team.
2. Appoint committees as needed.
3. Ensure that goals and objectives are established for each program year and evaluated at the close of the year.
4. Work with the Coordinating Team members and committees to ensure that projects and activities are completed as planned.
5. Ensure that a budget is established each year and that accurate financial records are kept.
6. Receive communications on behalf of PW in the Congregation.
7. Communicate information to appropriate persons, including preparation of a monthly newsletter article.
8. Encourage participation in gatherings and activities of PW.
9. Facilitate the relationship of the Coordinating Team with the PW of Presbytery Area Leader.

**Presbyterian Women of the
First Presbyterian Church of Winnebago
Coordinating Team Job Descriptions**

COORDINATING TEAM

Accountability: To PW in the Congregation and to the session. (Book of Order G-10.0102-1)

Purpose: To work as a collegial team of elected leaders who assume the responsibilities listed below:

Responsibilities: (Bylaws Article VI)

1. Conduct an annual review and evaluation based on goals of the year just completed.
2. Set goals and objectives for the new year.
3. Discover and use the gifts of members.
4. Develop an ongoing educational program for women based on their spiritual needs.
5. Provide an opportunity to support the mission of the PC (USA) through giving, education, global awareness, and other means.
6. Prepare an annual budget and authorize expenditures.
7. Maintain accountability to, and relationships with, the session through an annual report which includes a financial report, and establish a fiscal year consistent with that governing body.
8. Annually appoint a representative to the Church Nominating Committee. This PW member shall not be a current member of the session.
9. Maintain an ongoing working relationship with the PW Area Leader.
10. Maintain relationships with PW in the Presbytery and facilitate communication of information and resources from/to PW at all levels of the wider church.
11. Provide an annual report to the Coordinating Team of PW in the Presbytery.
12. Promote attendance at PW events in the Presbytery, Synod, and Church-wide gatherings.
13. Relate to any other women's groups that exist in the congregation.

RUTH CIRCLE OFFICERS 2014

| | |
|-----------------------|---|
| Moderator | Bev Samsel |
| Vice-Moderator | Faye Reed |
| Secretary | Sue Jansen |
| Treasurer | Corrine Gusloff |
| World Service | Marian Pedrick |
| Least Coin | Dixie Leden |
| Hunger | Norma Warkentien |
| Sunshine | Bev Barker |
| Devotions | Judy Mitchell |
| Emergency Committee : | |
| | January – June: Dixie Leden, Jean Meissen, Norma Warkentien, & Rosemary Runyard |
| | July – December: Carol Meyers, Corrine Gusloff, & Eva Jean Bachman |
| Housekeeping | Everyone |

RUTH CIRCLE MEETING DATES

Circle meets the third Tuesday of the month at church at 1:30 p.m. except in July and August.

| <u>Date</u> | <u>Co-Hostesses</u> |
|--------------|--|
| January 21 | Sue Jansen & Eleanor Oakes |
| February 18 | Jill Sunday & Corrine Gusloff |
| March 18 | Bev Samsel & Rosemary Runyard |
| April 15 | Avis Lind & Marian Pedrick |
| May 20 | Faye Reed & Mary Weires |
| June 17 | Bev Samsel & Jodell Brown |
| July 15 | Luncheon out |
| August 19 | Luncheon out |
| September 16 | Norma Warkentien & Dixie Leden |
| October 21 | Carol Meyers & Mary Lee |
| November 18 | Bev Barker & Marian Pedrick |
| December 16 | Christmas Party — Judy Mitchell's - <u>pot luck</u> |

First Presbyterian Church of Winnebago Women Serving Refreshments After Funerals

The women of First Presbyterian Church (PW) welcome the opportunity to serve refreshments following funerals. They will set up, serve, clean up and if requested, prepare food. Families may also choose to bring in their own catered food.

In order to provide this service, the PW needs the following information:

- Date and time of funeral and time to begin serving
- Number of guests expected
- If PW is to prepare food, the family's preferences (for example, casseroles, sandwiches, salads, desserts, beverages)
- If food is to be brought in, some idea of the type of food, so that place settings and serving space can be set up appropriately

This information, along with the name and telephone number of a family contact, should be provided to the PW Moderator or to the Chairperson of the Emergency Committee by the Pastor at the time other funeral arrangements are made.

For members of First Presbyterian Church of Winnebago, this service is provided at no charge. If the PW provides and prepares food, the family is billed for necessary food purchases (for example buns and meat for sandwiches). Church women donate many of the prepared dishes.

For families who are not members of First Presbyterian Church of Winnebago, there is a \$100 fee for this service. In addition, if the PW provides and prepares the food, the family is billed for the cost of necessary food purchases. Again, church women donate many of the prepared dishes.

Contributions to Presbyterian Women are welcome and are used to support mission projects and activities at home and abroad.

ARTICLE XIII-PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern PW in the Congregation and PW in the Presbyterian Church (USA) in all cases to which they are applicable and to which they are not inconsistent with these bylaws and the Constitution of the Presbyterian Church (USA).

CHRONOLOGY

September 1, 1998 draft discussed at executive committee meeting and approved to present to membership at September gathering with identified modifications.

September 24, 1998 proposed bylaws presented at Fall Gathering.

November 19, 1998 bylaws approved at Installation Service Gathering.

September 13, 2012 proposed bylaws presented at Fall Gathering.

November 8, 2012 bylaws approved at Installation Service Gathering.

CIRCLE MEMBERS

| | |
|-----------------------------|----------|
| Beverly Barker..... | 335-2963 |
| Jodell Brown | 335-2202 |
| Judie Coots..... | 335-2991 |
| Blanche Faulkner..... | 335-2049 |
| Merle Fender..... | 335-2727 |
| Corrine Gusloff..... | 988-4449 |
| Sue Jansen..... | 335-2081 |
| Sue Kaufman..... | 335-2237 |
| Dixie Leden..... | 335-2125 |
| Mary Lee..... | 247-9098 |
| Avis Lind..... | 335-2621 |
| Elaine Look..... | 335-7074 |
| Jean Meissen | 335-2601 |
| Betsy Menge..... | 964-2683 |
| Arleene Slocum- Meyers..... | 335-2583 |
| Carol Meyers..... | 335-2170 |
| Judy Mitchell..... | 335-2403 |
| Rita Mitchell..... | 335-2737 |
| Eleanor Oakes..... | 335-2836 |
| Vera Olesen..... | 335-2092 |
| Marian Pedrick..... | 335-2457 |
| Faye Reed..... | 335-2893 |
| Rosemary Runyard..... | 335-2357 |
| Beverly Samsel..... | 335-2892 |
| Delores Schelm..... | 335-7001 |
| Carol Schmooch..... | 335-2148 |
| Jill Sunday..... | 243-8080 |
| Delores Swigart..... | 335-2383 |
| Delores Taylor..... | 335-2007 |
| Norma Warkentien..... | 335-2047 |
| Mary Weires..... | 335-7222 |

**Presbyterian Women
of the
First Presbyterian Church of Winnebago
BYLAWS**

ARTICLE I-NAME

The name of this organization shall be Presbyterian Women of the First Presbyterian Church of Winnebago.

ARTICLE II-PURPOSE

Forgiven and freed by God in Jesus Christ and empowered by the Holy Spirit, we commit ourselves:

To nurture our faith through prayer and Bible study

To support the mission of the church worldwide

To work for justice and peace

To build an inclusive, caring community of women that strengthens the Presbyterian Church (USA) and witnesses to the promise of God's kingdom.

ARTICLE III-MEMBERSHIP

Members shall be all those women who choose to participate in, or be supportive of, PW in any way.

ARTICLE IV-GATHERINGS

Section 1: PW in the congregation shall meet regularly for fellowship, inspiration, information, advocacy, and to conduct business. Leaders shall be elected and may be installed in the context of these gatherings. A Business meeting Gathering shall be held in November.

Section 2: The Coordinating Team shall meet at the discretion of the Moderator.

Section 3: Circle(s) shall meet at least nine times each year.

ARTICLE X: CIRCLES (con't)

Section 2: Each circle shall annually elect a Moderator, Vice-Moderator (or Co-moderators), a Secretary, and a Treasurer from among its members. The Moderator shall be a member of the Coordinating Team of PW in the Congregation.

Section 3: Circle members may be elected or appointed to serve in various capacities within the circle (for example House-keeping, Emergency, World Service).

Section 4: Circle(s) shall not assume financial responsibility outside the accepted budget of the organization nor shall they prepare circle budgets. Circle Treasurer(s) shall collect pledges from the Circle members and transmit these to the Treasurer of PW in the congregation.

ARTICLE XI-RELATIONSHIPS

Section 1: PW in the Congregation shall be under the jurisdiction of the Session of First Presbyterian Church of Winnebago and its program shall be coordinated with the program of the church.

Section 2: This organization shall be a member of the Presbyterian Women in the Presbytery of Blackhawk, Synod of Lincoln Trails with such privileges and responsibilities as determined by PW in the Presbytery. Through PW in the Presbytery and the Synod, this organization is a member of Presbyterian Women in the Presbyterian Church (USA).

ARTICLE XII-AMENDMENTS

These bylaws may be amended at any annual gathering by a two thirds vote of those present and voting, provided notice of the proposed amendments has been submitted in writing to the members, at least thirty days prior to the gathering at which they will be voted on. They may also be amended by a three-fourths vote without prior notice. These bylaws may be suspended provided notice of such suspension has been submitted in writing to the members thirty days prior to the gathering at which it will be voted on.

Section 9: The Coordinator for World Service shall coordinate the annual Thank Offering Service and World Day of Prayer.

Section 10: The Moderator of Honoraries Committee shall chair the Honoraries Committee and coordinate the work of the committee.

Section 11: The Circle moderator(s) shall preside at and coordinate the meetings of the circle(s) and shall bring their Circle(s)' needs and concerns to the Coordinating Team.

Section 12: An executive committee composed of the Moderator, Vice-Moderator, Secretary, and Treasurer may act in case of emergency or on matters referred to them by the Coordinating Team.

ARTICLE VIII-COMMITTEES AND THEIR RESPONSIBILITIES

Section 1: The Search committee shall consist of three members, one to be elected each year to serve for a term of three years. The member longest in service shall be the moderator of the committee. The responsibility of this committee shall be to recommend persons to be called to leadership positions in PW in the Congregation.

Section 2: The Honoraries Committee shall consist of three members. The Treasurer shall be a permanent member of this committee. The remaining two members shall be elected for two year terms, one to be elected each year. The member longest in service shall be the moderator of the committee. The responsibility of this committee shall be to identify persons to be made honorary members of PW and/or to recognize PW members for special service. These persons shall be recognized annually during the Thank Offering Service.

Section 3: The annual operating budget for the PW in the Congregation shall be approved by the membership at the November gathering.

ARTICLE X: CIRCLES

Section 1: Circle(s) are groups of women who gather regularly for study and fellowship. Members of PW in the Congregation need not be Circle members.

ARTICLE V-COORDINATING TEAM

Section 1: Members

a. The leaders of PW in the Congregation shall be Moderator, Vice-Moderator, Secretary, Treasurer, Moderator of the Search Committee, Advisor, Secretary of Literature, Coordinator for Mission Opportunities, Honoraries Committee, and the Circle Moderator(s). Leaders shall work to fulfill the Purpose and Principles of Presbyterian Women.

b. The leaders shall form a Coordination Team for conducting the business of PW in the Congregation.

c. The elected leaders shall be members of the Presbyterian Church (USA).

Section 2: Election and Term of Office

a. The Search Committee shall present names of women to be elected to the Coordinating Team to the members of PW in the Congregation during the October Circle meeting. Nominations may be presented from the floor provided consent of the nominee has been obtained.

b. The time of election of the Coordinating Team shall be the November gathering. The Team shall be installed at the November gathering and take office in January. Circle Moderator(s) shall be elected within the circle(s) in November or December and take office with the rest of the team in January.

c. The term of office shall be for two years, with the privilege of one re-election for another consecutive term. The members of the Search Committee shall be elected for three year terms. Circle Moderator(s) shall be elected within each circle for one year terms, with no limits on consecutive terms.

d. Vacancies in the Coordinating Team that occur between annual gatherings shall be filled by appointment by the moderator, with the consent of the Coordinating Team.

ARTICLE VI-DUTIES OF THE COORDINATING TEAM

The Coordinating Team shall:

- A. Conduct an annual review and evaluation based on goals of the year just completed.
- B. Set goals and objectives for the new year.
- C. Discover and use the gifts of members.
- D. Develop an ongoing educational program for women based on their spiritual needs.
- E. Provide an opportunity to support the mission of the PC (USA) through giving, education, global awareness and other means
- F. Prepare an annual budget and authorize expenditures.
- G. Maintain accountability to, and relationships with, the Session through an annual report which includes a financial report, and establish a fiscal year consistent with that governing body.
- H. Annually appoint a representative to the church Nominating Committee. This PW member shall not be a current member of the Session.
- I. Maintain an ongoing, working relationship with the PW Cluster Leader.
- J. Maintain relationships with PW in the Presbytery and facilitate communication of information and resources from/to PW at all levels of the wider church.
- K. Relate to any other women's groups that may exist in the congregation.
- L. Maintain relationships with the Church Women United and with other ecumenical groups, community and issue net works, as appropriate.

ARTICLE VII-DUTIES OF LEADERS

Section 1: The Moderator shall preside at all meetings of the Coordinating Team and at all meetings of PW in the Congregation. She shall receive communications on behalf of the organization and shall be the direct link to PW in the Presbytery.

Section 2: The Vice Moderator shall preside in the absence of the Moderator or at her request. If the office of the Moderator becomes vacant between elections, she shall complete the Moderator's term. She shall assist the Moderator as requested.

Section 3: The Secretary shall maintain and preserve the working and historical records of PW in the congregation.

Section 4: The Treasurer shall have knowledge and understanding of all procedures regarding the receipts and disbursements of the operating funds of PW in the congregation, and shall receive and send to the Treasurer of PW in the Presbytery the funds received for Celebration Giving, except for the amount pledged for the operating expenses of PW in the Congregation. She shall make an annual financial report available to the Session of the church.

Section 5: The moderator of the Search Committee shall chair the Search Committee and present for election the names of women nominated for leadership positions to PW in the Congregation.

Section 6: The advisor shall provide advice and guidance to the Coordinating Team, based on previous experience in leadership positions.

Section 7: The Secretary of Literature shall present to the Coordinating Team for approval recommendations for study materials, including Least Coin, Hunger, World Service, and Circle Bible study. She shall order and distribute approved materials.

Section 8: The Coordinator for Mission Opportunities shall identify and bring to the Coordinating Team for approval opportunities to support PW mission worldwide.