

PW Search Committee Moderators 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 Search Committee moderators and members in the congregations, presbyteries and synods

What Will Participants Learn?

Participants will

- learn about the responsibilities of Search Committees at each level
- identify similarities and differences between the responsibilities at each level
- learn about the PW resources available for Search Committees
- explore the two options for PW presbytery leaders to work with PW congregations

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.

Spirit of the Living God, search us and guide us as we come together to discern Your way of calling leaders for Presbyterian Women. We ask that even now you work in the hearts of those you would choose. It is in the name of Jesus Christ we pray.

Why is it important to have a search committee?

To introduce the participants to each other and begin exploring what it means to be a Search Committee moderator or member, invite each participant to briefly tell about a time she was approached to accept a leadership position. How did she respond and why?

Thank the participants for sharing. Ask them to think about the stories shared. What were some of the common elements? Were there any surprises?

Point out that the Search Committee is the key to maintaining a healthy, growing organization. Its task is to identify those leaders who will take the group into the future. The Search Committee moderator leads the work of the committee. She ensures that an inclusive list of nominees is secured and keeps an accurate record of the rotation of leaders. While the moderator of the committee may sit on the coordinating team, the committee members do not to maintain objectivity. Search Committees report directly to the voting body of the organization.

What are the responsibilities of a PW Search Committee?

Ask participants to brainstorm the things for a Search Committee to consider as it goes about doing its work. Record the responses on newsprint. Possible responses include

- 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 talents.
- 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 overburden your new or returning women.
- Evaluate your procedures as a committee.

What are the responsibilities of a PW Search Committee moderator in the congregations, presbyteries, synods and churchwide?

Suggested job descriptions for Search Committee moderators are found in the *PW Manual*. Ask participants to find the descriptions for each level. Compare the responsibilities of the Search Committee and its moderator in the congregation, presbytery and synod. Use the following questions to guide the discussion

- What are some ways to discover the talents and skills of the women in your congregation, presbytery or synod?
- Different people use different filing systems. What works for you?
- Where can you find statistics on the diversity of the congregation, presbytery or synod. (ages, cultures, gender, economic status, employment)? Statistical reports are available online at www.pcusa.org/research/compstats
- Brainstorm ideas for encouraging out-going leaders to mentor younger women
- Why is it important to send the slate of nominees out prior to the election?

Many people find it hard to ask someone to serve. Hand out copies of the Presbyterian Women *An Invitation* brochure. See resource list for ordering information. Divide the participants into groups of five to six people. After participants have had time to read it, ask the groups to talk about how it could be used when inviting a woman to allow her name to be placed in nomination for leadership. Allow no more than ten minutes for discussion. Call the groups back together. Ask someone to report ideas from each group. Record the responses on newsprint.

Ask participants if there is an idea that one will take home to try.

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

Distribute **Handout SM-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. Discuss specific examples for staying in touch with congregations.

How can the workshop be used to support PW search committee moderators?

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 Search Committee Moderator?

Congregation	Presbytery	Synod	CCT
May serve on CT as provided in bylaws	May serve on CT as provided in bylaws	May serve on CT as provided in bylaws	Serves as a member of the CCT.
Calls and presides at meetings of the search committee	Calls and presides at meetings of the search committee.	Calls and presides at meetings of the search committee	Calls and presides at meetings of the search committee
Prepares a list of positions to be filled	Prepares a list of positions to be filled	Prepares a list of positions to be filled	Prepares a list of positions to be filled
Leads the committee in discovering the talents and skills of women in the congregation	Leads the committee in discovering the talents and skills of women in the congregation	Leads the committee in discovering the talents and skills of women in the congregation	Leads the committee in gathering applications for potential nominees
Ensures age, race and geographic diversity of nominees	Ensures age, race and geographic diversity of nominees	Ensures age, race and geographic diversity of nominees	Ensures age, race and geographic diversity of nominees
Acquaints potential nominees with the appropriate job description	Acquaints potential nominees with the appropriate job description	Acquaints potential nominees with the appropriate job description	Acquaints potential nominees with the appropriate job description
Prepares a list of nominees and presents them at the gathering at which leaders will be elected	Prepares a list of nominees and presents them at the business meeting of PWP	Prepares a list of nominees and presents them at the business meeting of PWS	Provides the names of nominees for publication in <i>Horizons</i>
			Provides names of nominees for distribution at least 60 days before the gathering at which the leaders will be elected
			Presents the names of nominees at the Business Meeting of Presbyterian Women
Following elections, notifies each nominee of the results.	Following elections, notifies each nominee of the results.	Following elections, notifies each nominee of the results.	Following elections, notifies each nominee of the results.
Leads the committee to fill vacancies as provided in bylaws	Leads the committee to fill vacancies as provided in bylaws	Leads the committee to fill vacancies as provided in bylaws	Leads the committee to fill vacancies as provided in bylaws

Maintains a file of contacts for future use	Maintains a file of contacts for future use	Maintains a file of contacts for future use	Maintains a file of contacts for future use
Attends training for search moderators	Trains search committees in the congregations	Trains search committees in the presbyteries	Supports search committees at all levels

How Does the PW Search Committee Moderator in the Presbytery Work with the Congregations?

When PWP Search Moderator Is Primary Contact	When PWP Cluster Leader is Primary Contact
The PWP search 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 PWP search 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 PWP search moderator provides training and resources for the PWC search moderators.	The cluster leader assists the PWP search moderator to provide training and resources for the PWC search moderators.
The PWP search moderator has direct contact with the PWC search moderators to send and receive information.	The search moderator sends and receives information to the search moderator in the congregations through the cluster leaders.

Suggested Resources

- Files of your predecessor are some of your best resources.
- Rosters of PW groups in the congregation, presbytery or synod
- PW Workshop for Search Committees, free, downloadable resource, available on the PW Web pages, www.pcusa.org/pw
- PW Purpose brochure; item PWR-00-103*
- Invitation brochure, designed to help women consider a call to leadership in PW; item PWR-00-125*

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