

# 2024 Organizational Dial



**Presbyterian Women/  
Ruth Circle of the  
First Presbyterian Church  
Winnebago, Illinois**

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## **Some Meanings Found in the PW Symbol**

### **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.”



### **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.

## PW/RUTH CIRCLE OFFICERS 2024

### Some Meanings Found in the PW Symbol (cont'd)

#### 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.

Moderator	Sue Jansen <a href="mailto:LSJan@yahoo.com">LSJan@yahoo.com</a>	815-335-2081
Vice Moderator	Karen Finch <a href="mailto:karen_f61010@yahoo.com">karen_f61010@yahoo.com</a>	815-978-5781
Secretary	Mary Weires	815-335-7222
Treasurer	Cindy Erb <a href="mailto:CindyErb816@email.com">CindyErb816@email.com</a>	815-335-7017
Advisor	Jill Sunday <a href="mailto:SundaysHomeOffice@gmail.com">SundaysHomeOffice@gmail.com</a>	815-243-8080
World Service	Bev Samsel, Coordinator <a href="mailto:bpsamsel@gmail.com">bpsamsel@gmail.com</a>	815-335-2892
Mission Opportunities	Coordinator	TBD
Least Coin	Faye Reed	815-335-2893
Hunger	Bev Samsel	815-335-2892
Sunshine	Ann Mandeville	815-247-9101
Devotions	Judy Mitchell <a href="mailto:judym35@gmail.com">judym35@gmail.com</a>	815-335-2403
Search Committee	Corrine Gusloff, Moderator <a href="mailto:CJGusloff57@aol.com">CJGusloff57@aol.com</a>	815-988-4449
	Joyce Hanson	815-335-1451
Housekeeping	Gwen Vietmeier <a href="mailto:gviet@sbcglobal.net">gviet@sbcglobal.net</a>	815-961-0985

## PW/RUTH CIRCLE OFFICERS 2024 (cont'd)

Funeral Committee		Bev Williams (24), Chairperson <u><a href="mailto:bevdevoe51@gmail.com">bevdevoe51@gmail.com</a></u> 815-494-8569
		Sue Jansen (25) 815-335-2081 <u><a href="mailto:LSJan@yahoo.com">LSJan@yahoo.com</a></u>
		Avis Lind (26) 815-335-2621 <u><a href="mailto:linca2@frontier.com">linca2@frontier.com</a></u>
January-June	A-L	Faye Reed 815-335-2893
		Bev Samsel 815-335-2892
	M-Z	Mary Weires 815-335-7222
		Barb Whitney 815-335-1048
July-Dec	A-L	Sue Kaufman 815-335-2237
		Cindy Erb 815-335-7017
	M-Z	Alta Straley 815-335-2437
		Judy Mitchell 815-335-2403
Honoraries Committee		
	Joni Benning (24), Moderator	815-988-9517
	Barb Whitney (25)	815-335-1048
	Cindy Erb, (Treasurer—Permanent member)	
Representative to Church Nominating Committee		
	Mary Weires	815-335-7222

## FINANCIAL PLEDGE 2024

<u>Celebration of Missions</u>	
Support of Mission in the Church Worldwide	\$500.00
Support of PW in the Synod of Lincoln Trails (1.5%)	\$7.50
<u>Celebration of Creative Ministries</u>	
Birthday Offering (As collected plus)	\$100.00
Thank Offering (As collected)	\$150.00
<u>Celebration of Believers</u>	
Honorary Life Memberships (maximum of 2 @ \$95)	\$190.00
<u>Celebration of Christian Community</u>	
Fellowship of the Least Coin	As collected
Denominational Programs	
Hunger	As collected
Blanket Program and Tools of Hope (As collected plus)	\$100.00
One Great Hour of Sharing	\$100.00
<u>Other Pledged Support</u>	
Presbyterian Kemmerer Children's Home	\$100.00
Organization that presents the Thank Offering Service message	\$150.00
Donation for needy families at Christmas	\$750.00
Chicks with Sticks (for yarn)	\$200.00
First Team Work Camp Donation	\$500.00
Local Mission Donation (TBD)	\$500.00
Total	<u>\$3,347.50</u>

## PW/RUTH CIRCLE MEMBERS

Cindy Erb.....	335-7017
Karen Finch.....	978-5781
Corrine Gusloff.....	988-4449
Joyce Hanson .....	335-1451
Sue Jansen.....	335-2081
Sue Kaufman.....	335-2237
Dixie Leden.....	335-2125
Mary Lee.....	247-9098
Avis Lind.....	335-2621
Ann Mandeville.....	247-9101
Judy Mitchell.....	335-2403
Marian Pedrick.....	335-2457
Faye Reed.....	335-2893
Beverly Samsel.....	335-2892
Alta Straley .....	335-2437
Jill Sunday.....	243-8080
Norma Warkentien.....	335-2047
Mary Weires.....	335-7222

## CALENDAR 2024

January 16 (Tuesday)	1:30	PW/Ruth Circle Meeting Cancelled due to weather
January 22 (Monday)	1:30	Coordinating Team Meeting
February 11 & 18 (Sundays)		Blanket Sunday Minute for Mission - Sheree Sensel
February 14 (Wednesday)	5:30 6:30	Soup Supper Ash Wednesday Service
February 20 (Tuesday)	1:30	PW/Ruth Circle Meeting
February 25 (Sunday)	Church	World Service Blankets Program Offering Collection Coordinators: Pastor Lisa & the Puppeteers
March 17 (Sunday)		Birthday Offering Collection Coordinator: Kristy Busch
March 19 (Tuesday)	1:30	PW/Ruth Circle Meeting
March 24 (Sunday)		Palm Sunday
March 28 (Thursday)	5:30 6:30	Soup Supper Maundy Thursday Service
March 29 (Friday)		Good Friday
March 31 (Sunday)		Easter
April 16 (Tuesday)	1:30	PW/Ruth Circle Meeting
May 12 (Sunday)	Mother's Day	Geranium Fund Raiser Coordinator: Michelle Erb

## CALENDAR 2024 (cont'd)

May 19 - June 30	Collect funds for CWS Kits Coordinator: Karen Finch
May 21 (Tuesday)	1:30 PW/Ruth Circle Meeting
June 18 (Tuesday)	11:30 Lunch Out at Culver's
July 16 (Tuesday)	11:30 Lunch Out TBD
August (TBD)	Coordinating Team Meeting
August 20 (Tuesday)	1:30 PW/Ruth Circle Meeting
September 17 (Tuesday)	1:30 PW/Ruth Circle Meeting
October 15 (Tuesday)	1:30 PW/Ruth Circle Meeting
October 19 (Saturday)	<b>Turkey Dinner &amp; Bazaar Dine - In &amp; Curbside Service</b>

Tickets: Adult \$15.00 Children \$8.00 5 & under free

Coordinator: Shirley Heslop  
Publicity: Sheree Sensel, Kristy Busch, &  
Julie Mitchell  
Dishwashing: Michelle Cunningham  
Dining Room: Debbie Smith & Susie Newkirk  
Pies: Sue Jansen, Karen Finch,  
Lisa Mitchell, & Bev Samsel  
Curbside pick up: Susan Gambrel  
Delivery: Joe Erb & youth volunteers

Bazaar: Avis Lind, Bev Samsel,  
Gwen Vietmeier & Karen Finch

## CALENDAR 2024 (cont'd)

November	Memory Angels Fund Raiser Coordinator: Avis Lind (Handmade)
November 10 (Sunday)	Thank Offering Service Coordinator for World Service: Bev Samsel
	Awarding of Honorary Life Memberships Coordinator: Joni Benning
	Host Coffee Fellowship
November 19 (Tuesday)	1:30 PW/Ruth Circle Meeting Election & Installation of Officers
November 28 (Thursday)	Thanksgiving
December 1 (Sunday)	First Sunday in Advent
December 7 (Saturday)	9:00 Cookie Walk Coordinators: Avis Lind Faye Reed, Cindy Erb Gwen Vietmeier, & Sue Jansen
December 10	Noon Potluck with Chicks

**PRESBYTERIAN WOMEN'S SPECIAL OFFERINGS**  
**Celebration of Creative Ministries**

**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 five projects will be chosen each year, in amounts of \$75,000 to \$150,000, 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.

**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. Thank Offering grants range from \$5,000 to \$50,000 and at least 40% of the offering funds health ministries. A list of projects chosen appears in the July/August issue of “Horizons” magazine.

**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 worldwide.

**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.

**Presbyterian Women/Ruth Circle  
of the  
First Presbyterian Church of Winnebago  
BYLAWS - Approved 03/19/2024**

**ARTICLE I-NAME**

The name of this organization shall be Presbyterian Women/Ruth Circle of the First Presbyterian Church of Winnebago. (Also referred to throughout as PW/Ruth Circle.)

**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**

Anyone who chooses to participate in, or be supportive of, PW/Ruth Circle in any way may be a member. The membership gathers regularly to provide an inclusive, caring community of women.

**ARTICLE IV-GATHERINGS**

**Section 1:** PW/Ruth Circle shall meet at least nine times each year for fellowship, inspiration, information, advocacy and to conduct business.

**Section 2:** Leaders are elected and installed at the November Business Meeting.

**Section 3:** The Coordinating Team shall meet at the discretion of the Moderator.

**ARTICLE V-COORDINATING TEAM  
ELECTION AND TERM OF OFFICE**

**Section 1: Members**

- a. The elected leaders form a Coordinating Team for conducting the business of PW/Ruth Circle and shall work to fulfill the Purpose and Principles of Presbyterian Women.
- b. The Coordinating Team shall consist of the Moderator, Vice-Moderator, Secretary, Treasurer, Moderator of the Search Committee, Advisor, Coordinator of Mission Opportunities, Coordinator of World Service, and Moderator of the Honoraries Committee.
- c. The Moderator, Vice-Moderator, Secretary, Treasurer, and at least two-thirds of the Coordinating Team members shall be members of PC(USA).

**Section 2: Election and Term of Office**

- a. The Moderator of the Search Committee presents names of women to be elected to the Coordinating Team to the members of PW/Ruth Circle during the October meeting.
- b. The Coordinating Team shall be elected and installed at the November Business Meeting and take office in January.
- c. Except as stated below, the term of office shall be two years with the privilege of reelection for one additional term.
- d. Each year, one new Member will be elected for each of the Search Committee and Honoraries Committee with the longest standing member to be Moderator.
- e. Vacancies in the Coordinating Team that occur between elections shall be filled by appointment by the Moderator, with the consent of the Coordinating Team.



## ARTICLE V (cont'd)

**EXCEPTION:** If the Search Committee has been unable to fill a position on the Coordinating Team prior to or on the day of the November Business Meeting, the member of the Coordinating Team currently serving in that position, who is willing to continue to serve, will be allowed to serve another term, if approved by those in attendance at that annual meeting.

## 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. Authorize expenditures.
- G. Prepare an annual budget to be approved at the November Business Meeting.
- H. 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.
- I. Annually appoint a representative to the Church Nominating Committee. This PW/Ruth Circle member shall not be a current member of the Session, Deacons, or Trustees.
- K. Maintain relationships with PW in the Presbytery or Synod and facilitate communication of information and resources from/to PW at all levels of the wider church including other women's groups that may exist in the congregation.
- L. Maintain relationships with the Church Women United, other ecumenical groups, our community, and advocacy networks, as appropriate.

## ARTICLE VII-DUTIES OF LEADERS

**Section 1:** The Moderator shall preside at all meetings of the Coordinating Team and PW/Ruth Circle. She shall receive communications on behalf of the organization. She, or her designee, shall be the direct link to Presbyterian Women in the Presbytery or Synod.

**Section 2:** The Vice-Moderator shall preside in the absence of the Moderator or at her request. If the office of 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/Ruth Circle.

**Section 4:** The Treasurer shall have knowledge and understanding of all procedures regarding the receipts and disbursements of the operating funds of PW/Ruth Circle. She shall receive and send to the treasurer of the Presbyterian Women in the Presbytery or Synod the funds received for Celebration Giving. She shall make an annual financial report available to the Session of the Church.

## ARTICLE VII (cont'd)

**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/Ruth Circle.

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

**Section 7:** The Coordinator for Mission Opportunities shall identify and bring to the Coordinating Team for approval opportunities to support Presbyterian Women mission worldwide.

**Section 8:** The Coordinator for World Service shall coordinate the annual Thank Offering Service.

**Section 9:** The Moderator of Honoraries Committee shall chair the Honoraries Committee and coordinate the work of the committee.

**Section 10:** 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 two or more members elected for two year terms, one member to be elected each year with the longest standing member to be Moderator. The responsibility of this committee shall be to recommend persons to be called to leadership positions in PW/Ruth Circle.

**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 member to be elected each year with the longest standing member to be Moderator. The responsibility of this committee shall be to identify members of the congregation for special recognition as honorary members of Presbyterian Women (youth or men may also be considered) or to recognize PW/Ruth Circle members for special service. These persons shall be recognized annually during the Thank Offering Service.

## ARTICLE IX-ANNUAL OPERATING BUDGET

The annual operating budget for PW/Ruth Circle shall be prepared by the Moderator and approved by the membership at the November Business Meeting.

## ARTICLE X-RELATIONSHIPS

**Section 1:** PW/Ruth Circle shall be under the jurisdiction of the Session of First Presbyterian Church of Winnebago and its programs shall be coordinated with the programs of the Church.

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

## ARTICLE XI-AMENDMENTS

These bylaws may be amended at any meeting 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 meeting 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 meeting at which it will be voted on.

## ARTICLE XII-PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order (Newly Revised) shall govern PW/Ruth Circle and Presbyterian Women in the Presbyterian Church (USA) in all cases to which they are applicable and to which they are not inconsistent with the 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 by-laws presented at Fall Gathering.

November 19, 1998 by-laws approved at Installation Service Gathering.

September 13, 2012 proposed by-laws presented at Fall Gathering.

November 8, 2012 by-laws approved at Installation Service Gathering.

August 19, 2014 proposed by-laws presented at PW meeting.

November 18, 2014 by-laws approved at Installation Service Gathering.

February 18, 2020 revised by-laws, approved at Ruth Circle meeting.

January 22, 2022 revised by-laws to be approved at Ruth Circle meeting in March 2022.

August 29, 2023 a motion was made and approved to merge the PW and Ruth Circle and to form PW/Ruth Circle.

January 24, 2024 proposed by-laws created.

February 20, 2024 proposed by-laws presented to PW/Ruth Circle meeting.

March 19, 2024 by-laws modified and approved at the PW/Ruth Circle meeting.

## PW/RUTH CIRCLE COORDINATING TEAM JOB DESCRIPTIONS

### MODERATOR

**Accountability:** To the Coordinating Team and to PW/Ruth Circle.

**Purpose:** To provide leadership to the Coordinating Team of PW/Ruth Circle and to act as a representative of PW/Ruth Circle to other groups.

**Responsibilities:** (Bylaws Article VII, Section 1)

1. Set the agenda, call, and preside at meetings of the Coordinating Team and PW/Ruth Circle.
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/Ruth Circle.
7. Communicate information to appropriate persons, including preparation of a monthly newsletter article.
8. Encourage participation in meetings and activities of PW.
9. She, or her designee, shall be the direct link to Presbyterian Women in the Presbytery or Synod.
10. Encourage the interest of all members in PW.

## JOB DESCRIPTIONS (cont'd)

### VICE-MODERATOR

**Accountability:** To the Coordinating Team and to PW/Ruth Circle.

**Purpose:** To provide leadership to the Coordinating Team or to act as a representative of PW/Ruth Circle 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.

### SECRETARY

**Accountability:** To the Coordinating Team and to PW/Ruth Circle.

**Purpose:** To keep accurate records of the Coordinating Team meetings and PW/Ruth Circle meetings.

**Responsibilities:** (Bylaws Article VII, Section 3)

1. Attend and record minutes of PW/Ruth Circle and Coordinating Team meetings.
2. Serve as correspondent for PW/Ruth Circle.
3. Ensure that the historical records of PW/Ruth Circle are preserved.
4. Perform other duties as requested by the Coordinating Team or the Moderator.

## JOB DESCRIPTIONS (cont'd)

### TREASURER

**Accountability:** To the Coordinating Team and to PW/Ruth Circle.

**Purpose:** To receive and disburse the funds of PW/Ruth Circle and to keep financial records.

**Responsibilities:** (Bylaws Article VII, Section 4)

1. Attend PW/Ruth Circle and Coordinating Team meetings.
2. Receive and disburse PW/Ruth Circle funds as directed.
3. Receive and send to the treasurer of the Presbyterian Women in the Presbytery or Synod funds received for Celebration Giving including an Annual Pledge, if one is made.
4. Keep accurate financial records of receipts and disbursements of all PW/Ruth Circle funds.
5. Submit regular financial reports to the Coordinating Team at their meetings.
6. Submit an annual financial report to PW/Ruth Circle and to the Session.
7. Submit financial records for audit on a regular basis.
8. Serve as a member of the Committee on Honoraries.
9. Serve ex-officio on ticket subcommittees for fund-raising events.
10. Perform other duties as requested by the Coordinating Team or the Moderator.

## JOB DESCRIPTIONS (cont'd)

### MODERATOR OF THE SEARCH COMMITTEE

**Accountability:** To PW/Ruth Circle.

**Purpose:** To administer the work of the Search Committee for PW/Ruth Circle.

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

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 names in nomination.
4. Present the slate of names of women nominated for leadership positions to PW/Ruth Circle at the October meeting.

### ADVISOR

**Accountability:** To the Coordinating Team and PW/Ruth Circle.

**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 Moderator.

## JOB DESCRIPTIONS (cont'd)

### COORDINATOR FOR MISSION OPPORTUNITIES

**Accountability:** To the Coordinating Team and to PW/Ruth Circle.

**Purpose:** To identify and bring to the Coordinating Team opportunities to support the Presbyterian Women mission worldwide.

**Responsibilities:** (Bylaws Article VII, Section 7)

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.

### COORDINATOR FOR WORLD SERVICE

**Accountability:** To the Coordinating Team and to PW/Ruth Circle.

**Purpose:** To coordinate the annual Thank Offering Service.

**Responsibilities:** (Bylaws Article VII, Section 8)

1. Attend Coordinating Team meetings.
2. Plan, publicize, designate presenters, and present the annual fall service.
3. Present a short World Service lesson at PW/Ruth Circle meetings.
4. Perform other duties as requested by the Coordinating Team or the Moderator.

## JOB DESCRIPTIONS (cont'd)

### MODERATOR OF THE HONORARIES COMMITTEE

**Accountability:** To the Coordinating Team.

**Purpose:** To administer the work of the Honoraries Committee for PW/Ruth Circle.

**Responsibilities:** (Bylaws Article VII, Section 9 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 Presbyterian Women (youth or men may also be considered) or to recognize PW/Ruth Circle members for special service.
4. Present the recommended names, in confidence, to the Executive Committee 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.

## **Funeral Committee**

The Women of First Presbyterian Church (PW), led by PW/Ruth Circle, 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/Ruth Circle Moderator or the Chairperson of the Funeral Committee 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 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 PW/Ruth Circle are welcome and are used to support mission projects and activities at home and abroad.

## **Housekeeping Duties**

1. Familiarize yourself where everything is kept in the kitchen cupboards and drawers. Some items are stored in other areas of the Church.
2. After a social event in Fellowship Hall, restock the cupboards and drawers and make sure everything is put back in its place. Return dishes to their proper owners.
3. Check the refrigerators and discard outdated items. Put a date on items when they are opened. The mustard, ketchup, mayonnaise, and pickles are used by the Funeral Committee and they should keep them current. The grape juice is used by the Deacons for communion and they too should keep it current.
4. Clean the refrigerators when needed.
5. Defrost the freezer when needed.
6. Check for needed supplies including paper goods, coffee, creamer and sugar packets, dish soap and cleaning products. If you purchase the supplies, turn in receipts to the PW/Ruth Circle Treasurer. Use the sales tax exemption certificate. Most supplies are purchased locally or at GFS or Sam's Club.
7. Once a year, assist the PW/Ruth Circle in making sure everything in the cupboards is rewashed in preparation for the fall dinner. Also included is wiping down cupboards, washing curtains and windows, and cleaning the Fellowship Hall. (Custodian may assist with cleaning the windows.)
8. Report any needed repairs to the Trustees.

## 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 Schmooock -----	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

## PW Honoraries (cont'd)

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 (cont'd)

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 Schmooock -----	1991
Mary Kissack -----	1991
Mary Weires -----	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

# PW Honoraries (cont'd)

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 (cont'd)

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 (Junior)-----	2006
Guy Cunningham-----	2007
Shirley Heslop-----	2007
Greg Rittmeyer-----	2007
Delores Swigart-----	2007
Norma Warkentien-----	2007
Lisa Rittmeyer-----	2008
Cindy Benson-----	2008
Beverly O'Brien-----	2009
Rosemary Runyard-----	2009
Betsy Carr-----	2010
Ann Fuller-----	2011
Kasey Benson (Junior)-----	2011

### PW Honoraries (cont'd)

Cindy Erb-----	2012
Janet Erb-----	2012
Stacey Weavel-----	2013
Brian Weavel-----	2013
Jill Sunday-----	2014
Michelle West-----	2014
Stephanie Freimuth-----	2015
April Haefflinger-----	2015
Kaitlyn Freimuth (Junior)-----	2016
No Honoraries Given-----	2017
Joni Benning-----	2018
Rachel Rittmeyer (Junior)-----	2018
Julie Nichols-----	2019
Bill Newkirk-----	2019
Rick Carr-----	2020
Matt Mitchell-----	2021
Michelle Erb-----	2022
Lisa Mitchell-----	2022
Staci Thompson-----	2023
Susan Gambrel-----	2023