

**Order materials from Presbyterian Distribution Service (PDS), 800/524-2612 or [www.pcusa.org/marketplace](http://www.pcusa.org/marketplace)**

*Make checks payable to Presbyterian Women and include shipping and handling charges (10% of order total, \$4.50 min., \$60.00 max).*

**Mail checks to**

**PC(USA)**

**PDS Prepaid Sales Processing**

**PO Box 643674**

**Pittsburgh, PA 15264-3674**

**PW Manual** (revised 2007)

PWR-07-101

\$6.00

**Horizons**

(6 issues and the Bible study)

\$18.00/year

**PW Purpose brochure**

(pkg. of 25)

PWR-07-103

free

**“How to Write Church History” booklet**

PWR-02-105

1–9 copies, \$3.50 each

10 or more copies, \$2.50 each

**PW Leaders packet**

PWR-00-110

1–9 copies, \$3.50 each

10 or more copies, \$2.50 each



revised 2007

PDS #PWR-05-132



**PRESBYTERIAN  
WOMEN**

*Workshop for Moderators  
in the Congregation*

## To the Leader

This workshop is designed to last one to one and one-half hours. (If you have one and one-half hours, use the last section on small group work.)

It delineates the major points to be covered and contains activities and a list of resources that will be useful to you in planning and leading the workshop. This pamphlet provides the basic framework for your workshop. Please feel free to adapt this model to fit the needs of the women who are moderators of Presbyterian Women in the Congregation (PWC).

## Leadership Preparation

### Resources

- PW Manual (revised 2007)
- PW Moderator brochure from PW Leaders Packet
- PW Purpose brochure

All resources are available from Presbyterian Distribution Service. For ordering information, see the back cover of this pamphlet. Also bring a box of matches and an index card for each participant.

## Workshop Agenda

### Opening Prayer (1 minute)

### Community Building (10 minutes)

Pass around a box of kitchen matches. Have each woman light a match and tell as much about herself as she can before the match burns out.

Provide copies of the PW Purpose brochure and read the Purpose aloud together.

### Role Play (15 minutes)

Choose two volunteers. Ask one to play the part of a search committee member asking another person to take the job of PWC moderator. The second person should have questions and maybe some excuses as her partner explains the job. Thank the participants and talk about what happened—how the situation might remind us of one we've been in (either role). Tell the group that we hope to discover today what some of the responsibilities of a PW leader are and how we, as chosen leaders, are to go about the job. Explain that you will try to give some tips and that complete information is in the PW Manual.

### PW Moderator's Responsibilities (10 minutes)

Have the group list the moderator's responsibilities on newsprint. Some of the duties they might list are as follows:

- Preside at meetings of Coordinating Team (CT)
- Preside at gatherings of PWC
- Appoint committees
- Communicate information
- Encourage participation in gatherings
- Stimulate interest of all members in PW
- Maintain evaluation of projects and gatherings, record evaluations
- Encourage ecumenical relationships and intentional diversity among women in the church
- Determine the mission pledge in consultation with the treasurer and CT

### PW Moderator's Responsibilities Toward CT (partial) (5 minutes)

- Plan CT meetings
- Set consistent time/date (if this works for you)
- Remind people of meetings (or have secretary do this)
- Open and close meetings with prayer/devotions/worship
- Start on time: don't punish the punctual and reward the tardy
- Provide an agenda. Allow time for community building, maybe as part of worship

### Guidelines for Planning/Goal Setting (5 minutes)

- Always remember PW Purpose and Principles (try to use each part of the Purpose sometime during the year).
- Consider brainstorming.
- Be creative—don't be afraid to try something new, but evaluate it.
- Delegate responsibilities—don't try to do it all yourself!

### Building Community on the Coordinating Team (5 minutes)

- Know your team: have a retreat if you can, or a specific time for getting to know each other.
- Know your membership: try to contact women personally; meet with new women or women with special needs; pray for specific women; keep a record of who does/doesn't attend gatherings.

### Evaluation (5 minutes)

- Evaluate every gathering, special event, etc.
- At the end of year, evaluate needs of women in the congregation, evaluate how the coordinating team is run (meetings) and meets needs,

addresses the PW Purpose, accomplishes goals, etc.

### Small Groups (30 minutes)

Simulating the work of the Coordinating Team, divide into groups of five to discuss one of the following situations. Work as a team, listening to each other. One person should record the responses to the questions and be ready to report to the larger group.

**Situation #1.** One of your team members is not fulfilling her responsibilities due to health problems, family problems, lack of interest, etc. She shows no signs of resigning.

**Situation #2.** Over the years, your PW group has been (in your opinion) moving further and further away from the PW Purpose, and you feel that the group has become little more than an exclusive social club.

**Situation #3.** The church session surprises you by telling you that they don't feel your church needs PW.

Each small group should answer the following questions:

1. To whom would you go for advice, support or information?
2. Is it your responsibility to handle this situation? If not, whose?
3. What in the PW Purpose and Principles could guide you?
4. What are some possible resolutions to the situation?

### Closing Prayer (3 minutes)

Give each woman an index card and ask her to write the gifts that she brings to PW on one side and a prayer on the other. Suggest that she carry the card in her purse and refer to it as she goes about her PW ministry.