

SAPW Leadership Team Positions

MODERATOR is primarily a position of oversight and delegation, ensuring that the Leadership Team is operating efficiently and that each activity is in keeping with "The Presbyterian Woman's Purpose."

The Moderator:

- oversees all SAPW activities
- selects scriptural focus for the year
- prepares agenda and conducts monthly meetings
- addresses Fall and Spring Gatherings, as well as new member and special events
- oversees updates and publication of SAPW documents
- appoints ad hoc committees as needed
- prepares and submits Annual Reports
- organizes nominations and selection of PW Honorary Life Member recipient, orders pin/certificate and presents at Spring Gathering
- represents SAPW at regional meetings when able, and identifies delegates that also can attend
- prepares Fall and Spring Gathering agendas
- reviews/approves any recommendations for SAPW scholarship money that is requested for allocation

CO-MODERATOR assists the Moderator as needed, leads meetings in Moderator's absence, and assists in planning the Fall and Spring Gatherings with the Leadership Team. Updates SAPW bulletin board as needed, highlighting Circle information and events. The Co-Moderator normally assumes the role of Moderator at the end of the current term.

SECRETARY prepares and distributes meeting minutes to team members, as well as other leaders within the church: Pastor, Associate Pastor, Moderators of Session and the Diaconate, etc. The secretary's role is administrative, dealing primarily with minutes and correspondence.

TREASURER sets up a budget for the year's operations using the previously year's receipts and expenses and input from the SAPW Leadership Team. Oversees, and is responsible for, all financial matters related to SAPW. Collects the various offerings throughout the year, manages the operating budget, prepares monthly reports for distribution at Leadership Team meetings, and communicates with the church business office to ensure accurate deposits and distribution of funds. The only source of income for the yearly operating budget is the Operating Offering collected primarily at the Fall Gathering, with a little more coming in throughout the year. This money goes to New Hope Presbytery dues, childcare for events, scholarships internally for SAPW events, and general operating expenses. Thank Offering goes to PCUSA (33% to health-related missions). The Birthday Offering goes to PCUSA-Presbyterian Women. All checks are made out to SPAC, and Circle book purchases are handled by individual Circles.

MEMBERSHIP COORDINATOR nurtures the growth of SAPW by actively welcoming and encouraging both new and current SAPC church members to engage in SAPW activities. This is accomplished by addressing New Members classes, initiating personal contacts, and sending personal notes and emails.

CIRCLE LEADERS

This position is a crucial link between the Leadership Team and Circle members. They are spiritual leaders, who also provide direct input to the Leadership Team, keeping everyone attuned to the pulse of the membership. Circle leaders communicate relevant news and announcements from the Leadership Team to Circle members. In turn, Circle leaders communicate information from the Circles to the Leadership Team.

MISSIONS COORDINATOR

Oversees involvement in all church mission projects, representing SAPW on the SAPC Mission Committee. Maintains a master calendar of SAPW mission projects providing information on opportunities to collaborate and grow in mission outreach. Fields mission project requests. Prepares and submits the annual Together In Service Report to New Hope Presbytery.

NOMINATING COMMITTEE

Searches for SAPC members who are willing to serve when team member vacancies occur each year. This role is vital to ensure an active women's program with enthusiastic members to carry on the SAPW mission. Receives input from Leadership Team members and provides regular progress updates to the team.

HISTORIAN

Chronicles SAPW events throughout the year, taking photos, which are posted on the SAPW website and facebook. Maintains event documentation for compiling the PC-USA Historian report to New Hope Presbytery.

ANGEL CARE

Acts as the Liaison between the pastors, or Care Deacons, and Angel Care volunteers. Requests are filled for meals, rides and other needs of church members. A volunteer list is maintained so that requests for help can be filled, and that needs are met. Angel Care also oversees the flower ministry program and sends cards when there is a birth or a death in a family.

SPECIAL EVENTS COORDINATOR

Plans and facilitates Special events for the year chosen by the leadership team. Forms a team of two to four persons to plan and facilitate the events for the women of the church. Responsibilities include advertising, organizing, and implementing all aspects of the events. Manages the Meetup program, as well as other programs that may be of interest to a group of women.

RETREAT COORDINATOR(S)

Creates and leads an ad-hoc committee to plan and execute all aspects of the annual SAPW weekend retreat. The retreat coordinator works with the Leadership Team to select a theme and confers with the SAPW treasurer regarding all associated costs. The retreat location and dates are announced in the Fall.

COLLEGE CONNECTION COORDINATOR

Working with the SAPC youth leader, a list is compiled of SAPC college students, and college age members. Parents are contacted for mailing information. Student information then is distributed to SAPW Circles. Each Circle communicates with students by sending cards or notes at designated times during the year. A small monetary amount may be included during exams and for graduations.