



**PRESBYTERIAN  
WOMEN**

*Workshop for Search Committees  
in the Congregation*



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WOMEN

## To the Leader

This workshop is designed to last one hour. 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 serve on search committees in your presbytery.

## Leadership Preparation

### *Resources*

- Presbyterian Women Manual (revised 2007)
- PW “An Invitation” brochure
- PW Purpose brochure

All resources are available from Presbyterian Distribution Service. For ordering information see the back cover of this pamphlet.

## Workshop Agenda

### *Opening Prayer (1 minute)*

### *Community Building (10 minutes)*

Ask each woman to answer the question, “If you could trade places with any woman, who would it be and why?”

### *Presbyterian Women Purpose (5 minutes)*

Distribute copies of the PW Purpose brochure and read the Purpose aloud together. How does it apply to the Search Committee? How can the Search Committee live out the PW Purpose at the congregational level?

Distribute copies of the PW “An Invitation” brochure. After participants have had a chance to read it, discuss the costs and benefits of serving in leadership roles.

### *PW Search Committee Coordinator’s Responsibilities (2 minutes)*

- Serve as a member of the Coordinating Team (CT)
- Preside at meetings of the Search Committee

- Delegate committee duties
- Build a good committee. For example, involve circle leaders as much as possible because they often know women who would be enthused and capable in leadership positions.

### ***PW Search Committee Responsibilities (10 minutes)***

On newsprint, have the group list as many of the responsibilities of the Search Committee as they can think of. After the list is complete, allow time for participants to share successful tips with each other for the responsibilities. A few important responsibilities they may include are

- Understand clearly the job requirements for each leader
- Develop a plan for securing references
- Contact your prospective leaders. (See “Calling on a Prospect” for helpful hints, PW Manual, 8-9)
- Prepare a list of nominees to the CT for presentation at the business meeting of PW
- Provide nominees to the CT to fill vacancies occurring between elections at the business meeting of PW
- Orient your new leaders to their jobs and responsibilities

### ***Guidelines for a Search Committee (15 minutes)***

- Build a bank of names for all leadership positions; make sure that all contact information stays current
- Remember that all discussions in a search committee meeting should be held in the strictest confidence

- Seek out prospective leaders and find ways of discovering new talent
- Develop a form for requesting names of qualified persons
- Use sign-in forms at gatherings to focus on the women who are the most active in PW; talk to these women about serving in leadership positions
- Consider dividing a job in half
- Do not select a member of the search committee for an office
- Do not rotate leadership from one position to another
- Do not overburden your new or returning women
- Evaluate your procedures as a committee

### ***Role Play and Discussion (16 minutes)***

Act out a search committee meeting that addresses this situation: A member of a Coordinating Team has suddenly resigned. How can the Search Committee find someone to fulfill her role? Would it be better to find a replacement or have other CT members share the work?

### ***Closing Prayer (1 minute)***

**Order materials from Presbyterian Distribution Service  
(PDS), 800/524-2612**

*Make checks payable to Presbyterian Women and include shipping and handling charges. (10% of order total, \$4.50 minimum, \$60 maximum)*

**Mail checks to  
Presbyterian Church (USA)  
PDS Prepaid Sales Processing  
PO Box 643674  
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**PW Manual** (revised 2007, new Bylaws 2006)

PWR-07-101

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PWR-02-105

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