

Workshop for PW Moderators

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 it for?

Presbyterian Women moderators in the congregations, presbyteries and synods.

What Will Participants Learn?

Participants will

- learn why it is important to have a moderator or co-moderators
- compare responsibilities of moderators 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 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 suggested prayer or one of your own.

Omnipotent God, bless these leaders with enthusiasm, leadership ability, compassion and most of all patience. They will be the rocks that stabilize the foundation. Grant them clearness of vision and empower them with your Holy Spirit in the name of Christ Jesus.

To introduce the participants to each other and begin exploring what it means to be a PW moderator, invite each participant tell about the oldest and youngest Presbyterian Women member in her church or use an exercise of your own choosing.

Thank participants for sharing. Ask the participants to reflect on the stories they heard. What insights did they gain about the women who are members of PW? Did anything surprise them?

Summarize the conversation by reminding the group that each individual brings a unique set of gifts to PW. Moderators are women who can lead others as they plan, organize and carry out the work of Presbyterian Women and to represent PW to other groups.

What are the responsibilities of PW moderators in the congregations, presbyteries, synod, and churchwide?

Look more closely at the moderators' responsibilities. Suggested job descriptions for moderators in the congregation, presbytery and synod are in the *PW Manual*. Ask participants to find the job descriptions for each level.

After finding the job descriptions in the *Manual*, distribute **Handout M-1**. Point out that moderators at each level have three primary areas of responsibility:

- Leading the coordinating team and Presbyterian Women
- Planning, with the coordinating team, the program of Presbyterian Women
- Communicating the between Presbyterian Women and other groups

As you compare the responsibilities outlined on the handout, ask the group to identify the similarities and differences in the moderator's responsibilities at each level. Notice the resources available to help perform the functions of moderator. Choose from among the following questions to help guide the discussion of a moderator's responsibilities.

- What are some ways to ensure productive meetings?

- What items does an effective agenda include?
- Think about gatherings you've attended. What are some approaches to planning a gathering?
- Identify a few of the keys to successful committees.
- Share a communication technique that works for your PW group.
- Quickly brainstorm projects and activities that create interest in PW.
- Discuss the importance of evaluations and different ways to evaluate.
- What is the mission pledge? Why do women pledge? What is it used for?
- Discuss when the mission pledge needs to be sent and to whom.

End the discussion of responsibilities by pointing out that an important function of the moderator is to encourage participation in PW. Moderators encourage women to

- Attend meetings and participate in PW activities
Invite women to go with you to events, but extend the invitation early enough that they have time to plan accordingly. Report formally and in conversation with others about the things that took place at the events. Attend PW events on all levels and in many places. Sometimes getting someone interested in a retreat or conference is a way to get them to take part locally.
- Accept leadership positions
When asking someone to take a position, send the person a letter with the request, a job description, and why you think she would be the perfect person for the job. Ask her to think and pray about it and tell her you will be calling in the next few days to discuss the position with her. Sometimes a person is busy part of the year, but has time she could do special things. Take a look at the different positions and be able to tell the person when she would have responsibilities. Many times things are not done because people do not know when they should complete the assignment.
- Most of importantly, know what PW means to you.
At some point, someone will ask you. When PW becomes something personal to you, you gain joy and excitement which shows. People are too busy these days to go to just another meeting. They need a reason to spend the time and energy to attend. Make it meaningful in their lives. Learn what PW is all about and tell everyone. We have something for everyone.

How does the PW moderator in the presbytery work with the congregations?

Remind the group they are not alone. At every level there is a support system. Distribute Handout M-2 and discuss the two options for how PW presbytery leaders work with PW in the Congregations. Ask for ideas about how the position might work in each. Discuss specific examples for staying in touch with congregations.

What resources are available to PW moderators?

If possible, have samples from the resource list on hand for the participants to browse. If you discussed the resources thoroughly, while reviewing the responsibilities simply point the

resources are available for browsing at the end of the workshop. You may want to ask what additional resources the participants are familiar with.

How can the workshop be used to support PW moderators?

After comparing the position responsibilities, allow time for participants to reflect on what they would add to workshop if they were leading it. Record the ideas on newsprint. Ask participants which idea they might try.

Ask what additional information might help moderators 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 Moderator's Responsibilities?

Function	Congregation	Presbytery	Synod	CCT	Resources
Leadership	Presides at CT meetings and at PWC gatherings	Presides at CT meetings and at PWP gatherings	Presides at CT meetings and at PWS gatherings	Presides at CCT meetings and at PW Churchwide Gathering	<i>PW Manual, Communications Basics, Guide to Speaking Up, Polity and Parliamentary Procedure, 20 Tips 5, 14, 17, 20</i>
	Prepares agenda for stated CT meetings and PWC business meetings	Prepares agenda for stated CT meetings and PWP business meetings	Ensures the preparation of the agenda for CT meetings and PWS meetings	Prepares, along with vice-moderators, agendas for CCT/PW and churchwide meetings	<i>PW Manual, Communications Basics, Gathering for Worship and Work, 20 Tips #14, 16, 17</i>
	Appoints committees as needed	Appoints committees as needed	Appoints committees as needed	Appoints committees in consultation with the vice-moderators, for CCT approval	<i>PW Manual, CT Bylaws, Standing Rules and/or Policies</i>
	Serves ex-officio on all committees except Search Committee	Serves ex-officio on all committees except Search Committee	Serves ex-officio on all committees except Search Committee	Serves ex-officio on all committees except Search Committee	<i>PW Manual, CT Bylaws, Standing Rules and/or Policies</i>
	Serves as representative to PWPCT; attends PWP gatherings and business meetings	Serves as representative to the PWSCT; serves as voting representative to Churchwide business meetings	Serves as voting representative to Churchwide business meetings	Ensures voting representatives receive reports and business for action as provided in bylaws	<i>PW Manual, CT Bylaws, Meeting Reports and Recommendations</i>
	Determines mission pledge in consultation, with treasurer and CT	Distributes mission pledge forms to PWCs and encourages pledging	Supports CCT/PW mission emphases and justice and peace concerns in PWS program	Chairs Administrative Committee	<i>PW Manual, CT Bylaws, Standing Rules and/or Policies, Horizons, PW Website, CCT/PW mailings, J&P Links</i>
	Participates on committees and carries out responsibilities particular to congregation.	Serves on presbytery council, as appropriate	Attends synod council meetings where there is a council Attends synod meetings as the representative of PWS	Serves on General Assembly Council	<i>PW Manual, CT Bylaws, Standing Rules and/or Policies, Reports, Information for Meeting, Horizons</i>
	Encourages participation in gatherings and	Ensures leadership development for all elected PW leaders	Encourages leadership development for all	Encourages participation of all CCT members in	All PW and PC(USA) print and electronic

Function	Congregation	Presbytery	Synod	CCT	Resources
	activities of PW	in the presbytery, including congregational moderators	elected leaders of PW in the Synod	experiences that contribute to their development as PW leaders	resources, books on leadership
Planning	Plans, with the CT, for Gatherings and sees that responsibilities are carried out	Plans, with the CT, for Gatherings and sees that responsibilities are carried out.	Plans, with the CT, for Gatherings and sees that responsibilities are carried out	Appoints, with vice-moderators, Churchwide Gathering planning committees	<i>Horizons, Planning With a Purpose, PW Manual, PW Website, PW colleagues, governing body staff, PC(USA) program resources</i>
	Ensures, with CT, evaluation of programs	Ensures, with CT, evaluation of programs	Ensures, with CT, evaluation of programs	Ensures, with CT, evaluation of programs	PW Manual, Planning With a Purpose, 20 Tips #9
Communication	Receives all communications relating to PWC	Receives all communications relating to PWP	Receives all communications relating to PWS	Promotes two-way communication between PW and PC(USA)	Email, PW Websites, Communications Basics
	Communicates information to appropriate persons	Communicates the information to appropriate persons.	Communicates the information to appropriate persons		Email, PW Websites, Communications Basics
	Encourages the interest of all members in PW	Serves as liaison between the PWPCT and PWSCT, CCT/PW and PW national staff.	Serves as liaison between CCT/PW moderator and PWP moderators within the synod	Serves as contact person with other organizations; serves as key contact with PW national staff	Email, PW Websites, <i>Communications Basics, Building an Inclusive, Caring Community Through Dialogue</i>
	Presents annual report to PWC and to the Session	Presents annual report to PWP and to the Presbytery	Presents annual report to PWS and to the Synod	Ensures presentation of annual report to the General Assembly	<i>Horizons, Communications Basics, PW Manual, Guide to Speaking Up</i>
	Encourages ecumenical relationships and intentional diversity among women in the church	Encourages ecumenical relationships and intentional diversity among women in the church	Encourages ecumenical relationships and intentional diversity among women in the church	Encourages intentional diversity among women in the church [See also Vice-moderator for Mission Relationships]	<i>Horizons, Communications Basics, PW Manual, Building an Inclusive, Caring Community Through Dialogue</i>
	Provides a written account of the work of the moderator for transmission to her successor	Provides a written account of the work of the moderator for transmission to her successor	Provides a written account of the work of the moderator for transmission to her successor	Provides a written account of the work of the moderator to voting representatives	<i>PW Manual, CT Minutes, Meeting Reports</i>

How Does the PW Presbytery Moderator Work With the Congregations?

When PWP Moderator Is Primary Contact	When PWP Cluster Leader is Primary Contact
The PW moderator is a member of the PWPCT and works with the other members to plan and carry out the work of PW in the Presbytery.	The PW moderator is a member of the PWPCT and works with the other members to plan and carry out the work of PW in the Presbytery.
The PW moderator provides training and resources for the PW moderators in the congregations.	The Cluster Leaders help the PW moderator provide training and resources for PW moderators in the congregations.
The PW moderator has direct contact with the PW moderators in the congregations to send and receive information.	The PW moderator provides information to the Cluster Leaders to send to the PW moderators in the congregations.

Suggested Resources

PW and PC(USA) resources can be order from Presbyterian Distribution Services, 800/524-2612

- The Bible
- *PW Manual*. Includes a guide for treasurers; item PWR-07-101*
- *Horizons*, the magazine and Bible study for Presbyterian Women; 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. Available at www.pcusa.org/horizons.
- *Becoming the Beloved Community* antiracism DVD and study guide; item PWR-06-120*
- *Building an Inclusive Caring Community Through Dialogue*. Facilitating communication amidst diversity; item PWR-03-121*
- *Communication Basics*. Guide to using print and electronic communications; item PWR-01-120*
- *Planning With a Purpose*, a planning resource based on the Presbyterian Women's Purpose; item PWR-07-110*
- *Polity and Parliamentary Procedure*, item PWR-01-400*
- *A Guide to Speaking Up*; study guide and CD to give you confidence speaking to any size group; item PWR-02-140*
- Presbyterian Women's Web pages, www.pcusa.org/pw, lists resources, provides programming ideas and offers free, downloadable resources.
- *Mission Yearbook for Prayer & Study*; published annually*
- Presbyterian Planning Calendar*

- Birthday and Thank Offering interpretive material is mailed to presbytery mission contacts, cluster leaders and resource centers. Free items are available on the PW Web pages, www.pcusa.org/pw
- PW Leaders Packet; a handy reference for leaders; item PWR-00-110*
- General Assembly Annual Report*

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