

2026 Organizational Dial



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

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PURPOSE

As taken from the Bylaws 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.”



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.

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.

PW/RUTH CIRCLE OFFICERS 2026

Moderator Sue Jansen '27 2nd 815-979-4333
LSJan@yahoo.com

Vice Moderator Karen Finch '27 2nd 815-978-5781
karen_f61010@yahoo.com

Secretary Mary Weires '27 2nd 815-335-7222

Treasurer Cindy Erb '27 2nd 815-222-2900
CindyErb816@gmail.com

Advisor Judy Mitchell '27 1st 815-335-8403

World Service Kris Bomgarden, Coordinator '27 1st
plskris@gmail.com 779-475-3845

Karen Finch (assists when Kris is absent)

Mission Opportunities Kris Bomgarden, Coordinator '26 1st
plskris@gmail.com 779-475-3845

Least Coin Faye Reed 815-335-2893
Cindy Erb 815-888-8300

Hunger Bev Samsel 815-491-2344

Sunshine Sue Gambrel 815-262-4626

Devotions Judy Mitchell 815-335-2403
judym35@gmail.com

Search Committee Open

Housekeeping Gwen Vietmeier 815-961-0985
gviet@sbcglobal.net

PW/RUTH CIRCLE OFFICERS 2026 (cont'd)

Funeral Committee	Avis Lind (26), Chair 815-335-3440 linca2@frontier.com		
	Bev Williams (27) 815-494-8569 bevdevoe51@gmail.com		
	Sue Jansen (28) LSJan@yahoo.com 815-979-4333		
January-June	A-L	Bev Samsel	815-491-2344
		Open	
	M-Z	Mary Weires	815-335-7222
		Barb Whitney	815-289-4207
July-Dec	A-L	Cindy Erb	815-222-2900
		Kim Hassel	815-978-3904
	M-Z	Sue Jansen	815-979-4333
		Open	
Honoraries Committee			
		Joni Benning (26), Chair	815-988-9517
		Barb Whitney (27)	815-289-4207
		Cindy Erb, (Treasurer—Permanent member)	
Representative to Church Nominating Committee			
		Open	

FINANCIAL PLEDGE 2026

<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>	
Blanket Program and Tools of Hope (As Collected plus)	\$100.00
Denominational Programs	
Hunger	As collected
Fellowship of the Least Coin	As collected
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)	<u>\$500.00</u>
Total	<u>\$3,347.50</u>

PW/RUTH CIRCLE MEMBERS

Kris Bomgarden 779-475-3845
Cindy Erb 815-335-7017
Karen Finch 815-978-5781
Susan Gambrel 815-978-5781
Corrine Gusloff 815-988-4449
Joyce Hanson 815-335-5049
Sue Jansen 815-979-4333
Mary Lee 815-222-7088
Avis Lind 815-335-3440
Judy Mitchell 815-335-2403
Faye Reed 815-335-2893
Beverly Samsel 815-491-2344
Mary Weires 815-335-7222

CALENDAR 2026

January 13 (Tuesday) 9:00 Coordinating Team Meeting
Hostess: Sue Jansen

January 20 (Tuesday) 10:00 PW/Ruth Circle Meeting
Hostess: Mary Weires

February 1, 8, 15 (Sundays) Minute for mission for Blanket
Sunday - Coordinator: Susan Gambrel

February 17 (Tuesday) 10:00 PW/Ruth Circle Meeting
Co-hostesses: Karen Finch and Sue Jansen

February 18 (Wednesday) 5:30 Soup Supper hosted by PW/Ruth
Circle - 6:30 Ash Wednesday Service

February 22 (Sunday) Church World Service Blankets Program
Offering Collection – Minute for mission
Coordinators: Susie & Bill Newkirk & the Puppeteers

March 15 (Sunday) Birthday Offering Collection
Coordinator: Sue Jansen

March 17 (Tuesday) 10:00 PW/Ruth Circle Meeting
Co-hostesses: Avis Lind and Cindy Erb

March 29 (Sunday) Palm Sunday

April 2 (Thursday) 5:30 Soup Supper hosted by Session
6:30 Maundy Thursday Service

April 3 (Friday) Good Friday

April 5 (Sunday) Easter

CALENDAR 2026 (cont'd)

April 21 (Tuesday) 10:00 PW/Ruth Circle Meeting
Co-hostesses: Sue Jansen and Corrine Gusloff

May 19 (Tuesday) 10:00 PW/Ruth Circle Meeting
Co-hostesses: Kris Bomgarden and Karen Finch

May 24 - June 28 Collect funds for CWS Kits
Coordinator: Karen Finch

June 16 (Tuesday) 11:30 Lunch Out at Culver's

July 21 (Tuesday) 11:30 Lunch Out TBD

August 11 (Tuesday) 9:00 Coordinating Team Meeting

August 18 (Tuesday) 10:00 PW/Ruth Circle Meeting
Co-hostesses: Sue Jansen and Susan Gambrel

September 15 (Tuesday) 10:00 PW/Ruth Circle Meeting
Hostess: Cindy Erb

September 22 & 23 (Tuesday & Wednesday) Kitchen Cleaning

October 17 (Saturday) **Turkey Dinner & Bazaar**
Dine - In & Curbside Service
Tickets: Adult \$15.00 Children (5-10) \$8.00 4 and under free
Coordinator: Shirley Heslop
Publicity: Sheree Sensel, Kristy Busch, & Julia Mitchell
Dishwashing: Michelle Cunningham
Dining Room: Debbie Smith and Susie Newkirk
Pies: Sue Jansen, Karen Finch, and Lisa Mitchell
Curbside pickup: Susan Gambrel
Delivery: Matthew Bomgarden and youth volunteers
Bazaar: Kris Bomgarden and Avis Lind
Tickets: Sue Jansen and Cindy Erb

CALENDAR 2026 (cont'd)

October 20 (Tuesday) 10:00 PW/Ruth Circle Meeting
Co-hostesses: Avis Lind and Cindy Erb
(Present slate of Officers to be elected)

November Memory Angels Fund Raiser
Coordinator: Avis Lind

November 8 (Sunday) Thank Offering Service
Coordinator for Mission Opportunities:
Kris Bomgarden
Awarding Honorary Life Memberships
Coordinator: Joni Benning

November 17 (Tuesday) 10:00 PW/Ruth Circle Meeting
Co-hostesses: Karen Finch and Sue Jansen
Election and Installation of Officers
Approve Budget

November 26 (Thursday) Thanksgiving

November 29 (Sunday) First Sunday in Advent

December 12 (Saturday) 9:00 Cookie Walk
Coordinators: Avis Lind, Cindy Erb,
Gwen Vietmeier, and Sue Jansen

December 8 (Tuesday) Noon Potluck with Chicks
Co-hostesses: Judy Mitchell, Sue Jansen
and Chicks' member TBD

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

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 03/19/2024, Amended 03/18/25 & 08/19/25**

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, Chair of the Search Committee, Advisor, Coordinator of Mission Opportunities, Coordinator of World Service, and Chair 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 Chair 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 Chair.
- 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.
- J. 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.
- K. 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.

Section 5: The Chair 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 and coordinate the annual Thank Offering Service.

Section 8: The Coordinator for World Service shall present a short World Service Lesson at PW/Ruth Circle meetings..

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

ARTICLE VII (cont'd)

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 Chair. 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 Chair. 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 Illinois Prairie Presbytery, 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 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.

August 19, 2014 proposed bylaws presented at PW meeting.

November 18, 2014 bylaws approved at Installation Service Gathering.

February 18, 2020 revised bylaws approved at Ruth Circle meeting.

January 22, 2022 revised bylaws 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 bylaws created.

February 20, 2024 proposed bylaws presented to PW/Ruth Circle meeting.

March 19, 2024 bylaws modified and approved at the PW/Ruth Circle meeting.

February 18, 2025 proposed amendments to the bylaws and job descriptions. See Art. Vii, p 18 and related Job Descriptions p 26, and change Committee Moderators to Chairs.

CHRONOLOGY (cont'd)

March 18, 2025 amendments from February 18 approved at PW/Ruth Circle Meeting.

August 19, 2025 proposed changes to Funeral Committee presented and approved at 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)

CHAIR 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 and coordinate the annual Thank Offering Service.

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. Plan, publicize, designate presenters, and present the annual fall Thank Offering Service.
5. 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 present a short World Service lesson at PW/Ruth Circle meetings.

Responsibilities: (Bylaws Article VII, Section 8)

1. Attend Coordinating Team meetings.
2. Present a short World Service lesson at PW/Ruth Circle meetings.
3. Perform other duties as requested by the Coordinating Team or the Moderator.

JOB DESCRIPTIONS (cont'd)

CHAIR 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 Chair 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 **although contributions to PW/Ruth Circle are welcome**. 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, the suggested fee is **\$125** 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.

FUNERAL COMMITTEE (cont'd)

Contributions and fees paid to PW/Ruth Circle for funeral luncheons 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 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

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 Schmoock	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
Delores Taylor	1996
John Gusloff	1996

PW HONORARIES (cont'd)

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
Warren Cunningham	2004
Sue Kaufman	2004

PW HONORARIES (cont'd)

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 Benson	2008
Beverly O'Brien	2009
Rosemary Runyard	2009
Betsy Carr.....	2010
Ann Fuller	2011
Kasey Benson (Junior).....	2011
Cindy Erb	2012
Janet Erb.....	2012

PW HONORARIES (cont'd)

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
Gwen Vietmeier.....	2024
Terry Schweitz.....	2024
Frank Finch	2025
Stefanie Kluck	2025
Angel Storey.....	2025