

Presbyterian Women in the Synod of the Covenant

Job Description: **GATHERING COORDINATOR**

Purpose: To chair the PW Synodwide Gathering committee

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

Responsibilities:

1. Serve on the Coordinating Team of PW in the Synod, attend all meetings of the CT and PW Synodwide Gatherings unless excused by the Moderator.
2. Chair the two (2) Synodwide Gatherings during her term.
3. Serve on the Facilitating and Finance committees.
4. Appoint members to the Synodwide Gathering Committee as needed.
5. Process the Gathering evaluation forms and report to the PWSOC/CT and the next Synodwide Gathering Committee.
6. Sign vouchers for expenses of the committee
7. Work with the treasurer on a Gathering budget reflecting expected revenues and expenses.
8. Keep records of her office and give them to her successor within one month of leaving office.

SYNODWIDE GATHERING COMMITTEE Composition:

Gathering Coordinator, Chair
Vice Moderator for Studies and Spiritual Development
Vice Moderator for Mission Interpretation
Vice Moderator for Justice and Peace
Registrar
Synod Representative to the CCT/PW
CECA Representative
Representative to Synod's Multicultural and Justice Ministries Committee
Leadership Development Coordinator
Appointed members
Moderator, ex-officio

Responsibilities:

Shall plan Synodwide Gatherings, held annually except the year of Churchwide Gathering
Shall determine the time, place and format of such Gathering
Shall provide PW and other resources as part of the Gathering
Shall prepare an evaluation form for the Gatherings and use in future planning.