Lake Michigan Presbyterian Women

MODERATOR

The MODERATOR shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to lead and inspire Presbyterian Women as they seek to implement these commitments.

ACCOUNTABILITY; The MODERATOR shall be accountable to Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team of Lake Michigan Presbyterian Women, the Presbytery of Lake Michigan through its General Council, and to the Presbyterian Women in the Synod of the Covenant.

RESPONSIBILITIES:

1. Presides over Gatherings of LNPW and moderates meetings of its Coordinating Team.
2. Attends the meetings of the Presbytery of Lake Michigan and its General Council as the voting representative of LMPW and makes written annual reports to the Presbytery.
3. Attends the Gatherings of Presbyterian Women in the Synod of the Covenant, serves on its Coordinating Team. and makes written annual reports for LMPW
4. Receives communication on behalf of LMPW and forwards information to appropriate recipients
5. Distributes and collates the Faith Goal Sheets of Presbyterian Women in the Congregation, and prepares and forwards the Faith Goal Sheets of LMPW as instructed
6. Receives Annual Reports of Presbyterian Women in the Congregation and collates them into an Annual Report of LMPW for Synod use
7. Serves as an ex-officio member of all committees except the Search Team.
8. Communicates in the LMPW's Newsletter
9. Oversees the planning process of LMPW
10. Appoints non-elected positions and committees (such as travel consultant) as needed.
11. Reviews this job description annually. Gives recommendations for change, if any. to the Coordinating Team.

TERM OF OFFICE: three (3) years beginning the spring prior to the Churchwide Gathering.

DUTIES OF SUCCESSION: The Moderator shall keep records of this office (files of reports, recommendations, publications and correspondence) and pass these and the Handbook on to her successor.

Lake Michigan Presbyterian Women

MODERATOR-ELECT

The MODERATOR-ELECT shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to observe the duties and obligations of the MODERATOR in preparation for election to that office.

ACCOUNTABILITY: The MODERATOR-ELECT shall be accountable to Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team and to the Moderator of Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW and meetings of its Coordinating Team on which she serves unless excused by the Moderator.
2. Assists the Moderator and observes the duties of her office.
3. Assumes the duties of the Moderator in her absence.
4. Selects the churches to hostess the Gatherings of LMPW and the meetings of its Coordinating Team.
5. Serves as an ex-officio member of all committees except Search Team.
6. Assists the Program Coordinator with the details for Gatherings of LMPW.
7. Attends meetings of the Presbytery of Lake Michigan and Gatherings of Presbyterian Women in the Synod of the Covenant.
8. Attends the Churchwide Gathering in the year of her term to be resourced as the incoming Moderator of LMPW.
9. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

TERM OF OFFICE: One (1) year, preceding the election of the Moderator.

DUTIES OF SUCCESSION: The MODERATOR-ELECT shall be elected the position of Moderator of LMPW at the end of her term.

Lake Michigan Presbyterian Women

SECRETARY /HISTORIAN

The SECRETARY/HISTORIAN shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian. Her focus shall be to take minutes of all proceedings, keep records, and memorabilia of Lake Michigan Presbyterian Women, and correspond with its Presbytery in Partnership and Sister Country.

ACCOUNTABILITY: The SECRETARY/HISTORIAN shall be accountable to the Coordinating Team, the Moderator, the Presbytery in Partnership, and the Sister Country of Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of. LMPW and meetings of its Coordinating Team on which she serves unless excused by the Moderator.
2. Takes accurate minutes and strives to convey the spirit of issues and actions for the meetings of the Coordinating Team and Gatherings of LMPW.
3. Records attendance at meetings of the Coordinating Team and Gatherings of LMPW.
4. Maintains a file of original minutes.
5. Distributes copies of minutes promptly to the Coordinating Team and others on the mailing list.
6. Preserves noteworthy documents, items of historical or practical value, and samples of programs and related materials.
7. Photographs Gatherings and preserves visual records of related interests.
8. Corresponds with the Presbytery in Partnership. Sister Country, and PW Synod Historian; shares copies of programs and materials; and includes minutes, newsletters, and other interesting information.
9. Collects data, memorabilia, and correspondence from the Presbytery in Partnership and Sister Country to be shared with and used by Presbyterian Women in the Congregation.
10. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

TERM OF OFFICE: Two (2) years

DUTIES OF SUCCESSION: The SECRETARY/HISTORIAN shall keep records of this office, a complete file of original minutes, photographs and other visual records of Gatherings, information and memorabilia for the Presbytery in Partnership and Sister Country and pass them on along with the Handbook to her successor.

Lake Michigan Presbyterian Women

COMMUNICATOR

The COMMUNICATOR shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to receive, duplicate, and distribute information for the Yearbook, the Newsletter, and the correspondence of the Coordinating Team.

ACCOUNTABILITY: The COMMUNICATOR shall be accountable to the Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, and the Moderator of the Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW and meetings of its Coordination Team on which she serves unless excused by the Moderator.
2. Collects accurate maps with directions to each church and provides for periodic updates of the collection.
3. Maintains a current mailing list which includes but is not limited to Coordinating Team members, local churches, and their Association Moderators, Synod and Presbyterian Moderators, and the PW Associate of the Women's Ministry Unit.
4. Assembles and catalogues information for the annual Yearbook of LMPW.
5. Prepares and distributes the annual Yearbook.
6. Updates information contained in the Yearbook and informs everyone on mailing list promptly of any corrections or changes.
7. Serves as the newsletter's editor by receiving information from the Moderator, editing the text, and preparing its layout.
8. Arranges for the printing and the distribution of the Newsletter according to the mailing list.
9. Duplicates and mails information received from Coordinating Team members.
10. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

TERM OF OFFICE: Two (2) years

DUTIES OF SUCCESSION: The COMMUNICATOR shall keep records of this office, a current mailing list, a time-table of duties, files of each type of correspondence and pass them and the Handbook on to her successor.

Lake Michigan Presbyterian Women

CELEBRATION TREASURER

The CELEBRATION shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to receive contributions of Mission and forward them to the designated Mission bodies.

ACCOUNTABILITY: The CELEBRATION TREASURER shall be accountable to the Presbyterian Women in the Presbytery of Lake Michigan, Coordinating Team Treasurer, the Moderator, and the Coordinating Team of Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings o£ LMPW and meetings of its Coordinating Team on which she serves - unless excused by the Moderator.
2. Receives Celebration Gifts from Treasurers of Presbyterian Women in the Congregation and deposits them upon receipt.
3. Records receipts with deposit date, church, and check number
4. Forwards quarterly report to the Moderator, Coordinating Team Treasurer, and Secretary/Historian of LMPW.
5. Submits written report at each Coordinating Team meeting and Annual Gathering of LMPW.
6. Sends and receives Honorarium forms and memorial cards from Presbyterian Women in the Congregations upon request and forwards them to the Central Treasury Corporation of Churchwide Presbyterian Women.
7. Compiles the Statistical Report of Giving by Presbyterian Women in the Congregations, a list of Honorary Members and Memorials, and the annual Celebrations Treasurer's report in time to be included in the Yearbook.
8. Forwards Celebration Giving to designated agencies as recommended by the Coordinating Team and approved at LMPW's Gathering.
9. Reports Celebration Giving in the Newsletter.
10. Signs checks in the absence or disability of the Coordinating Team Treasurer.
11. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

TERM OF OFFICE; Two (2) years

DUTIES OF SUCCESSION; The CELEBRATIONS TREASURER shall keep records of this office, a complete list of congregational contributions, files of receipts and disbursements, and pass these on to her successor along with the Handbook.

Lake Michigan Presbyterian Women

COORDINATING TEAM TREASURER

The COORDINATING TEAM TREASURER shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to receive and disburse funds relating to the operation of Lake Michigan Presbyterian Women.

ACCOUNTABILITY: The COORDINATING TEAM TREASURER shall be accountable to the Celebrations Treasurer, the Moderator, and the Coordinating Team of Lake Michigan Presbyterian Women.

RESPONSIBILITIES:
Attends all Gatherings of LMPW and. meetings of its Coordinating team on which she serves unless excused by the Moderator.
Receives contributions for the operational expenses of the Coordinating Team from treasurers of Presbyterian women in the Congregations.
Pays all authorized expenses incurred in the fulfilling of responsibilities and honorariums to program participants as authorized.
Maintains an accurate accounting of receipts and disbursements and provides current reports at Coordinating Team meetings.
Formulates the budget of the Coordinating Team of LMPW based upon the needs of committees and teams.
Makes prudent investments as ordered or approved by the Coordinating Team.
Arranges for the auditing of records and the bonding of the treasurers.
Forwards quarterly reports to the Moderator, Celebrations Treasurer, Secretary/Historian, and Communicator (who includes the reports in the newsletter and the annual report in the yearbook).
Notifies treasurers of Presbyterian Women in the Congregations when their pledges are in arrears.
Signs checks in the absence or disability of the Celebration Treasurer.
Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

TERM OF OFFICE: Two (2) years

DUTIES OF SUCCESSION: The COORDINATING TEAM TREASURER shall keep records of this office, a complete list of congregational contributions, files of receipts and disbursements, and pass them and the Handbook on to her successor.

Lake Michigan Presbyterian Women

ENABLER TEAM COORDINATOR

The ENABLER TEAM shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be commitment to Presbyterian Women in the Congregation by supporting and leading the Presbyterian Women Enabler Team in all its responsibilities.

ACCOUNTABILITY: The ENABLER TEAM COORDINATOR and VICE-COORDINATOR shall be accountable to the Coordinating Team, to the Moderator, and to the PW Enabler Team of Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW and meetings of its Coordinating Team, and moderates in the absence of the Moderator except during the year there is a Vice-Moderator.
2. Leads the PW Enabler Team in its responsibilities.
3. Designates times and places and convenes PW Enabler Team meetings three (3) to four (4) times per year.
4. Coordinates information from all PW Enablers and submits written reports at meetings of the Coordinating Team.
5. Receives communications for the PW Enabler Team, forwards them appropriately, and communicates in the newsletter.
6. Structures leadership training.
7. Designs and implements the Annual Cluster meetings for the Gatherings of Presbyterian Women in the Presbytery of Lake Michigan.
8. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.
9.

TERM OF OFFICE: The ENABLER COORDINATOR shall have served at least one (1) year as PW ENABLER. She shall be elected by the PW Enabler Team for one (1) year term, renewable for one (1) year. if an active PW Enabler.

DUTIES OF SUCCESSION; The ENABLER COORDINATOR shall keep records of this office and pass them and the Handbook to her successor.

The ENABLER TEAM VICE-COORDINATOR shall assist the Coordinator in these duties and assume them in the absence of the Coordinator.

Lake Michigan Presbyterian Women

PW ENABLER

The PW ENABLER shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to provide specific support for Presbyterian Women in the Congregations by:

a) providing assistance with planning, resources, programs, and evaluation
b) empowering Presbyterian women to perform their work most effectively, and
c) facilitating mutuality between Presbyterian Women in the Congregation and Presbyterian Women in the wider church.

ACCOUNTABILITY: The ENABLER shall be accountable to Presbyterian Women in the Presbytery of Lake Michigan, the Moderator, the PW Enabler Team Coordinator of Lake Michigan Presbyterian Women, and the PW Search Team Coordinator of Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW, meetings of its Coordinating Team, on which she serves and meetings of the Enabler Team on which she also serves unless excused by the PW Enabler Coordinator.
2. Is a member of the LMPW Search Team and attends all meetings of the Search Team.
3. Determines in consultation with the PW Enabler Team a plan for providing support for the Women churches in her cluster which shall include leadership training for Presbyterian Women in the Congregations.
4. Elects PW ENABLER TEAM COORDINATOR (VICE-COORDINATOR) from the current PW Enabler Team.
5. Works with seven (7) to eleven (11) Presbyterian Women in the congregations within her cluster following consultation with these groups and communication with their pastors.
6. Works with each PWC and its Coordinating Team at the time of the annual evaluation/planning meeting and other times as needed in mutually agreed upon local goals.
7. Provides support for networking among Presbyterian Women and is available to her PWC by mail. phone, or in person.
8. Promotes in local congregations attendance at, and scholarship support for, Gatherings of Presbyterian Women at all levels.
9. Receives and responds to each PWC's needs/concerns and communicates them to the LKPW Coordinating Team.
10. Relays communications from the LMPW Coordinating Team to each PWC’s Coordinating Team and vice versa.
11. Interprets the issues of General Assembly and of Churchwide Presbyterian Women.
12. Maintains a current Talent Pool File containing names, addresses and telephone numbers and church membership affiliation for all prospective nominees, and forwards names to the Search Team Coordinator.
13. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team

TERM OF OFFICE: Three (3) years (training annually within a 3-year cycle)

DUTIES OF SUCCESSION: The PW ENABLER shall keep records of this office on each church, files of reports and correspondence, current Talent Pool File, training information files, the Handbook and pass these to her successor.

Lake Michigan Presbyterian Women

PROGRAM COORDINATOR OF GATHERINGS

The PROGRAM COORDINATOR OF GATHERINGS shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to enrich and inspire Presbyterian Women as they gather.

ACCOUNTABILITY; The PROGRAM COORDINATOR OF GATHERINGS shall be responsible to the Presbyterian Women of the Presbytery of Lake Michigan, and Moderator of Lake Michigan Presbyterian Women and its Coordinating Team.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW and meetings of its Coordinating Team on which she serves unless excused by the Moderator.
2. Decides the theme, title, Keynote Speaker, Bible Study leader, offering recipient for Gatherings in consultation with the CT.
3. Distributes workshop forms to Moderators of the Equipping Committees and guides them in securing workshop leaders.
4. Communicates with the hostess church regarding its role and duties with sufficient: time to address and assume its responsibilities.
5. Prepares Gathering Flyer (which includes registration form and directions to the hostess church) and the Newsletter release to publicize the Gathering.
6. Arranges the day's schedule and prepares the program including the Worship service, (often working with Keynote speaker and/or Bible study leader in developing the day's activities) .
7. Informs the program participants of the day's schedule and their individual responsibilities at least one (1) week before the Gathering.
8. Arranges for the Installation of Leaders and Commissioning of Women as Representatives of LMPW.
9. Coordinates travel and lodging and registers and pays with vouchers for all non-team member program participants expressing the Coordinating Team's appreciation for their work.
10. Provides for an evaluation procedure and reports findings to the Coordinating Team.
11. Reviews this job description annually. Gives recommendations for change, if any. to the Coordinating Team.

TERM OF OFFICE: Three (3) years.

DUTIES OF SUCCESSION: The PROGRAM COORDINATOR OF GATHERINGS shall keep records of this office, files of correspondence, and a time-table of duties to pass on to her successor as well as the Handbook.

Lake Michigan Presbyterian Women

EQUIPPING MODERATOR FOR LEADERSHIP AND
FELLOWSHIP/PROGRAM RESOURCE

The EQUIPPING MODERATOR FOR LEADERSHIP AND FELLOWSHIP/PROGRAM RESOURCE shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to encourage the development and use of God-given talents which affirm and empower individuals and the creation of a loving, Christian community of women. She also shall advise and make available materials and resources to enrich and strengthen the programming dimensions of Presbyterian Women.

ACCOUNTABILITY: The EQUIPPING MODERATOR FOR LEADERSHIP AND FELLOWSHIP/PROGRAM RESOURCE shall be accountable to Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, and the Moderator of Lake Michigan Presbyterian Women.

RESPONSIBILITIES;
Attends all Gatherings of LMPW and meetings of its Coordinating Team on which she serves unless excused by the Moderaror
Serves with the other Equipping Moderators as the as the Program Committee responsible for planning the Gatherings of LMPW which includes securing two (2) to three (3) workshops and creating LAMS displays.
Promotes the growth of Presbyterian Women in ehe Congregation, provides program ideas and interest sparklers, and shows relationship for programming wwith Presbyterian Women participation.
Collects, organizes, prepares, and promotes program resource materials to be shared through the newsletter with PW Enablers and PW in the Congregation.
Suggests balanced Presbyterian Women programs which include Leadership, Fellowship, Action, Mission, and Study components for use by PW in the Congregation.
Helps PW in the Congregation define specific needs which includes age, interest, time, pastor factors, etc. and provide suggestions for addressing these needs.
Fosters love, concern, and sharing in Fellowship through techniques for Community Building including devotions, games, and thought generating discussion topics.
Locates and promotes resources on communication skills, brainstorming, leadership techniques and tips, devotions, and community building.
Reviews and recommends resources from the Presbytery of Lake Michigan's Media Center as possible programs to be used by Presbyterian Women.
Reviews, promotes, and seeks qualified additions to the Women’s S[ealers :ost fpr the Presbytery of Lake Michigan.
Serves as liaison for HORIZONS as its 'Communicator" and advertises it to PW in the Congregations at Gatherings and in the newsletter and knows and recommends the resources located in HORIZONS.
Communicates for Leadership and Fellowship/Program Resources in the newsletter.
Reviews this job description annually. Gives recommendations for change, if any to the Coordinating Team.

TERMS OF OFFICE: two (2) years

DUTIES OF SUCCESSION: The EQUIPPING MODERATOR FOR LEADERSHIP AND FELLOWSHIP/PROGRAM RESOURCE shall keep records of this office (files or reports, recommendations, publications and correspondence), information about past and possible workshops, suggestions for HORIZONS promotion, and pass these and the Handbook on to her successor.

Lake Michigan Presbyterian Women

EQUIPPING MODERATOR OF
MISSION INTER PRETATION/OPPORTUNITIES

The EQUIPPING MODERATOR OF MISSION shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to communicate and share opportunities for supporting missions at home and abroad. She will also focus on the global mission needs for sewing and material aids.

ACCOUNTABILITY: The EQUIPPING MODERATOR OF MISSION INTERPRETATION/OPPORTUNITIES shall be accountable to Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, the Moderator of Lake Michigan Presbyterian Women, the Celebrations Treasurer, the leader in charge of PW in the Synod of the Covenant and Churchwide PW.

RESPONSIBILITIES:

1. Attends all gatherings of LMPW and meetings of its Coordinating Team on which she serves unless excused by the Moderator.
2. Serves with the other Equipping Moderators as the Program Committee responsible for planning the Gathering of Lake Michigan Presbyterian Women which includes securing two (2) to three (3) workshops and creating LAMS displays.
3. Keeps informed about the mission of the Presbyterian Church (U.S.A.), the Synod of the Covenant, and Presbytery of Lake Michigan and shares specific mission giving information with Lake Michigan Presbyterian Women.
4. Receives information on mission needs from the Presbyterian Women Mission Opportunity office.
5. Distributes apportion requirements among Presbyterian Women in the Congregation to meet the apportionment, requirements for Women of Lake Michigan Presbytery & maintains records of previous requests and responses of Presbyterian Women in the Congregations which participate in Presbyterian Women Mission Opportunity.
6. Prepares Presbyterian Women in the Congregation packets for distribution at Women of Lake Michigan Presbytery Gatherings and distributes the remaining packets to churches which were not present, at the Gatherings. Also notifies delinquent churches before the end of the mission year.
7. Collects, organizes, and prepares mission resource materials for use by Presbyterian Women in the Congregation as programs, workshops, or displays. Arranges for SERV and other mission goods (i.e. Morris Fork Crafts) to be displayed, for sale at Gatherings which address mission needs. Seeks new mission projects which may also be displayed for sale at Gatherings.
8. Serves as liaison with Presbytery and Synod mission ministries and with appropriate ecumenical ministries (i.e. Church Woman United, Church World Service. Fellowship of the Least Coin. etc.)
9. Studies and recommends a list of mission projects and speakers for Lake Michigan Presbyterian Women and Presbyterian Women in the Congregation.
10. Stresses Mission Yearbook for Prayer and Study and other mission related resources published by the Presbyterian Church (U.S.A.) as aids in Mission Interpretation.
11. Communicates for Presbyterian Women in Mission Interpretation/Opportunity in the Newsletter.
12. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

TERM OF Office; Two (2) years

DUTIES OF SUCCESSION: The EQUIPPING MODERATOR OF MISSION INTERPRETATION/OPPORTUNITIES shall keep records and maintain files of assignments accepted and completed, copies of annual reports, suggestions for recipients of future donations, correspondence, information about, past and possible workshops, and pass these to her successor along with the handbook.

Lake Michigan Presbyterian Women

EQUIPPING MODERATOR OF STUDIES & SPIRITUAL
GROWTH / LITERATURE/PUBLICATIONS

The EQUIPPING MODERATOR OF STUDIES & SPIRITUAL GROWTH/LITERATURE/PUBLICATIONS shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to encourage the study of the Bible and other materials that will strengthen faith and understanding and make such materials available.

ACCOUNTABILITY: The EQUIPPING MODERATOR OF STUDIES AND SPIRITUAL GROWTH/LITERATURE/ PUBLICATIONS shall be accountable to Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, and the Moderator of Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW and meetings of its Coordinating Team on which she serves unless excused by the Moderator.
2. Serves with the other Equipping Moderators as The Program Committee responsible for planning the Gatherings of LMPW which includes securing two (2) to three (3) workshops and creating LAMS displays.
3. Keeps informed and orders resource and study materials of the Presbyterian Church (U.S.A.) which are listed in the Presbyterian Women publications, including Horizons Bible Study, Least Coin booklets, Annual Book List, and Manual for Presbyterian Women. Orders resource materials which are produced within the Synod of the Covenant and Presbytery of Lake Michigan including the Media Center Card Catalog, and LMPW Resource and Yearbook. Encourages their use through the Newsletter, the Lake Michigan Presbyterian women display, through workshops and PW Enablers.
4. Maintains a current bibliography of study materials for use by PW Enablers and PW in the Congregation, stressing commitment to study and spiritual growth.
5. Studies and recommends materials to fill specific needs of Presbyterian Women, maintains a current list of publications to resource LMPW's Coordinating Team, forwards all subscription renewals and changes of addresses/leaders, and seeks additions to the list.
6. Encourages use of the Presbytery of Lake Michigan Media Center as a resource in programs and studies.
7. Obtains other religious material (consignment, promotion arrangement, etc.) which would enhance Christian living and touches timely topics of interest.
8. Arranges for two (2) volunteers to assist in receiving monies and orders at the Literature Display at Gatherings.
9. Promotes HORIZONS Bible Study and Friendship Press Studies in the Newsletter, LMPM displays at Gatherings, through workshops and the PW Enablers.
10. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

TERMS OF OFFICE: Two (2) years

DUTIES OF SUCCESSION; The EQUIPPING MODERATOR OF STUDIES AND SPIRITUAL GROWTH/LITERATURE/PUBLICATIONS shall keep records of this office (files of reports, recommendations, publications and correspondence), information about past and possible workshops, receipts of this office, a timetable of special ordering information and pass these along with the Handbook to her successor.

Lake Michigan Presbyterian Women

EQUIPPING MODERATOR OF ACTION FOR PEACE AND JUSTICE/ENVIRONMENT

The EQUIPPING MODERATOR OF ACTION FOR PEACE AND JUSTICE/ENVIROMMENT shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to advocate and communicate a perspective of peacemaking and justice at home and abroad, to promote awareness of the eco-justice crisis and also to promote action to this “cry of creation” in local churches and their communities as well as the nation and the world.

ACCOUNTABILITY: The EQUIPPING MODERATOR OF ACTION FOR PEACE AND JUSTICE/ENVIRONMENT shall be accountable to Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, and the Moderator of Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW and meetings of its Coordinating Team on which she serves unless excused by the Moderator.
2. Serves with the other Equipping Moderators as the Program Committee responsible for planning the Gatherings of LMPW which includes securing two (2) to three (3) workshops and creating LAMS displays.
3. Interprets the relationships between Peacemaking and efforts to end hunger, establish human rights and bring about economic justice, advocating them in Lake Michigan Presbyterian Woman displays at Gatherings, through workshops, and with PW Enablers.
4. Keeps informed about issues, materials, and resources for peacemaking, justice, environmental issues (as outlined by the General Assembly) and advocates them in the newsletter, Lake Michigan Presbyterian Woman displays at Gatherings, through workshops, and with PW Enablers.
5. Encourages Presbyterian Woman in the Congregation and in Lake Michigan Presbytery to find ways of fulfilling its commitment to peacemaking and the restoration and preservation of God's creation.
6. Serves as liaison with Presbytery/Synod Peacemaking and Justice, Hunger, and Justice for Women Ministries and relate to appropriate issues and networks (i.e. Presbyterian Advocacy networks, Bread for the World, etc)
7. Studies and proposes appropriate action for Lake Michigan Presbyterian Women and Presbyterian Woman in the Congreation
8. Collects, organizes, and prepares peace, justice, and environmental resource materials for use by Presbyterian Woman in the Congregations as programs, workshops, etc
9. Communicates and advocates peacemaking, justice and environmental issues in the newsletter.
10. Encourages Lake Michigan Presbyterian Woman Coordinating Team to serve as positive role models on peacemaking, justice and environmental issues at all Gatherings and meetings.
11. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team

TERMS OF OFFICE: TWO (2) years

DUTIES OF SUCCESSION: The EQUIPPING MODERATOR OF ACTION FOR PEACE AND JUSTICE/ENVIRONMENT shall keep records of this office (files of reports, recommendations publications, and correspondence), information about past and possible workshops, an updated resource file, and pass these and the Handbook on to her successor.

Lake Michigan Presbyterian Women

SEARCH TEAM COORDINATOR

The SEARCH TEAM COORDINATOR shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. . Her focus shall be commitment to the future of Presbyterian Women in guiding the Search Team in all its responsibilities.

ACCOUNTABILITY: The SEARCH TEAM COORDINATOR shall be accountable to the Coordinating Team, the Moderator, and to the Search Team of Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW and meetings of its Coordinating Team on which she serves unless excused by the Moderator.
2. Leads the Search Team in its responsibilities.
3. Designates times and places of the Search Team meetings.
4. Reports the decisions of the Search Team to the Moderator and the Coordinating Team.
5. Secures nominations for mid-year vacancies to be elected by the Coordinating Team.
6. Pairs current: Coordinating Team members with newly installed members to help with their orientation to LMPW.
7. Distributes and receives Talent Pool forms to be maintained by the Search Team.
8. Makes sure all job descriptions are updated by all Coordinating Team members and that all approved changes are included in the revised descriptions.
9. Distribute copies of Bylaws and job descriptions.
10. Initiates proceedings for Honorary Life Memberships in Churchwide Presbyterian Women. Completes arrangements after approval by coordinating team.
11. Reviews this job description annually. Gives recommendations of change, if any, to the Coordinating Team.

TERM OF OFFICE: One (1) year and shall have served one (1) year as Vice-Coordinator of the Search Team.

DUTIES OF SUCCESSION: The SEARCH TEAM COORDINATOR shall secure and keep all records from PW Enablers and Search team members (including files of correspondence, telephone notations, copies of bylaws and job descriptions and the Talent Pool forms) and shall pass these on the her successor along with the handbook.

* The SEARCH TEAM VICE-COORDINATOR shall assist the SEARCH TEAM COORDINATOR in these duties and. assume them in the absence of the Coordinator.

Lake Michigan Presbyterian Women

SEARCH TEAM

The SEARCH TEAM shall be made up of 2 Presbyterian Women volunteers and the present PW Enablers committeed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan PW. Its focus shall be to seek, enlist, challenge and orient persons to serve as leaders of Lake Michigan PW.

ACCOUNTABILITY: The SEARCH TEAM shall be accountable to the Moderator and Coordinating Team, and to the Search Team Coordinator of Lake Michigan Presbyterian Women.

RESPONSIBILITIES;

1. Attends all Gatherings of LMPW and meetings of its Coordinating Team on which she serves unless excused by the Moderator.
2. Understands the purpose and function of LMPW.
3. Understands the responsibilities and requirements of each leader.
4. Serves as a greeter at all LMPW Gatherings.
5. Maintains a current file of prospective nominees, records all offices held by present team members, and preserves records of past leaders, their offices and involvement.
6. Contacts candidates for office, distributes written job descriptions to prospective leaders, reports results to Search Team Coordinator, and prepares slate of leaders for elections.
7. Provides information to nominees regarding future dates of Gathering, Coordinating Team meetings, and names with addresses of team members in the nominees' general geographical location.
8. Orients new Coordinating Team members to their offices and responsibilities, provides a current copy of the bylaws, and job descriptions for all offices, and challenges leaders in their new
9. Keeps conversations confidential and protects others' privacy.
10. Acknowledges in writing the acceptance or resignation from the Coordinating Team by Team members.
11. Assists Search Team Coordinator in securing nominations for mid-year vacancies.
12. Participates in recommending nominee(s) for Honorary Life Membership in the Churchwide PW
13. Attends Search Team meetings, reports to Search Team Coordinator, and evaluates the procedures of this committee.
14. Reviews this job description annually. Gives recommendations of change, if any, to the Coordinating Team.

TERM OF OFFICE: Two (2) years for Coordinator and Vice-Coordinator. Three (3) years for PW Enablers.

DUTIES OF SUCCESSION: The SEARCH TEAM shall keep records of this office (a current Talent Pool File, correspondence, and copies of BYLAWS with job descriptions) and pass these and the handbook on to her successor.