APPENDIX

PRESBYTERIAN WOMEN

PRESBYTERY OF CHARLOTTE

MANUAL OF OPERATIONS

FORMS AND GUIDELINES

ADOPTED 2013

REVISED 2025

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Presbyterian Women in the Congregation

Mission Pledge Form

January 1, ____ to December 31, ____

Church:_____

As Presbyterian Women, we make the following pledge to support the mission of the Presbyterian Church (U.S.A.) worldwide through the General Assembly Mission Budget and the basic operating budget of Presbyterian Women in the Presbytery, Presbyterian Women in the Synod and the churchwide level.

Celebration of Mission Through Women's Pledges

1. Support of the mission of the church worldwide
   (Includes PW Churchwide) $_____
2. Support of Presbyterian Women in the Presbytery
   As requested by your presbytery, $_____ per member $_____
3. Support of Presbyterian Women in the Synod
   As requested by your synod, $_____per member $_____

Total of lines 1-3 $_____

_____
Signature of Moderator of Presbyterian Women in the Congregation

_____
Street Address

_____
City State Zip

_____
Phone Email address

PWC Mission Pledge Form Guidelines (filled out by PWC Treasurer)

1. Enter amount of pledge for mission of the church worldwide (including support of Presbyterian Women Churchwide).
2. Enter amounts of pledges for PW in the Presbytery and in the Synod.
3. Keep a copy of this form for PWC records and send the original pledge form to Moderator of Presbyterian women in the Presbytery (or whoever is responsible for the Mission Pledge in your Presbytery) no later than November 15.
4. Send quarterly payments to Treasurer of Presbyterian Women in the Presbytery no later than **March 10, June 10, September 10 and December 10.**

SUGGESTED REMITTANCE FORM

(Mail each remittance by 3/10, 6/10, 9/10, 12/10 or earlier. Questions? SUSAN BROOKS, Treasurer, 704 788-6803

Make copies of the Remittance Form and mail to the following address.

Make Checks payable to: PW Presbytery of Charlotte Mail to: Susan Brooks

Presbyterian Women Presbytery of Charlotte 5459 Rimer Road, Concord, NC 28025-9998

Remittance from Presbyterian Women of _____Church

Name of Treasurer_____

Address_____

_____

Home Phone: _____Cell Phone: _____

CELEBRATION OF MISSION THROUGH WOMEN'S PLEDGES, SUPPORT OF THE MISSION OF THE CHURCH WORLDWIDE

--supports General Assembly Missions, including support of

Churchwide Coordinating Team ($4.25/member) $_____

--support of PW in the Presbytery ($3.10/member) $_____

--support of PW in the Synod ($.50/member) $_____

CELEBRATION OF CREATIVE MINISTRIES, BELIEVERS, CHRISTIAN COMMUNITY
(specify which offering or offerings and give the amount of each)

_____Birthday Offering……..$_____

_____Thank Offering……$_____

_____Fellowship of Least Coin……$_____

_____Honorary Life Membership*……$_____

_____Recognition and/or Memorial Gifts* ……..$_____
(Specify in whose memory or honor)_____

_____Other (specify what the offering is for).....$_____

TOTAL REMITTANCE $_____

***Honorary Life Memberships and Recognition/Memorial gift forms may be obtained from the PW Treasurer in the Presbytery. Allow 6 weeks for the return of the certificate and pin. Checks should be sent with forms to the Treasurer of PW in the Presbytery. Signed _____Church PW Treasurer**

LOCAL CHURCH LEADERSHIP ROSTER Date _____

CHURCH: _____

ADDRESS: _____

_____

MODERATOR: _____

Name **Telephone Number**

Email address: _____

Mailing Address: _____

VICE-(or CO-MODERATOR): _____

(If applicable) **Name** **Telephone Number**

Email address: _____

Mailing Address: _____

MODERATOR-ELECT: _____

(If applicable) **Name** **Telephone Number**

Email address: _____

Mailing Address: _____

SECRETARY: _____

Name **Telephone Number**

Email address: _____

Mailing Address: _____

TREASURER: _____

Name **Telephone Number**

Email address: _____

Mailing Address: _____

HISTORIAN: _____

Name **Telephone Number**

Email address: _____

Mailing Address: _____

Send information to GENORA FANT, PW Secretary 5708 Alanhurst Place, Charlotte, NC 28217 or HLFANT@aol.com

PRESBYTERIAN WOMEN

Honorary Life Membership Order Form

The Honorary Life Membership (HLM) program was established early last century in the Presbyterian Church to honor faithful service to the women's organization and to the church. Recipients become a part of a large group of women (and a few men) who have been recognized in this way. More than a thousand are awarded each year, many on Celebrate the Gifts of Women Sunday.

The Honorary Life Membership is represented by a silver or gold membership pin that is presented along with a personalized certificate. The Honorary Life Membership pin symbolizes values held dear by Presbyterian Women.

Funds derived from Honorary Life Memberships support the PW Leadership Development Grant Program. Grants from this program enable individuals to engage in leadership development opportunities such as the Churchwide Gathering, Ecumenical Advocacy Days and the UN Commission on the Status of Women.

Individuals and church groups conferring the honor should send this form, along with a check for the appropriate amount to the Treasurer of Presbyterian Women in the Presbytery of Charlotte.

SUSAN BROOKS, Questions 704 788-6803 Sbrooks2846@gmail.com

Make checks payable to: **Presbyterian Women Presbytery of Charlotte**

Send the check and form to: PRESBYTERIAN WOMEN PRESBYTERY OF CHARLOTTE
5459 RIMER ROAD, CONCORD, NC 28025

Note Honorary Life Memberships and the honoree's name in the memo.

About the Pins

The caring, supportive **hands** represent women who seek to build an inclusive community of Presbyterian Women. The **leaf** represents growth of our personal and corporate response to Jesus Christ as we nurture our faith. The **dove** indicates our work for peace in our own lives and throughout the world, shown in the globe. At the center of the design is the **cross**, by which our sins are forgiven and we are freed to live in Christ who is at the center of our lives. The overall design is of a **butterfly**, a symbol of newness in Christ.

Selection of: 10K gold HLM pin ($250.00) or Sterling silver HLM pin ($95.00)

An Honorary Life pin and personalized certificate are mailed to the person indicated on the form, for later presentation to the honoree. **Please mail the form and check at least six weeks prior to the presentation date.**

HONOREE'S NAME: Please **print** or type the name as you want it to appear on the certificate.

_____

Honoree's address: _____City:_____

State/Zip:_____ Phone: _____ Email: _____

(Be assured we will not communicate with the honoree before the presentation date.)

PRESENTED BY: Name of church group to appear on certificate.

_____

City/State/Zip:_____

Presbytery:_____ Presentation date for certificate_____

SEND PIN AND CERTIFICATE TO (Name): _____Phone Number _____

Address: City: _____State/Zip:_____

SCHOLARSHIPS OFFERED by PRESBYTERIAN WOMEN

Presbytery of Charlotte

The women of the Presbytery of Charlotte offer a $500 scholarship each year to a qualified student attending a Presbyterian USA college, university or **(seminary**). This is an increase from the previous amount of $250.

There are several Presbyterian institutions of higher learning in North Carolina.

Davidson College	Queens University of Charlotte
Montreat College	Warren Wilson College
St. Andrews University	Lees McRae College
Johnson C. Smith University	William Peace University

There are 6 Presbyterian Colleges in Tennessee, two in South Carolina, Presbyterian College and Erskine College and one in Virginia.

In addition to this scholarship, a $500 scholarship is given each year to a student from Children's Hope Alliance.

Complete applications will be considered in the order received and all applications must be postmarked by May 15th. Applications must be accompanied by the student's high school or college transcript.

Contact: PW Special Givings Communicator, **SANDRA GRIER, email: sandraegrier@gmail.com**
3896 Griers Fork Drive, Charlotte, NC 28273 704 962-6169

PW Moderators in the local church

PW Presbytery of Charlotte Cluster Leaders

Members of the Presbytery of Charlotte Coordinating Team

Details and application forms are found in the Appendix Manual of Operations for Presbyterian Women, Presbytery of Charlotte.

The Offering at the PW Presbytery of Charlotte Annual Fall Spiritual Gathering supports these scholarships.

Guidelines for Scholarships

Each year one (1) scholarship will be awarded to a student from Children's Hope Alliance and other scholarships will be given to members of churches in the Presbytery of Charlotte.

1. An applicant may reapply for up to 4 years (this means any scholarship will not automatically be renewed but will be reviewed each year).

2. The scholarships should be awarded to different clusters from the previous year; therefore, new applicants from different clusters will have preference.

3. Completed applications will be considered in the order received.

4. All complete applications must be postmarked by May 15.

5. All applications must be accompanied by the student's current transcript.

6. The applicant must be a current member of a Presbyterian Church (U.S.A.)-related college, or applicant must be an alumnus of Children's Hope Alliance, (formerly Barium Springs.)

7. The applicant must need financial assistance.

8. The applicant's grades must be acceptable to college officials and the Scholarship Committee.

9. The Christian character of the applicant must be attested to, in writing, by the minister of their church, schoolteacher, and another interested adult.

10. Special consideration will be given to applicants who plan to go into full-time church or church-related vocations.

11. Scholarships will be awarded by early summer and both recipients and non-recipients will be notified in writing.

12. For repeat applicants, the 3 letters of reference are not needed. Attach the latest college transcript that you are able to obtain by May 15. Briefly update your autobiography and submit with the application.

Return applications to the Special Givings Communicator. (These guidelines may be suspended, amended, or rescinded at any Coordinating Team meeting of PW of the Presbytery of Charlotte by a 2/3 vote.

Scholarships Offered by Presbyterian Women
Synod of the Mid-Atlantic, Presbyterian Church (U.S.A.)

The Synod scholarships are given for specific colleges.

The **Lucy Steele Memorial Scholarship** is for students attending St. Andrews University.

The **Presbyterian Women Scholarship** is for students attending Union Presbyterian Seminary (both Richmond, Virginia and Charlotte, North Carolina.

The **Centennial Scholarship** is for students attending Austin, Columbia, Johnson C. Smith, Louisville, Princeton, and Union Presbyterian Theological Seminaries. Applications for these scholarships must be received by **February 1** of each year.

All applicants must be active members of a Presbyterian Church (U.S.A.) congregation within the geographic bounds of the Synod of the Mid-Atlantic.

The applicant must have a financial need. These scholarships are not automatically renewable, however students meeting all guidelines of the application are invited to reapply each year. Scholarship checks will be mailed to the college or seminary that the recipient is attending.

For additional information and application forms, you may contact Cluster Leaders, Special Givings Communicators, or Moderator, Presbytery of Charlotte.

Our seminaries are committed to Jesus Christ, educational excellence and the Presbyterian Church (USA), but they differ in significant ways. The following links provide profiles of the individual seminaries, summarizing what each institution can offer persons desiring preparations for Christian ministry.

PC(USA) seminaries include:

- Austin Theological Seminary Austin, Texas www.austinseminary.edu 512 404-4800
- Columbia Theological Seminary Decatur, Georgia www.ctsnet.edu 404 378-8821
- Dubuque Theological Seminary Dubuque, Iowa udts.dbq.edu 800 369-8387
- Johnson C. Smith Theological Seminary Atlanta, Georgia www.itc.edu 404 527-7794
- Louisville Presbyterian Theological Seminary Louisville, Kentucky www.lpts.edu 502 895-3411
- McCormick Theological Seminary Chicago, Illinois www.mccormick.edu 773 947-6300
- Pittsburgh Theological Seminary www.pts.edu 412 362-5610
- Princeton Theological Seminary Princeton, New Jersey www.ptsem.edu 609 921-8300
- San Francisco Theological Seminary San Anselmo, California web.sfts.edu 415 451-2800
- Union Presbyterian Seminary Richmond, Virginia www.union-psce.edu 800 229-2990
    - Charlotte, North Carolina 980-636-1700

Two additional seminaries are related to the PC(USA) by covenant agreement. They are:

- Auburn Theological Seminary New York, New York auburnseminary.org 212 662-4315
- Evangelical Seminary of Puerto Rico San Juan, Puerto Rico www.se-pr.edu 787-763-6700

PW OF PRESBYTERY OF CHARLOTTE COLLEGE/SEMINARY SCHOLARSHIP APPLICATIONS

CURRENT DATE: _____

Name: _____Birthday/year:_____

Parent's Names: _____

Home Address:_____

_____

Phone number: _____cell: _____

Local Church Membership: _____

Town/City Name: _____Pastor: _____

Church Activities: _____

_____

_____

High School Attended: _____
(Please attach school or college transcripts (if you are returning to school later in life, see Rule 7 in Guidelines for Scholarships)

Extra-Curricular Activities: _____

_____

YOU MUST BE ACCEPTED BY A PRESBYTERIAN (USA) COLLEGE OR SEMENARY BEFORE YOU ARE ELIGIBLE FOR A SCHOLARSHIP. Name of college you have been accepted by or attend?

_____

College address: _____

Dean of Students: _____

Why you need this scholarship? _____

_____

Three letters of reference must accompany this application: 1 from your minister; 1 from a schoolteacher; and 1 from an interested adult. Please list and identify these people: _____

_____

(If your educational situation varies from this, contact SPECIAL GIVINGS COMMUNICATOR)

PLEASE ENCLOSE AN AUTOBIOGRAPHY OR NOT LESS THAN 500 OR MORE THAN 1000 WORDS

Mail this application which must be postmarked by May 15th to the **PWP-CT Special Givings Communicator:**

SANDRA GRIER 704 962-6169 3896 Griers Fork Drive, Charlotte, NC 28273 sandraegrier@gmail.com

GUIDELINES FOR FINANCIAL ASSISTANCE TO THE PW SYNOD OR CHURCHWIDE GATHERING PRESBYTERIAN WOMEN IN THE PRESBYTERY OF CHARLOTTE

Each year, the Presbyterian Women in the Presbytery of Charlotte can give gifts to provide financial assistance to local PW organizations in order that they can send a representative to the PW Synod or Churchwide. Such financial assistance is meant to promote leadership within the local PW organizations and increase knowledge of the purpose of PW.

RULES THAT GOVERN THESE GIFTS

- FUNDS ARE TO BE SENT DIRECTLY TO THE Registrar of the PW Synod of the Mid-Atlantic Gathering by the Treasurer of the PW in the Presbytery of Charlotte.

- Each team of Cluster Leaders will be responsible for evaluating the applications and choosing a recipient from each Cluster. Each Cluster Team is responsible for presenting a report on their choice to the Presbytery CT.

- Evaluation will be based on the quality of an essay completed by the applicant. This essay is to explain how the applicant will use the information obtained at the Gathering to foster leadership and growth within her church.

- The attached application must be completed by the recipient of the funds. This application must be in the hands of the Leader of her Cluster by February 15th the year of the gathering. Scholarship will be awarded at the Annual Spring Gathering in April.

- These gifts may vary in amount from year to year. Each gift will be of equal value. Each gift is only a partial payment of the expenses for the Gathering and shall go toward the registration fee. The total yearly sum expended from the fund should not exceed 50% of the payment amount as budgeted by the CT for that calendar year.

QUALIFICATIONS

- Preference will be given to newly elected Moderators, Moderator-Elect, or other leadership positions on the CT of the local church who will be serving in the upcoming PW Calendar.

AMENDMENTS

- These guidelines may be suspended, amended or rescinded at any PWP-CT meeting by a 2/3 vote.

APPLICATION FOR FINANCIAL ASSISTANCE TO ATTEND THE PW SYNOD OR CHURCHWIDE GATHERING

PRESBYTERIAN WOMEN OF THE PRESBYTERY OF CHARLOTTE

NAME: _____DATE:_____

HOME ADDRESS: _____

_____

PHONE: (home) _____(cell) _____

LOCAL CHURCH
MEMBERSHIP:_____

CHURCH ADDRESS:_____

_____

DATE OF SYNOD OR CHURCHWIDE GATHERING: _____

YOUR PENDING PW OFFICE: _____

SERVICE DATE(S) OF YOUR OFFICE: FROM_____TO_____

Please provide an essay of how you plan to use the information that you gain at the Gathering to foster leadership and growth within your church organization. This essay should not exceed one (1) typed, double-spaced page.

Mail this application to your Cluster Leader. Her address is listed in the Directory of the Presbyterian Women in the Charlotte Presbytery. Your church Moderator has a copy of this directory.

Please check the Coordinating Team position for which you are submitting a nomination.

The term of office for all leaders, except PW Moderator and Moderator-Elect shall be two (2) years with privilege of reelection to a second term. The PW Cluster Leader shall be elected for a term of three years. Moderator-Elect serves a one-year term then serves a three (3) year term as Moderator; then two (2) years as Vice-Moderator. Officers are expected to attend all CT Meetings, Presbytery and Synod Gatherings and to serve on various committees. A brief description of each office is included below.

___1. Moderator (Plans and directs implementation of the program of PW by utilizing the gifts of all CT members).

___2. Moderator-Elect (Shall be in training for one year prior to serving as Moderator).

___3. Vice-Moderator (Serves at meetings or functions in Moderator's absence, or at her request during the first two (2) years of the Moderator's term).

___4. Recording Secretary (Records minutes, writes general correspondences, chairs the Publishing Committee, compiles, records and distributes the PWP Yearly Directory).

___5. Historian (Records the annual PWP History, maintains by-laws, and assists with the Annual Gatherings).

___6. Treasurer (Bookkeeper and Accountant for the PW Presbytery funds).

___7. Special Givings Communicator (Manages PWP Scholarships and Special Offerings).

___8. Mission & Issues Communicator (Promotes worldwide mission activities).

___9. Spiritual Enhancement Coordinator (Arranges the Annual Fall Gathering).

___10. Racial Ethnic Communicator (Promotes activities directed at increasing harmony among a diverse PW and promotes issues concerning justice and peace).

___11. Search Committee Moderator (Works to find candidates for positions on the PWP-CT).

___12. Cluster Leader (Key resource person between PWP-CT and local PW organizations; assists with annual training event and serves the local churches as needed).

PW Presbytery of Charlotte
ENDORSEMENT FOR NOMINATION TO PRESBYTERY CT

(Please suggest only the name of a person with whom you have consulted and who is willing to serve if nominated and elected)

Please TYPE OR PRINT **DATE**_____

NAME:_____

ADDRESS:_____

_____

PHONE:_____ **CELL**_____

QUALIFICATIONS:_____

_____

_____

_____

_____

_____

_____

CHURCH EXPERIENCE:_____

_____

_____

_____

_____

_____

SUBMITTED BY:_____

TITLE/POSITION:_____

ADDRESS:_____

_____

PHONE_____

Mail Nomination forms to a member of the PW Coordinating Team

(PLEASE DUPLICATE THIS FORM FOR ADDITIONAL NAMES TO BE SUBMITTED)

1-12

Presbyterian Women: Report from Local Church Historians / Jan 1-Dec 31 20___
Presbytery of Charlotte

Cluster of _____

Historical Report for _____Church

To be completed by the current historian

1. Has a history of your PW been written up to the present year? _____yes _____no
2. Are you keeping a file containing copies of histories, Honorary Life Membership and statistical reports to pass on to your successor? _____yes _____no
3. How many Honorary Life Memberships were given last year? _____
   - Please list names on a separate sheet and attach.
4. How many Memorial Memberships were given last year? _____
   - Please list names on a separate sheet and attach.
5. How many of your members attended Spring Gathering last year? _____
6. How many of your members attended Fall Gathering last year? _____
7. How many of your members attended other meetings or events in the presbytery, synod or churchwide last year? _____
8. How many deaths have occurred in your PW during last year? _____
   - Please list names on a separate sheet and attach.
9. How many women are serving in your church as deacons? _____
10. How many women are serving as elders? _____
11. Do you have a female pastor? _____yes _____no
12. How many women are serving as Sunday School Teachers? _____

Please write about any outstanding programs or events for your PW last year. You may use the back of this paper or another sheet.

SEND THIS INFORMATION TO PWP-CT HISTORIAN

MARY FAULKNER
9807 Feldbank Drive
Charlotte, NC 28216

MISSION REPORT JAN 1 – DEC 31, 20____
PW CHARLOTTE PRESBYTERY

Please compile a list of mission projects your Presbyterian Women completed during the year. The list is needed for the Annual Report which will be distributed at the Spring Gathering in April.

Church Name: _____

PW Moderator: _____

Moderator's Address: _____

_____

Moderator's Phone #: _____

Moderator's Email: _____

Projects: These are examples of projects needed for the report. Add additional projects and sheets as needed.

Families in transition:_____

Ministry for the Unhoused: _____

First-Aid Kits: _____

Sewing: _____

Christmas Projects: _____

Clothing Projects: _____

Cash Contributions: _____

School Supplies Projects: _____

Other: _____

ADDITIONAL COMMENTS

_____

_____

SEND THIS INFORMATION TO SECRETARY

LINDA P. ROUSSEAU
3215 Burbank Drive
Charlotte, NC 28216
Lrousseau.presbywomen@gmail.com

PRESBYTERIAN WOMEN PRESBYTERY OF CHARLOTTE

LOCAL CHURCH MODERATOR'S REPORT

APRIL_____-APRIL____

(Report is due to the Presbytery Moderator by February 1st)

MODERATOR_____

CHURCH_____**CLUSTER**_____

CHURCH ADDRESS_____

Capacity to Host Presbytery (See Host requirements and check all that apply)

FALL GATHERING/LEADERSHIP CONNECTION_____ SPRING GATHERING_____

Number of PW_____ Number of Circles _____ Number of Honorary Life Memberships_____

Number of Gatherings_____ Number in Attendance_____

Number of Retreats_____ Number in Attendance_____

Number of Training Events_____ Number in Attendance_____

Types of Scholarships/Amounts_____

_____

Birthday Offering Total_____ Thank Offering Total_____

Special Offerings (kinds and totals)_____

_____

_____

_____

Other Projects/Mission Opportunities

_____

_____

_____

_____

_____

Duties for churches hosting Presbyterian Women Annual Spring Gatherings:

Coordinate Registration:

- Registration should be held in a non-congested area – not in a traffic lane
- Register guests by churches and by clusters. Provide totals to Credentials Committee (as appointed by PWP CT)
- After Gathering, give all registration sheets to Credentials Committee
- Provide drinks and very light refreshments during registration. The CT will contribute $100 to the host church toward refreshments.

Informational Materials:

- Give out the program booklets and any other materials provided by the PWP/CT
- Provide Resource /Mission/ General Materials Tables if required.
- **Provide a map, and directions to your church by early March.**
- If possible, provide a map/diagram of church; indicating the Refreshment area, Worship space and Restrooms.
- Provide ladies to "stuff programs, note pads, pens etc. in Gathering Bags" (Wed-Fri) prior to gathering.

Music:

- Provide an organist or pianist to play before start of program, for hymn singing, and for offertory.
- Provide other special music as you desire (for time constraints, it is best to use special music for preludes and offertory). Will discuss together.
- Coordinate all music with Spring Gathering Committee Chair-PW Moderator

Offering:

- Your ushers will collect and count the offering. Give monies to PWP Treasurer and amount of offering to Credentials Committee

Communion:

Supply the grape juice and bread (elements) to serve communion, and Elders to serve the elements.

Other Needs:

- Provide a good sound system.
- Provide seating at front for speakers and reserve front pews for PWP/CT members.
- Hospitality Hostesses should be available throughout the morning.
- Host Pastor is invited to give the invocation or a few words of welcome as he/she wishes.
- Hosting PW Moderator should give a welcome early in the program and give any directions necessary for the smooth-running of the morning.
- **Hosting PW Moderator should plan to attend the March PWP/CT meeting** (usually the 3rd Sat.)

Duties for churches hosting Presbyterian Women Annual Fall Gatherings/Leadership Training

Coordinate Registration:

- Registration should be held in a non-congested area – not in a traffic lane.
- Register guests by churches and by clusters. Provide totals to Credentials Committee.
- Registration should involve a method of separating participants evenly into Workshops according to available space.
- After Gathering, give registration sheets to the Credentials Committee.
- Provide drinks and refreshments during registration. The CT will contribute $100 toward refreshments to the host church.

Informational Materials:

- Give out the program booklets and any other materials provided by the PWP/CT.
- Provide a Resource/Mission/General Materials Tables, if required.
- **Provide a map and directions to your church by early July.**
- Provide ladies to "stuff programs, note pads, pens etc. in Gathering Bags" (Wed-Fri) prior to gathering.

Music:

- Provide an organist or pianist to play before start of program, for hymn singing, and for offertory.
- Provide other special music as you desire (for time constraints, it is best to use special music for preludes and offertory). Will discuss together. Coordinate all music with Spiritual Enhancement Coordinator.

Offering:

- Your ushers will collect and count the offering. Give monies to PWP Treasurer and amount of offering to Credentials Committee

Other Needs:

- Provide a good sound system
- Provide seating at front for speakers and reserve front pews for PWP/CT members
- Hospitality Hostesses should be available throughout the morning
- Host Pastor is invited to give the invocation or a few words of welcome as he/she wishes
- Local PW Moderator should give a welcome early in the program and give any directions necessary for the smooth-running of the morning.
- **Local Moderator should plan to attend the July PWP/CT meeting** (the 3rd Sat)
- Provide up to 6 rooms (each holding approximately 20-35 people) for use in Workshops

Contact: JUDY GOINS PW Spiritual Enhancement Coordinator, 704 547-1180

11131 Shandon Way Lane, Charlotte, NC 28262 jbg1180@gmail.com