

PW Mission Coordinator Workshop

What Is This?

A basic outline that can be adapted for a workshop at a PW presbytery or synod gathering, at a cluster training day for PW in the congregations or for an event with neighboring presbyteries.

Who Is the Workshop for?

Presbyterian Women mission coordinators in the congregations, presbyteries and synods. On the PW congregation, presbytery, and synod levels, this could be a coordinating team position or responsibilities may be assigned to another position. On the churchwide level, many of the responsibilities fall to the Churchwide Coordinating Team Mission Relationships Committee

What Will Participants Learn?

Participants will

- learn about the responsibilities of mission coordinators at each level
- compare the differences between the responsibilities at each level
- learn about the PW resources available for mission interpretation
- explore the two options for PW presbytery leaders to work with PW congregations
- share ideas for adapting the workshop to their region

Checklist for Workshop Leaders

Several days or weeks before the scheduled workshop

- Prepare a written plan or outline, with built-in alternatives.
- Plan activities that have a change of pace.
- Secure resources needed.
- Preview any video or audio materials to be presented.
- Plan a community building activity.
- Prepare necessary handouts.
- Prepare nametags, if needed.

The day of the workshop, prepare the location of the workshop including the following:

- Post signs outside the door.
- Ensure the room has an adequate number of tables and chairs.
- Ensure comfortable temperature and proper lighting.
- Have resources and equipment ready.
- See that equipment functions properly.
- Have visual aids prepared.

Conduct the workshop

- Set a welcoming atmosphere.
- Greet the participants in a friendly manner as they enter.
- Provide nametags, if needed.
- Introduce your self, co-leaders and purpose of the workshop.
- Open with prayer.

- Provide a means by which each person can be introduced to the group.
- Direct the learning activities.
- Share your expectations for the workshop.
- Invite the participants to share their expectations.
- Show enthusiasm for the learning experience ahead.
- Offer an opportunity to share.
- Be flexible to the needs of the group.
- Provide handouts.
- Bring the workshop to a close.
- Summarize the points covered.
- Provide an opportunity for evaluation both by the participants and leader.
- Close with prayer.

The Workshop

Open the session with the following prayer or one of your own.

Together in service with You, Caring God, we ask that you broaden our horizons and open our eyes that we may see all the opportunities to serve You in mission. Grant us a hunger to serve and love your people. It is in Your name and because of You, we pray.

Why is it important to have a mission coordinator?

To introduce the participants to each other and begin exploring what it means to be a mission coordinator invite each participant tell what she remembers most about a recent mission project her PW participated in or use an exercise of your own. Thank the participants for sharing. Ask them to think about what they have heard. What insights did they gain about why mission is important to the one giving as well as the one receiving?

Summarize the conversation by reminding the group that Presbyterian Women cares about the mission of the church in a special way. It has been a leader in mission for over 200 years. The Together in Service program provides new ways for PW to continue these efforts. The mission coordinator encourages participation in and support of Together in Service.

What are the responsibilities of PW mission coordinators?

Remind the group that this may be a separate position or assigned as the duties of another position. Suggested job descriptions for mission coordinators are found in the *PW Manual*. Point out that mission coordination on the churchwide level is the responsibility of the Mission Relationships Committee, not a single individual. Refer participants to the *PW Manual* for the responsibilities of the vice-moderator for mission relationships and note how different her job is.

Take a longer look at the responsibilities of mission coordinators. Distribute **Handout MC-1**. Every mission coordinator carries similar basic responsibilities. Compare the responsibilities. Ask

- What responsibilities are common to each level?
- How do the responsibilities differ among the levels?

- What surprises you about the responsibilities?

There are number of resources available to help a mission coordinator with her work. As you compare the responsibilities on each level, point out the resources available to help interpret the PW mission programs.

What are the primary PW mission programs?

Over the years Presbyterian Women has focused its efforts on mission programs that impact women and children at home and abroad. Together In Service brings PW mission together in a unique way. The Together In Service guidebook is a must resource for every mission coordinator who is central to the success of the program. The presbytery mission coordinator is the primary contact person for Together In Service. She will

- share information from PW in the synod and churchwide with congregations
- forward mission stories to PW churchwide for publication on the PW Web site and in other PW publications.

Remind the group that PW's most important resources are the women and their experiences. Sharing the stories through print and electronic communication is one of the mission coordinator's most important responsibilities.

Allow time for questions about Together In Service. Be sure you are familiar with the program prior to the workshop. Before moving on mention other churchwide mission programs:

- Global Exchange combines outreach and advocacy as it makes women-to-women connections around the world. Every three years, usually the year before the Churchwide Gathering, Presbyterian Women takes a group to a selected part of the world to learn about the issues impacting women and children. Women from the same area are invited to itinerate through the synods and then attend the Gathering.
- U.S.A. Mission Experience takes a group to a selected region in the United States to explore concerns here similar to those the Global Exchange examines.
- Two special offerings, Birthday Offering and Thank Offering, provide grants to projects in the United States and around the world. Through its offering programs, PW has had a major impact on health care, women's rights, education and child care in every region of the globe.

How does the PW mission coordinator in the presbytery work with the congregations?

Distribute **Handout MC-2**. Review the differences in the two options. Ask for ideas about how the position might work in each. Discuss training that can be offered to congregations.

Remember, the mission coordinator does more than disseminate information; she also assists in mission education. Discuss specific examples for staying in touch with congregations.

How can the workshop be used to support PW mission coordinators?

After comparing the responsibilities, allow time for participants to reflect on what they would add to workshop if they were leading it. Ask what they would add to the workshop if they were the workshop leaders. Record the ideas on newsprint. Ask participants which idea they might try. Ask what additional information might help mission coordinators in the presbyteries and congregations understand their responsibilities?

Close with the suggested prayer or one of your own.

Redeemer God, we give you all the praise and all the glory for the good that has happened during this time together. We ask your forgiveness for any human frailties that have sneaked in to make our conversation or our actions a distraction. As we close, we do so with thanksgiving for this community of believers serving as your leaders and for You, our living, dynamic communicating God. It is in the precious name of your son, Jesus, we pray.

What are the Responsibilities of a PW Mission Coordinator?

| Congregation | Presbytery | Synod | CCT Mission Committee | Resources |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Coordinates Together in Service program | Coordinates Together in Service program | Coordinates Together in Service program | Coordinates Together in Service program | <i>Get the Point Across</i> DVD |
| Encourages use of <i>Mission Yearbook for Prayer & Study</i> | Encourages use of <i>Mission Yearbook for Prayer & Study</i> | Encourages use of <i>Mission Yearbook for Prayer & Study</i> | Encourages use of <i>Mission Yearbook for Prayer & Study</i> | <i>Mission Yearbook for Prayer & Study</i> with <i>Reader's Guide</i> , <i>Children's Mission Yearbook</i> |
| Promotes PW Birthday and Thank Offerings | Promotes PW Birthday and Thank Offerings | Promotes PW Birthday and Thank Offerings | Promotes PW Birthday and Thank Offerings | <i>Horizons</i> , Offering interpretation material, PW Web pages |
| Provides PW mission project information to circles and congregation | *Provides PW mission information to PWPCT and to PWC directly or through cluster leaders | *Provides PW mission information to PWSCT and presbytery mission coordinators | Provides PW mission information to synod and presbytery mission coordinators | <i>Horizons</i> , PW Web pages, Quarterly Leaders Network mailing, <i>J&P Links</i> electronic newsletter |
| May work with congregation's mission committee to coordinate mission projects | Conducts training for mission leaders in the congregation | Conducts training for mission leaders in the presbyteries | Conducts training for mission leaders in the synods | <i>PW Manual</i> , <i>Horizons</i> , PW Web pages, Quarterly Leaders Network mailing, <i>J&P Links</i> electronic newsletter |
| Promotes and encourages support of international and domestic mission | Promotes and encourages support of international and domestic mission | Promotes and encourages support of international and domestic mission | Promotes and encourages support of international and domestic mission | <i>Horizons</i> , PW Web pages, Quarterly Leaders Network mailing, <i>J&P Links</i> electronic newsletter, GAC Annual Report, <i>Presbyterians Today</i> |
| Shares mission stories with PW Louisville office | Shares mission stories with PW Louisville office | Shares mission stories with PW Louisville office | Ensures mission stories are published regularly | PW in the Congregation, Presbytery or Synod mission activities |

How Does the PW Mission Coordinator in the Presbytery Work with the Congregations?

| When PWP Mission Coordinator Is Primary Contact | When PWP Cluster Leader is Primary Contact |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| The mission coordinator is a member of the PWP coordinating team and works with the other members to plan and carry out the work of PW in the Presbytery. | The mission coordinator is a member of the PWP coordinating team and works with the other members to plan and carry out the work of PW in the Presbytery. |
| The mission coordinator provides training and resources for the mission coordinators in the congregations. | The cluster leaders help the mission coordinator provide training and resources for the mission coordinators in the congregations. |
| The mission coordinator has direct contact with the mission coordinators in the congregations to send and receive information. | The mission coordinator provides information to the cluster leaders to send to the mission coordinators in the congregations. |

Resource List

- *PW Manual*; item PWR-07-101*
- *Together in Service Guidebook*; a guide for selecting projects and learning new ways to be partners in mission; PWR-06-433*
- *Horizons*, the bimonthly magazine for Presbyterian Women. The January/February issue provides information on the Birthday Offering. The July/August issue provides information on the Thank Offering. Subscribe online, www.pcusa.org/horizons, or call 800/524-2612; subscription includes six issues of the magazine and the annual Bible study
- *Make the Most of Your Magazine* offers suggestions for how to use the latest issue of *Horizons* for programming and action. Free, downloadable resource; available on the *Horizons* Web pages, www.pcusa.org/horizons
- *Get the Point Across*, a PowerPoint presentation that describes *Together in Service*; available on the PW Web pages, www.pcusa.org/pw/missionmatters
- *Links*, the electronic newsletter produced by the Churchwide Justice and Peace Committee. Each issue focuses on a different advocacy opportunity and includes suggested actions as well as resources for further study. Free, downloadable resource; available on the PW Web pages, www.pcusa.org/pw/justice
- *Mission Yearbook for Prayer & Study* and its *Reader's Guide**
- Birthday and Thank Offering interpretive material is mailed to presbytery mission contacts, cluster leaders and resource centers. Some items are available as free

downloads on the PW Web pages, www.pcusa.org/pw; materials for each offering are published annually*

- *Embracing God's World, 2nd Edition*; item 1-57153-068-1*
- *God for the World, Church for the World*. This Bible study can be used as a mission education tool; item 097707*

*Order through Presbyterian Distribution Service, 800/524-2612 or www.pcusa.org/marketplace.