



PW Manual

A Guide for PW Treasurers



Presbyterian Women



# PW Manual: A Guide for PW Treasurers

2017 Edition

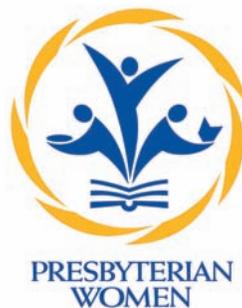
## PW Purpose

Forgiven and freed by God in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves

- to nurture our faith through prayer and Bible study,
- to support the mission of the church worldwide,
- to work for justice and peace, and
- to build an inclusive, caring community of women that strengthens the Presbyterian Church (U.S.A.) and witnesses to the promise of God's kingdom.

*“Whatever your task, put yourselves into it, as done for the Lord and not for your masters . . .”*

—Colossians 3:23, NRSV



Visit [www.presbyterianwomen.org](http://www.presbyterianwomen.org) to learn more about PW's programs and resources.

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# PW Manual: A Guide for PW Treasurers

2017 edition

## Contents

Serving as Treasurer .....	4
Resources.....	4
PW Celebration Giving Program .....	5
The Finance Committee .....	8
Treasurer’s Procedures: Mission Pledge.....	9
Treasurer’s Procedures: Global Exchange and USA Mission Experience .....	10
Celebration Giving Representatives .....	11
Job Descriptions.....	12
Deadlines .....	13

❖ This is an interactive PDF. Type in [blue](#) is a live link that will take you to the website listed.



# PW MANUAL A GUIDE FOR TREASURERS

## ❖ Serving as Treasurer

The treasurer position includes more than keeping track of money and maintaining records. The position requires commitment to the Presbyterian Women Purpose, vision about how to carry out the Purpose, and knowledge of the way gifts to PW are used. Job descriptions for Presbyterian Women in the Congregation (PWC), Presbytery (PWP) and Synod (PWS) are included in the chart on page 12.

Treasurers are not required to change their current systems and procedures. They should use a system that results in clear, accurate and detailed records.



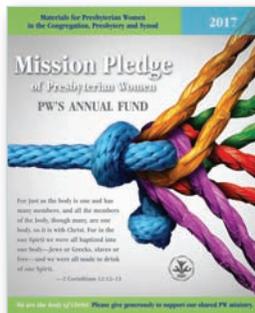
## ❖ Resources

### Presbyterian Women Website

Information about PW's programs, free downloads (including forms) and links to the online store are at [www.presbyterianwomen.org](http://www.presbyterianwomen.org).

### Mission Pledge Packet

In late summer each year, a packet of promotional materials for PW's Mission Pledge/Annual Fund is distributed to PWC and PWP moderators and/or treasurers. The packet contains information about the Mission Pledge (PW's annual fund), as well as necessary forms for making pledges and remitting gifts collected in congregations and presbyteries. The packet also can be downloaded from the [PW website](http://PW website) (search for "Mission Pledge").

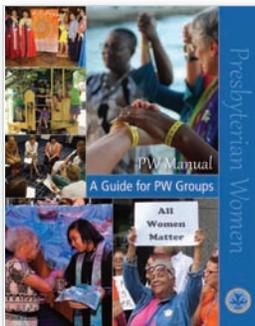


### Presbyterian Distribution Service (PDS)

Order most resources from Presbyterian Distribution Service, 800/524-2612 or [store.pcusa.org](http://store.pcusa.org).

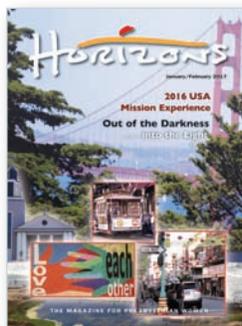
### PW Resource Catalog

This free catalog lists resources published by Presbyterian Women, Inc. It is revised annually. It is available in both pdf and print formats (free from [PDS](http://PDS)).



### PW Manual: A Guide for PW Groups

The *PW Manual: A Guide for PW Groups* provides organizational information for PW in the congregation, presbytery and synod. It is available in both pdf and print formats from [PDS](http://PDS), 800/524-2612, item PWR16120 (print) or PWR16121 (download).



### Celebration Giving Brochure

This free brochure provides an overview of PW's giving and funding (Celebration Giving) program. Order item PWR15031 from [PDS](http://PDS).

### Horizons Magazine

PW offering recipients, Fellowship of the Least Coin grant recipients and PW Mission Pledge/Annual Fund information are in [Horizons](http://Horizons):

- January/February—Birthday Offering
- May/June—PW Mission Pledge/Annual Fund

- July/August—Thank Offering
- November/December—Fellowship of the Least Coin

Order magazine subscriptions (annual Bible study included with subscription) for \$24.95/year by calling toll-free 866/802-3635. For Individual issues, call [PDS, 800/524-2612](tel:8005242612); \$4 plus shipping. Visit [www.presbyterianwomen.org](http://www.presbyterianwomen.org) for more information.

### **PW, Inc., Triennial Report**

The triennial report is published before each PW triennial business meeting. The report provides PW's national financial information. It is available as a free download from [www.presbyterianwomen.org](http://www.presbyterianwomen.org) (search for "triennial").

### **PW Business Office**

For more information about PW giving and funding programs, contact PW's finance manager at 844/797-2872, ext. 5596, or 100 Witherspoon St., Louisville, KY 40202-1396.

### **Presbyterian Church (U.S.A.) Foundation**

The [Presbyterian Church \(U.S.A.\) Foundation](http://www.presbyterianchurch.org) administers several funds for Presbyterian Women, including legacy gifts. Individuals giving to specific funds may send gifts (fund number noted) directly to the Presbyterian Church (U.S.A.) Foundation, 200 East 12th Street, Jeffersonville, IN 47130. To learn more, contact PW's finance manager at 844/797-2872, ext. 5596.

### **Forms and Applications**

All remittance forms, grant application forms and criteria for grant recipients are available through the Presbyterian Women offices in Louisville, Kentucky. Call 844/797-2872, extension 5596. Forms and applications also may be downloaded from [www.presbyterianwomen.org/giving](http://www.presbyterianwomen.org/giving).

### **❖ PW Celebration Giving Program**

**P**resbyterian Women (PW) give money in four main areas—Celebration of Mission through Women's Pledges/Annual Fund, Celebration of Creative Ministries, Celebration of Believers and Celebration of Christian Community. These four giving areas are known collectively as Celebration Giving. Celebration Giving also includes the hands-on mission program, Together in Service.

#### **Celebration of Mission through Women's Pledges/PW's Annual Fund**

In late summer, PW moderators receive PWC and PWP Mission Pledge forms in the mail (as part of the Mission Pledge packet). When a budget for the upcoming year is created in the PWC and PWP, an amount is designated for the support of PW at the synod and national levels, including funds for the operating expenses of PW at those levels. This pledge for the work of PW at the synod and national levels should be the major part of the PWC/PWP budget. This is one way that PW fulfills its Purpose of strengthening the PC(USA) and supporting the mission of the church worldwide. See pages 9–10 for specific information on collecting and remitting Mission Pledge funds.

#### **Celebration of Creative Ministries (CMOC)—PW's Offering Program**

All PW groups are encouraged to receive the Birthday Offering in the spring and the Thank Offering in the fall. These offerings are an extension of, and separate from, Presbyterian Women's Mission Pledge/Annual Fund.

In early fall, the **Creative Ministries Offering Committee** of the Churchwide Coordinating Team selects no more than five projects from dozens of applications to receive [Birthday Offering](#) grants. These projects must meet the needs of hurting people and be in accordance with mission concerns and policies of the Presbyterian Church (U.S.A.). The recipients selected to receive



Susan Jackson Dowd

**Glenda Hope, founder of SafeHouse in San Francisco, addresses participants of the 2016 USA Mission Experience about supporting the needs of women transitioning from prostitution.**

grants and descriptions of their projects are announced in the January/February issue of *Horizons* magazine.

In early spring, the **Creative Ministries Offering Committee** of the Churchwide Coordinating Team selects as many projects as possible to receive grants from **Thank Offering** money contributed the prior year. Gifts to the **Thank Offering** may represent a one-time gift, or women may save money throughout the year as a tangible expression of gratitude for the special blessings in their lives. At least 40 percent of this offering supports medical mission throughout the world. The remaining 60 percent funds new, creative areas of mission. Projects selected to receive Thank Offering grants are announced in the July/August issue of *Horizons*.

### Celebration of Believers

Celebration of Believers programs include Honorary Life Membership, recognition and memorial gifts, the Leadership Endowment Fund, the Widening the Circle fund and the PW Fund for Women Seminarians. All monies received through Celebration of Believers programs assist with the cost of leadership development for Presbyterian Women. Grants from these funds allow women to participate in presbytery, synod, churchwide or other national and international events. Individuals and groups seeking grants under this program apply to the national Leadership Development Grant Committee (applications and instructions on the web at [www.presbyterianwomen.org/giving](http://www.presbyterianwomen.org/giving)). Applications are mailed to the PW Leadership Development Grant Program, Room 3065, 100 Witherspoon St., Louisville, KY 40202-1396.

### Honorary Life Memberships

A church or church group may present a woman, man or youth with a **PW Honorary Life Membership** (HLM) for outstanding service and leadership in the church. Recipients receive a pin with the Honorary Life Membership logo and a certificate. HLM applications are sent from the requesting group to the PWP treasurer, who forwards them to the national PW remittance address. Applications require at least six weeks for processing. Forms are available at [www.presbyterianwomen.org/giving](http://www.presbyterianwomen.org/giving).

### Recognition and Memorial Gifts

A **recognition** or **memorial gift** is another way to say “thank you” or to honor a person for service to the church. They may be given in lieu of an honorarium to a speaker. The donor decides on the amount and forwards the contribution to the PWP treasurer, who sends a letter of acknowledgement and a certificate to the designated person. PWP treasurers send the completed forms and checks to the national PW remittance address (see page 14). Forms are available at [www.presbyterianwomen.org/giving](http://www.presbyterianwomen.org/giving).

### Leadership Endowment Fund

The Leadership Endowment Fund provides for the leadership development of women. Members of Presbyterian Women are encouraged to make bequests and/or to specify this fund in their wills. These contributions are invested with the **Presbyterian Foundation**. PW treasurers have no responsibilities related to the Leadership Endowment Fund. Individuals send funds directly to the Foundation (Fund 37919). The Foundation address is on page 14.

### PW Fund for Women Seminarians

PW maintains a fund for grants for women seminarians. These funds are invested with the **Presbyterian Foundation**. PW treasurers have no responsibilities related to this fund, but promotion of the fund is welcome. Individuals and groups send gifts to the PW Remittance Processing (see page 14).



Photo courtesy of Westminster Neighborhood Ministries

**The Birthday Offering helped the Westminster Neighborhood Ministries, in Indianapolis, Indiana, build an adult education center and computer lab in their new Family and Adult Services Center.**

### Widening the Circle Fund

To celebrate the 10th anniversary (in 1998) of Presbyterian Women, and to make a commitment to all women in the PC(USA), PW established an endowment fund on behalf of all women in the church. That fund, the Widening the Circle Fund, is designed to ensure that, once the goal amount is reached, financial resources for critical and innovative ministries above and beyond the current funding pattern of the church will be available to wider circles of women. Individuals may make gifts directly to the fund by sending a check (noting "Widening the Circle Fund, Account 1020058979" in the memo line) to the [Presbyterian Foundation](#) (address on page 14).

### Celebration of Christian Community

#### Fellowship of the Least Coin

Fellowship of the Least Coin is an international prayer movement that links prayer and action through the offering of "least coins." Participants are encouraged to leave the least coin of their country each time they pray for peace and reconciliation. Shanti Solomon of India began this prayer movement in 1956, inspired by her belief that women everywhere could feel a part of a worldwide family of faith if they prayed for peace and reconciliation and set aside the least coin of their country as a symbol of that prayer. Coins gathered from around the world become a sign of our oneness in the common quest for peace.

Many PW groups collect Least Coin offerings at circle meetings. PWC treasurers forward Least Coin money to PWP treasurers by December 10, who then forward it to the PW national remittance address (see page 14). PW, Inc., serves as a pass-through for Least Coin funds. Least Coin funds are forwarded to the World Council of Churches for accounting purposes. An international committee approves grants for special projects of evangelism, service and relief throughout the world.

Copies of *Circle of Prayer*, a booklet of meditations and prayers by women from around the world, are available from [PDS](#), 800/524-2612.

#### World Day of Prayer (WDP): Informed Prayer, Prayerful Action

World Day of Prayer is a worldwide, ecumenical day of prayer focused on the concerns of a particular country annually. WDP is celebrated on the first Friday in March. Women in more than 170 countries pray collectively, beginning with the first sunrise in the Pacific and ending with the last sunset. Offerings from WDP services support women's and children's programs around the world. World Day of Prayer funds are collected by the group that holds the World Day of Prayer service and are sent directly to the WDP national office (address on page 14).

#### Denominational Programs

Denominational programs address such issues as hunger, disaster assistance and peacemaking. These issues have long been areas of concern for Presbyterian Women and the church. In fact, Presbyterian Women have been responsible for initiating programs that have been adopted by the national denomination. Presbyterian Women are encouraged to study these issues and support them through the church's special offerings.

### Together in Service

Together in Service is the hands-on component of both PW's Celebration Giving and mission programs, representing the "time" and "talents" portions of PW's giving and mission programs. For a guide to suggested projects, see the *Together in Service Guide*, available from [PDS](#) (item PWR12431 [print] or PWR12434 [pdf]). PW's Together in Service Giving Opportunities are an outgrowth of the overall mission program, which encompasses PW's Global Exchange and the USA Mission Experience. For information about Together in Service giving opportunities, visit [www.presbyterianwomen.org](http://www.presbyterianwomen.org) or call 844/797-2872, extension 5402.



Susan Jackson Dowd

**Mary Cook Jorgenson, left, 2012–2015 PW Churchwide moderator, presents a copy of *Shanti Means Peace: The Story of the Fellowship of the Least Coin* at the book launch in Tagatay, Philippines, October 2014. Order a copy of *Shanti Means Peace: The Story of the Fellowship of the Least Coin*, from [PDS](#), 800/524-2612, item PWR14470, \$7.50.**

## ❖ The Finance Committee

The Finance Committee, at each level of PW, is responsible for the PW treasury. This group is responsible for recommending the wise and careful spending of the funds of the organization. The committee keeps both the privilege of sharing in the mission program of the church and the need for ever-increasing service in front of PW at all levels.



A lovely batik dress was inspected by Nadine Hill (left) and Marvella Lambright on behalf of Serrv during the Brethren Service Center trip, an aspect of the Together In Service Program.

Members of the Finance Committee are appointed by the moderator of the PWC, PWP or PWS, with the treasurer serving as a member and, frequently, as chair of the committee.

Where there is only one circle in a congregation, the circle leaders may fulfill the various responsibilities necessary for the group. A treasurer maintains the financial records (see *PW Manual: A Guide for PW Groups*, 2016, p. 17, for more information). *PW Manual: A Guide for PW Groups* is available from PDS, 800/524-2612, item PWR16120 (print) or PWR16121 (download).

The Finance Committee

- is thoroughly familiar with policies and patterns of PW giving;
- prepares the budget for PW, including planning-related details such as pledge cards, offering envelopes and a timeline for receiving gifts;
- submits a budget and related plans to the coordinating team and, after its approval, to the PW group;
- presents the budget to the PW group in a way that creates interest and celebrates its adoption;
- plans the method for acquiring pledges;
- encourages voluntary pledging and regular giving, using the monthly (or "group giving") envelope, if desired;
- interprets the need for good stewardship in the four areas of Celebration Giving;
- encourages transferring treasury funds by the end of each year (reserving a necessary minimum for operation during the first quarter of the new year). These funds may be sent as additional amounts to support Presbyterian Women churchwide (PWC only);
- arranges for an audit of all financial records by a qualified auditor before making its annual report to PW.

### Audits

An audit requires a full and detailed description of cash received and disbursed. Items needed are: receipts and canceled checks, records of contributors and cash received (pledges, projects, special offerings and gifts such as memorials, life memberships and so forth), and details of where and how payments were made, to whom and for what.

### Bookkeeping

A clear method for recording receipts (money received) and disbursements (money spent) will help the treasurer create monthly or annual statements about the PW budget with a minimum of effort. For purposes of an audit, a full and detailed description of money collected and disbursed is needed. As cash or checks are received or disbursed, details should be noted. Regardless of how simple or complicated the system, the bottom line is that income (money received), less expenses, should equal the bank balance. If a ledger is used, it must balance.

Two methods of bookkeeping are commonly used: the simple system and the double-entry system. A simple system includes a cash receipts book for recording cash received and a disbursements book to record all payments of money, by check or cash. With a double-entry system of records, monthly totals for receipts and disbursements are posted to one general ledger.

A bookkeeping system is no better than the person who handles the records, so the treasurer and members of the Finance Committee should have a working knowledge of the fundamentals of your group's system.

### ❖ Treasurer's Procedures: Mission Pledge, PW's Annual Fund

#### Congregation-specific Information

In late summer each year, each PWC moderator receives a Mission Pledge form for the congregation either from the PWP moderator, in the Mission Pledge packet mailing, or both. As the PWC adopts a budget, the PWC will designate amounts for the financial support of PW at the synod and presbytery levels. The PWC will also designate an amount for the operating expenses of PW at the churchwide level, which allows PW to fulfill its Purpose of strengthening the PC(USA) and supporting the mission of the church worldwide. Record all of these commitments on the Mission Pledge form.

#### Completing the Mission Pledge Form for the Congregation

The treasurer communicates the importance of these commitments to the coordinating team and PWC. PW funding at all levels strengthens the PC(USA) through enabling the shared work of PW and the PC(USA). Depending on the process for your congregation, an amount may be designated for each PW member to give, or women may be encouraged to give as they are able.

On the [Mission Pledge form](#), fill in the amount for the support of PW churchwide, which includes funding for the operating budget of PW at the national level. This amount includes expenditures for programs, new mission projects, peace and justice concerns, leadership training, meeting expenses, and other costs. Also fill in the amounts of support for PW in the synod and in the presbytery. Sign and send one copy to the moderator of PW in the Presbytery by November 15. Keep one copy for your files. Send all quarterly payments of this pledge to the PWP treasurer by March 10, June 10, September 10 and December 10 of the following year.

#### Presbytery-specific Information

In late summer each year, your PWP moderator will receive a Mission Pledge packet for the presbytery. The packet includes a PWP Mission Pledge form. As your PWP adopts its budget, your PWP will designate an amount for the support of PW churchwide, which includes funds for the operating expenses of Presbyterian Women at the national level and allows PW to fulfill its Purpose of strengthening the PC(USA) and supporting the mission of the church worldwide. The budget should also include funds for the PWS. The PWP moderator will record both of these commitments on the Mission Pledge form, and forward a copy by December 1 to the PWP treasurer, the PWS moderator and the PW national remittance address.

#### Distributing Mission Pledge Forms

PWP moderators should distribute Mission Pledge forms to PWC moderators once they receive the promotional packets in late summer. Note that while Mission Pledge packets are mailed to each congregation addressed to "PW/Women's Group," some do not find their way to the appropriate person. That is why the traditional practice of having the PWP moderator distribute forms is still necessary. Offer to help the moderator distribute the forms. When she receives forms for distribution, she might



Yvonne Hilleman

**Recipient of services at Mission Children's Hospital (MCH) in Asheville, North Carolina, encountered on the USAME to Appalachia. Started by Presbyterian women, MCH is part of the Mission Health System, which traces its roots to the Dogwood Mission.**



Laura Lee

**Children from the Arunima AIDS Hospice. Kolkata, India. Arunima is a ministry of the Diocese of Kolkata in the Church of North India (CNI). The Arunima AIDS Hospice provides holistic care for individuals and their families living with HIV. Presbyterian Women have supported their work.**

- write an accompanying letter to the PWCs;
- request an amount for the operating expenses of PWP and PWS;
- send a copy of the pledge form and accompanying interpretive material to each PWC;
- request that the forms be returned by a specific date and indicate clearly to whom they should be sent.

After the PWC Mission Pledge forms are returned to the moderator of PWP, the PWP moderator will total the pledges for the mission and ministry of Presbyterian Women churchwide, and enter the total on the PWP Mission Pledge form. She will keep one copy for PWP records, and by December 1, send one copy each to

- the treasurer of PW in the Presbytery
- the moderator of PW in the Synod
- the national remittance address for PW in the PC(USA) (address on page 14)

If the moderator is unsure who the moderator of the PWS is, they may contact Patricia Longfellow at [patricia.longfellow@pcusa.org](mailto:patricia.longfellow@pcusa.org) or 844/797-2872, extension 8015.

#### Synod-specific Information

PWS moderators should offer support to PW leaders responsible for pledges/gifts. After the PWP Mission Pledge forms are returned to the moderator of PWS, she will write thank-you letters to each PWP group that pledges support for PW at the synod and churchwide levels, thanking them for their support.

#### ❖ **Treasurer's Procedures: Global Exchange (GX) and USA Mission Experience (USAME)**

All funds for Global Exchange and USAME participants are channeled through the PWS treasurers. Support for a participant comes from circles, PWC coordinating teams, PWP coordinating teams, presbytery and synod committees, and individuals. Synods also may want to designate an amount in their budget for the Global Exchange and USAME.

To manage these funds, the PWS treasurer

- creates a designated account for the funds. Funds will be used to pay expenses associated with the synod participant(s)' trip;
- extends hospitality to a guest from the visited country and provides opportunities for her to share information within the synod two weeks prior to the Churchwide Gathering following the Global Exchange. This will include the cost of a roundtrip airline ticket between the Gathering location and the synod;
- reimburses participant itineration expenses not paid by the inviting group within the synod, if needed;
- receives contributions designated for participants from PWP and PWC treasurers, individuals, participants and others. Any money received in the PW business office from a donor will be credited to the appropriate participant's account and the PWS treasurer will be notified;

- sends payments for the participant(s)' basic trip expenses to the CCT/PW Treasurer based on predetermined amounts and schedule. The schedule for payments and remittance address will be sent to the PWS treasurer following the selection of participants;
- carries over unused funds to the next Global Exchange or USAME.

For additional information on PW's Global Exchange or USAME program, see the *PW Manual: A Guide for PW Groups*, item PWR16120 (print) or PWR16121 (download), available from PDS, 800/524-2612.

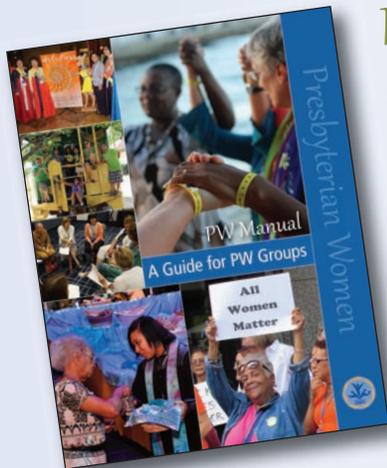
### ❖ Celebration Giving Representatives

Celebration Giving representatives serve on the coordinating team and promote the PW Celebration Giving program. A close working relationship between treasurers and Celebration Giving representatives will benefit PW groups. For information on Celebration Giving representatives, see the *PW Manual: A Guide for PW Groups*.



Susan Jackson Dowd

During the 2015 Global Exchange to the Caribbean, participant Sue McClew shares photos with children from Hebron House, Montego Bay, Jamaica.



## PW Manual: A Guide for PW Groups

Updated in 2016 to reflect changes in the landscape of the church and PW, *The PW Manual: A Guide for PW Groups* (formerly the *Presbyterian Women Manual*) is the essential guide for PW leaders and circles. This guide includes the fundamentals—structure and relationships, tips for leaders, alternative ways of “being PW,” ideas for rejuvenating PW groups, staying connected and more. Available in both print and electronic editions.

- ❖ Print edition, item PWR16120, \$6.00
- ❖ Electronic edition, item PWR16121, \$6.00

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

Job Descriptions			
	Congregation	Presbytery	Synod
Purpose	Receive and disburse PWC funds	Receive and disburse PWP funds	Receive and disburse PWP funds
Accountability	PWC coordinating team, PW circles, PW members	PWP coordinating team, PWCs	PWS coordinating team, PWP's
Responsibilities	<ul style="list-style-type: none"> <li>• know policies and patterns of PW giving</li> <li>• receive and keep accurate financial records, receipts and disbursements of all PW funds</li> <li>• disburse funds according to the approved PWC budget, to the proper person or office according to deadlines (see p. 13)</li> <li>• responsible for the bank account (some groups have the treasurer bonded)</li> <li>• prepare and present financial reports to the coordinating team and PW as determined by PW</li> <li>• remit Mission Pledge payments to PWP treasurer quarterly</li> <li>• receive and remit Together in Service funds to PWP treasurer quarterly</li> <li>• remit offering funds (i.e., Birthday and Thank) to the PWP treasurer according to deadlines (see p. 13)</li> <li>• remit to the PWP treasurer PWC support of PWP and PWS, as agreed upon through consultation</li> <li>• remit Fellowship of the Least Coin (FLC) monies to the PWP treasurer*</li> <li>• serve as a member or chair of the finance committee</li> <li>• prepare and present an annual written financial report to PWC and to the session (for information)</li> <li>• submit financial records for audit on a regular basis</li> <li>• work closely with Celebration Giving reps to interpret giving opportunities, encourage participation in PW and enable women's giving</li> <li>• devise ways to encourage and receive pledges from members</li> <li>• give complete financial records to her successor with adequate explanations</li> </ul>	<ul style="list-style-type: none"> <li>• know policies and patterns of PW giving</li> <li>• receive and keep accurate financial records, receipts and disbursements of all PW funds</li> <li>• work closely with Celebration Giving reps to interpret giving opportunities, encourage participation in PW and enable women's giving</li> <li>• receive/disburse PW funds as directed</li> <li>• distribute Mission Pledge forms to PWCs</li> <li>• receive PWC monies and forward as scheduled to PW Remittance Processing (address below), except for designated operating expenses for the PWP and PWS.</li> <li>• forward Birthday Offering funds by 6/30; Thank Offering funds by 12/31</li> <li>• forward Mission Pledge and Together in Service funds quarterly according to deadlines (see p. 13)</li> <li>• submit regular written reports to the PWP for inclusion in the PWP moderator's annual report to the presbytery (for information)</li> <li>• submit financial records for audit on an annual basis</li> <li>• submit complete financial records to the incoming treasurer with adequate explanations</li> </ul> <p><b>Note:</b> PWP treasurers do not collect gifts for the Leadership Endowment Fund, the Widening the Circle fund nor the women seminarians fund. Individuals send these funds directly to:                      Presbyterian Foundation                      200 East 12th St.                      Jeffersonville, IN 47130                      800/858-6127</p>	<ul style="list-style-type: none"> <li>• know policies and patterns of PW giving</li> <li>• receive and disburse PW funds as directed</li> <li>• work closely with Celebration Giving reps to interpret giving opportunities, encourage participation in PW and enable women's giving</li> <li>• receive from PWP's the amount designated for the operating expenses of the PWS</li> <li>• receive contributions for Global Exchange participants and remit payments to the CCT/PW treasurer in a timely manner</li> <li>• receive quarterly giving reports for each PWP from CCT/PW treasurer</li> <li>• keep accurate financial records, receipts and disbursements of all PW funds</li> <li>• submit regular written reports to the PWS coordinating team</li> <li>• submit an annual written report to PWS for inclusion in the PWS moderator's annual report to the synod (for information)</li> <li>• submit financial records for audit on an annual basis</li> <li>• submit complete financial records to the incoming treasurer, with adequate explanations</li> </ul>

Remittance/Deadlines			
	Congregation	Presbytery	Synod
<b>Celebration Giving</b>			
Guidelines	Meet deadlines established by PWC for statements, audits and other projects; forward pledges and monies to PWP treasurer according to deadlines below, using the <a href="#">PWC remittance form</a> .	Meet deadlines established by PWP for statements, audits and other projects; forward pledges and other monies to PW Remittance Processing according to deadlines below, using the <a href="#">PWP remittance form</a> .	
<b>Celebration of Believers</b>			
Leadership Endowment	Individuals send to Presbyterian Foundation ( <i>address on page 14</i> )	Individuals send to Presbyterian Foundation ( <i>address on page 14</i> )	
Widening the Circle	Individuals send to Presbyterian Foundation	Individuals send to Presbyterian Foundation	
PW Fund for Women seminarians	Individuals and groups send to PW Remittance Processing	Individuals send to Presbyterian Foundation	
Honorary Life Membership monies/applications	Send to PWP treasurer as received. <i>Not listed with quarterly payments.</i>	Send to PW Remittance Processing as received. <i>Not listed with quarterly payments.</i>	
Recognition and memorial gifts monies/applications	Send to PWP treasurer as received. <i>Not listed with quarterly payments.</i>	Send to PW Remittance Processing as received. <i>Not listed with quarterly payments.</i>	
<b>Celebration of Women's Pledges</b>			
Mission Pledge PW's Annual Fund	Pledge form to PWP moderator by 11/15 ( <i>for next year</i> ). Quarterly payments to PWP treasurer by <b>3/10, 6/10, 9/10, and 12/10</b> .	PWP moderator forwards copy of form by 12/1 to PWP treasurer, PWS moderator and PW remittance address ( <i>address on page 14</i> ). Quarterly payments to PW Remittance Processing by <b>3/15, 6/15, 9/15, and 12/15</b> .	
<b>Celebration of Creative Ministries</b>			
Birthday Offering ( <i>collected in the spring</i> )	Send to PWP treasurer by 6/10. <i>Not listed with quarterly payments.</i>	Send to PW Remittance Processing by 6/30. <i>Not listed with quarterly payments</i>	
Thank Offering ( <i>collected in the fall</i> )	Send to PWP treasurer by 12/10. <i>Not listed with quarterly payments.</i>	Send to PW Remittance Processing by 12/31. <i>Not listed with quarterly payments</i>	
<b>Celebration of Christian Community</b>			
Fellowship of the Least Coin ( <a href="http://www.flc.net.ph">www.flc.net.ph</a> )	Send to PWP treasurer by 12/10.	Send to PW Remittance Processing by 12/31.	
World Day of Prayer ( <a href="http://www.wdp-usa.org">www.wdp-usa.org</a> )	Send by 4/30 to WDP USA ( <i>address below</i> )		

Remittance/Deadlines			
	Congregation	Presbytery	Synod
Together in Service	Send to PWP treasurer as received.	Send to PW Remittance Processing as received.	
Remittance Addresses			
	PW Remittance Processing	World Day of Prayer USA	Presbyterian Foundation
	PW Remittance Processing PO Box 643652 Pittsburgh, PA 15264-3652	WDP USA 475 Riverside Drive, 15th Floor New York, NY 10115	Presbyterian Foundation 200 East 12th St. Jeffersonville, IN 47130

## Prayerfully, Joyfully and Generously.



**Your Gifts Make PW Possible!**

[www.presbyterianwomen.org](http://www.presbyterianwomen.org)

Thank you for your steadfast involvement in Presbyterian Women. All the work of Presbyterian Women is made possible by faithful women like you who give to Presbyterian Women’s Mission Pledge/Annual Fund. Help keep the light of PW shining—and ensure that this work can continue to bring light to the world—by giving a personal pledge to Presbyterian Women in the Presbyterian Church (U.S.A.), Inc.

Want to explore the many ways that the light of PW shines?  
Looking forward to Presbyterian Women’s Churchwide Gathering in 2018  
(August 2–5, 2018 in Louisville)? Check [www.presbyterianwomen.org](http://www.presbyterianwomen.org) for updates.



This manual was produced in 2017 by and for Presbyterian Women in the PC(USA).  
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