
Presbyterian Women's **ANNUAL FUND** (Mission Pledge) **Information for PW Treasurers**

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.

Presbyterian Women’s
2021 ANNUAL FUND

*A Letter from Your 2018-2021
PW Churchwide Moderator*

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

Queridas hermanas Mujeres Presbiterianas (PW),
¡Saludos!

A la hora de este saludo, nuestro mundo está atravesando un momento histórico sin precedentes. Nos enfrentamos al virus COVID-19, que sigue propagándose, y en un momento de rendir cuentas acerca del racismo sistémico. Esto es un tiempo inquietante y doloroso. Sin embargo, tengo la esperanza de que el final de este año nos encontremos más sabios, más unidos en la humanidad común y más empáticos el uno con el otro.

Más que nunca, en medio de estos turbulentos acontecimientos, las mujeres presbiterianas somos llamadas a unirnos y participar en las cosas nuevas que Dios está haciendo a nuestro alrededor. Las subvenciones que PW da en todo el mundo son como agua en un desierto que produce flores o agua que nutre las semillas en los campos y jardines.

Este es un tiempo crítico para esforzarse por construir una comunidad más inclusiva. Es imperativo que abramos nuestros brazos más, que alcancemos más lejos y ensanchemos los círculos. Cuando trabajamos juntas, las mujeres presbiterianas contribuyen mucho a un mundo más justo y equitativo. Únanse a mí en este esfuerzo de trabajar con empeño para todo lo que representa PW y ayuden a realizar la misión de Dios orando, participando con PW y contribuyendo a PW.

사랑하는 미국장로교 한인 여성들께 인사 드립니다!

지금 미국은 이전에 없었던 역사적인 사건들을 경험하고 있습니다. 코로나바이러스가 미국 전역을 휩쓸고 있고 미국의 인종차별 역사와 시스템이 낳은 상처를 다시금 조명하며 개혁해 나가는 진통을 겪고 있습니다. 하지만 이 어려움 뒤에는 더 평등하고 정의로운 사회가 올 것을 믿고 소망합니다.

Presbyterian Women (PW)은 오랜 역사를 통하여 사회의 정의와 평화를 위하여 일하고, 미션을 통하여 관계를 형성하고 삶을 향상시키며, 후세들의 리더십 배양과, 성경공부를 통하여 공동체를 양육하고 기도하기에 힘써 왔습니다. 오랫동안 지속되어 온 PW의 사역에 우리 한인 여성들의 기도 및 적극적인 참여가 절실히 필요합니다. PW에게 보내주시는 헌금은 PW의 목적에 부응하는 여러 사역에 쓰여지며, PW가 세계적으로 지원하는 선교금은 마치 사막의 물같이 귀하게 사용되고, 각 곳에 삶의 변화를 가져오고 있습니다.

미장로교에 속한 우리 한인 여성들도 PW의 목적과 사역에 참여하는 것은 우리 모두 함께 일하여 하나님의 사랑의 공동체를 구축하고자 하는데 커다란 의미가 있습니다. 여러분의 협력에 감사드리며, 주님이 주시는 풍성함과 평강이 여러분의 삶에 충만하시기를 기원합니다.

Timeline for Encouraging Support of PW's **ANNUAL FUND**

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 you their 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.

PLEDGE CARD

2021 Presbyterian Women **ANNUAL FUND** (Mission Pledge)

Name _____ Amount pledged _____

January	\$ _____	July	\$ _____
February	\$ _____	August	\$ _____
March	\$ _____	September	\$ _____
April	\$ _____	October	\$ _____
May	\$ _____	November	\$ _____
June	\$ _____	December	\$ _____

Cultivating Presbyterian Women

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

Total amount paid _____ Treasurer's signature _____

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

Total amount paid _____ Treasurer's signature _____

Presbyterian Women's **ANNUAL FUND** (Mission Pledge)



PW in the Congregation 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.).

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.

Moderator of Presbyterian Women in the Presbytery or designee _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

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.