About This Resource

PW treasurers and leaders, you may find yourself called to serve “behind the scenes,” pouring over ledgers, building spreadsheets, developing PowerPoint presentations, and counting and banking “least coins.” Scripture assures us that each of us are blessed with “gifts that differ according to the grace given to us” (Rom. 12:6a). With your careful and considerable work, Presbyterian Women—the organization and the individuals who are Presbyterian women—can thrive and share our blessed abundance to transform the world for God’s people and creation.

The information shared in this resource is specific to your work in encouraging gifts to PW’s Annual Fund. In the pages that follow, you will find

- a timeline and checklist for promoting and giving to PW’s Annual Fund,
- a list of PW resources to support giving,
- a PW in the Congregation Pledge Form,
- a PW in the Presbytery Pledge Form, and
- a pledge card template.

This resource tells when and how to promote and receive gifts to PW’s Annual Fund. The PW Annual Fund Promotional Resource answers why we give to PW, highlighting what PW’s mission and ministry entails. The PW Annual Fund Promotional Resource is being mailed to PC(USA) congregations (addressed to PW/Women’s Group) and PW in the Synod and PW in the Presbytery moderators and treasurers; it is also available for ordering or download at www.presbyterianwomen.org/annual-fund.

Thank you for sharing your gifts with Presbyterian Women.

If you have questions about PW’s Annual Fund, please contact Rhonda Martin, rhonda.martin@pcusa.org or 844/797-2872, ext. 5596.
Dear PW sisters,

Greetings!

At the time of this greeting, our world is experiencing an unprecedented time in history. We are facing the COVID-19 virus, which continues to spread, and a time of reckoning with systemic racism. It is an unsettling and painful time. Yet, I am hopeful that the end of this year finds us wiser, more united in common humanity and more empathetic with each other.

More than ever, in the midst of these turbulent events, we Presbyterian women are called to come together and participate in the new things that God is doing around us. The grants PW gives worldwide are like water in a desert that brings forth flowers, or water that nurtures seeds in fields and gardens.

This is a critical time to strive to build more inclusive community. It is imperative that we open our arms wider, reach out farther and widen the circles. When we work together, Presbyterian women contribute much to a more just and equitable world. Please join me in this effort to work with purpose for all that PW stands for and help carry out God’s mission by praying, participating with PW and contributing to PW.

JyungIn Lee
PW Churchwide Moderator
Commitments to Presbyterian Women’s Annual Fund (the Mission Pledge) are traditionally made through PW in the Congregation during a fall PW circle meeting, gathering or event. Pledges are honored and gifts are received throughout the following year. This year, as many PW groups and congregations are meeting virtually and staying physically distant, making pledges and honoring them may look different. Suggestions follow for how to do this in virtual meetings and by email, but use any model that works for your group—outdoor gatherings where you receive pledges by text message, drive-through gatherings where PW’s drop off their pledge cards in flower pots, or any other method that keeps everyone safe and allows all to express their commitment to supporting PW ministries!

Leaders’ roles

All PW leaders have important roles in promoting giving to PW’s Annual Fund. Not all groups have the same leadership positions or giving patterns. Carry out the Annual Fund campaign in a way that works for your congregation, presbytery and synod.

CAMPAIGN TIMELINE AND CHECKLISTS

In Fall 2020

PW in the Synod (PWS) moderator

✓ Offer support to PW leaders responsible for giving.

PW in the Presbytery (PWP) moderator

✓ Write a personal letter (to share with each congregation in the presbytery) that includes
  • a story about what PW’s Annual Fund means to you and PW in the Congregations in your presbytery and
  • an invitation to prayerfully consider personal pledges/gifts to PW’s Annual Fund.
✓ Offer support to PW leaders responsible for giving.

PW in the Congregation (PWC) or circle leader

✓ Receive, order or download
  • a PW Annual Fund (Mission Pledge) Promotional Resource
  • a pledge card template
  • the pledge form for PW in the Congregation
    ➢ These three items also are available at www.presbyterianwomen.org/annual-fund.
  • PWP moderator cover letter
✓ Choose and share your PW Annual Fund impact story, noting that the Annual Fund supports every PW mission and ministry program (including common operations) and the PC(USA).

➤ See the Annual Fund Promotional Resource for statistics and examples.

✓ At a preselected worship service, congregation or PW event where attendees will make pledges for the 2021 Annual Fund. You can do this in a virtual meeting or in person.
  • In person: Give each person an envelope with a pledge card inside (#10 envelopes work well). Ask each person to write their name on the outside of the envelope, prayerfully decide how much to give to PW’s 2021 Annual Fund, write the pledge amount on the card and return it to you in the envelope.
  • Virtual: Email the pledge card template to the group and ask them to print it, or to write their monthly pledges on an index card. Ask the group to email or text you a photo of their pledge card or simply to email your pledge. Record this on a pledge card for each person for when you resume in-person meetings. And/or send monthly emails to remind each person to mail their gift to you for as long as you meet virtually.

✓ Add pledge amounts and report the total on the Annual Fund pledge form for PW in the Congregation.

✓ Send the completed form to the Presbyterian Women in the Presbytery (PWP) moderator or Celebration Giving representative by November 15, 2020.

Celebration Giving representatives or PW in the Presbytery leaders

✓ Ensure that all PW in the Congregation groups have made pledges.
✓ Record the pledge total on the form for PW in the Presbytery and attach a list of the PWCs that are pledging.
✓ Keep the original and send copies by December 3, 2020, to the
  • treasurer of PW in the Presbytery,
  • moderator of PW in the Synod, and
  • PW Business Office, 100 Witherspoon St., Louisville, KY 40202-1396.
✓ Write a personal thank-you letter to each PW in the Congregation that pledges support for the 2021 PW Annual Fund.
Throughout 2021  
**PWC member(s) responsible for pledges/gifts**
- Once a month (or according to your congregation or PW group’s giving pattern), ask congregation or PW group members to give toward their pledge amount for the year.
  - In person: Distribute the envelopes that contain each person’s pledge card. Consider ordering the small envelopes for giving through the PW in the Congregation. Record the amounts given throughout the year on the pledge card. Give the money received to PWC treasurer or person responsible for pledges/gifts.
  - Virtual: Email those who pledged with a reminder to give, including updates on their gifts throughout the year, examples of what PW’s Annual Fund makes possible and personal stories from people who support the Annual Fund. Record the amounts given throughout the year. Include the mailing or drop-off address (and clear directions) about who in your PW group should receive gifts toward their pledges.
- Send quarterly gifts from the congregation* with all other quarterly gifts to the PWP treasurer by March 10, June 10, September 10 and December 10, 2021.
  - Remittance forms are available at www.presbyterianwomen.org/annual-fund.
  - Treasurers also receive these forms from Rhonda Martin, PW Business Office, 844/797-2872, ext. 5596, or rhonda.martin@pcusa.org.

**Resources to Promote Giving**

**Giving Envelopes**
PW in the Congregation groups may find it helpful to use preprinted envelopes to receive annual fund gifts.

**ENVELOPE FOR GIVING THROUGH PW IN THE CONGREGATION**
Circle and/or congregation members can use the small, group giving envelope to honor gifts toward their group’s pledge. See this page (under “2021, PWC member(s) responsible for pledges/gifts”) for instructions on using group giving envelopes. Group giving envelopes can be ordered online (www.presbyterianwomen.org/shop) or by telephone (800/533-4371); ask for item PWR10103; $1/pack of 50, plus shipping.

**ENVELOPE FOR GIVING OUTSIDE THE PW GROUP**
The large individual giving envelope is ideal for individuals who
- do not participate in a PW circle,
- attend a church without an active PW group,
- would like a tax receipt for their gift,
- want to give via credit card, or
- wish to make an additional gift over and above their group pledge.

Consider sending these envelopes to those in your group or congregation who did not pledge. If your group or congregation has drive-throughs for any ministries, ask if these envelopes could be included in materials handed out.

Please make these individual giving envelopes available at congregation, presbytery and synod meetings and gatherings, as well as at special events as appropriate. Consider mailing them to individuals in advance of virtual meetings. Individual giving envelopes (available in packs of 10) can be ordered online (www.presbyterianwomen.org/shop) or by telephone (800/533-4371); ask for item PWR16456; free.

**Pledge Cards**
Pledge cards are an easy way for PW in the Congregations to make and keep track of pledges. The pledge card follows and is available at www.presbyterianwomen.org/annual-fund.

*Gifts via credit card can be made online at www.presbyterianwomen.org/give. Individuals can give to PW’s Annual Fund at any time by sending a check made payable to Presbyterian Women, with “Annual Fund” and the name of their presbytery in the memo line, to Presbyterian Women Remittance Processing PO Box 643652 Pittsburgh, PA 15264-3652

*Tax receipts are available for PWC or PWP group gifts only. Individuals who would like tax receipts for their gifts should follow the instructions on this page under “Giving outside the PW group.” Contact Patricia Longfellow, 844/797-2872, ext. 8015, or patricia.longfellow@pcusa.org, for more information. Please note that presbyteries and synods will be credited for all individual gifts.
2021 Presbyterian Women **ANNUAL FUND** (Mission Pledge)

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**Cultivating Presbyterian Women**

We ask that you prayerfully consider your gift to PW’s 2021 Annual Fund.

**Total amount paid** ____________  **Treasurer’s signature** ________________
As Presbyterian Women, we make the following pledge to support the mission of Presbyterian Women in the Presbytery, Presbyterian Women in the Synod and Presbyterian Women at the churchwide level, as well as the mission of the Presbyterian Church (U.S.A.).

Please indicate below the amount pledged to PW at each level.

- To support the mission of Presbyterian Women churchwide
- To support the mission of Presbyterian Women in the Synod
- To support the mission of Presbyterian Women in the Presbytery

Total annual fund pledge from PW in the Congregation

Name of Congregation

Signature of the moderator of Presbyterian Women in the Congregation

Address

City State Zip

Phone Email

**Deadlines**

This pledge form should be completed and sent to the moderator of Presbyterian Women in the Presbytery (or whoever is responsible for giving) no later than **November 15, 2020**. Send all quarterly payments of this pledge to the **treasurer of Presbyterian Women in the Presbytery** by March 10, June 10, September 10, and December 10, 2021.

**Instructions**

1. Enter the pledge amount for support of Presbyterian Women at the churchwide level (including support for the mission of the church worldwide).
2. Enter the amount of support for Presbyterian Women at each level, as requested by your PW in the Presbytery and PW in the Synod.
3. Keep a copy of this form for your records and send the original to the person indicated below.
Presbyterian Women’s Annual Fund (Mission Pledge)

PW in the Presbytery Pledge Form
January 1, 2021—December 31, 2021

As Presbyterian Women, we make the following pledge to support the mission of Presbyterian Women in the Presbytery, Presbyterian Women in the Synod and Presbyterian Women at the churchwide level, as well as the mission of the Presbyterian Church (U.S.A.). Presbyterian Women in the Presbytery is responsible for reporting the total amount pledged in congregations.

Please indicate below the amount pledged to PW at each level.

- To support the mission of Presbyterian Women churchwide
- To support the mission of Presbyterian Women in the Synod
- To support the mission of Presbyterian Women in the Presbytery

Total annual fund pledge from PW in the Congregations

Name of Presbytery ____________________________________________

Signature of the moderator of Presbyterian Women in the Presbytery (or whoever is responsible for PW giving in the Presbytery)

__________________________________________

Address

__________________________________________

City State Zip

Phone Email

Instructions
- Keep one copy of this form for your files.
- Mail this pledge form no later than December 3, 2020 to each of the following:
  1. Treasurer of PW in the Presbytery
  2. Moderator of PW in the Synod
  3. PW Business Office, 100 Witherspoon St., Louisville, KY 40202-1396

Quarterly Churchwide Payments
Send quarterly payments to
Presbyterian Women Remittance Processing
PO Box 643652
Pittsburgh, PA 15264-3652

Quarterly churchwide payments should be mailed by March 15, June 15, September 15, and December 15, 2021 with remittance forms supplied to treasurers of PW in the Presbytery. These forms can also be downloaded at www.presbyterianwomen.org/annual-fund.