
Presbyterian Women's **ANNUAL FUND**

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 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.

This resource tells when and how to promote and receive gifts to PW’s Annual Fund. The information is specific to your work in encouraging financial support of 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.

Another publication, 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 presbyterianwomen.org/annual-fund.

Thank you for sharing your gifts with Presbyterian Women.

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

Presbyterian Women’s
2023 **ANNUAL FUND**

A Letter from Your 2021–2024 PW Churchwide Moderator

Jesus said therefore, "What is the kingdom of God like? And to what should I compare it? It is like a mustard seed that someone took and sowed in the garden; it grew and became a tree, and the birds of the air made nests in its branches." –Luke 13:18-19



I'm not sure I've actually seen a mustard plant. I've seen a mustard seed, though, and marveled at how such a tiny seed can grow to be a 7- or 8-foot tall shrub, large enough for birds (attracted to its seeds) to build nests in its branches. What a miracle of nature!

Imagine Presbyterian Women as the plant that grew from the small mustard seed—its branches home to many birds and their nests. The nests are the numerous organizations and projects working to ensure health and growth for all God's people. PW has long been involved with building hospitals, clinics and schools that provide shelter and care for the people they serve. Presbyterian Women supports ministries that provide clean water in isolated areas and ministries that help establish businesses for women so they can build their own branches to provide nests for their own families. Your gifts to Presbyterian Women's Annual Fund make it possible for PW to continue our long-standing tradition of generous giving to improve the lives of millions of people, both here in the United States and throughout the world, in the name of Jesus Christ.

Thank you,

Kathy Reeves

Kathy Reeves, PW Churchwide Moderator, 2021–2024

Por lo tanto, Jesús dijo: "¿Cómo es el reino de Dios? ¿Y con qué debo compararlo? Es como una semilla de mostaza que un hombre siembra en su campo, y que crece hasta llegar a ser como un árbol, tan grande que las aves se posan en sus ramas". –Lucas 13:18-19

No estoy seguro de haber visto una planta de mostaza. Sin embargo, he visto una semilla de mostaza y me ha maravillado cómo una semilla tan pequeña puede crecer hasta convertirse en un arbusto de 7 u 8 pies de altura, lo suficientemente grande como para que los pájaros (atraídos por sus semillas) construyan nidos en sus ramas. ¡Qué milagro de la naturaleza!

Imagínese a las Mujeres Presbiterianas como la planta que creció de la pequeña semilla de mostaza—sus ramas son el hogar de muchos pájaros y sus nidos. Los nidos son las numerosas organizaciones y proyectos que trabajan para garantizar la salud y el crecimiento de todo el pueblo de Dios. PW lleva mucho tiempo participando en la construcción de hospitales, clínicas y escuelas que proporcionan refugio y asistencia a las personas que atienden. Las Mujeres Presbiterianas apoyan los ministerios que proporcionan agua potable en zonas aisladas y los ministerios que ayudan a establecer negocios para las mujeres, de modo que puedan construir sus propias ramas para proporcionar nidos a sus propias familias.

Sus donaciones al Fondo Anual de las Mujeres Presbiterianas hacen posible que PW continúe con nuestra larga tradición de donaciones generosas para mejorar la vida de millones de personas, tanto aquí en los Estados Unidos como en todo el mundo, en el nombre de Jesucristo.

Gracias,

Kathy Reeves, Moderadora de la Iglesia PW, 2021–2024

가 무엇으로 비교할까 마치 사람이 자기 채소밭에 갖다 심은 겨자 씨 한 알 같으니 자라 나무가 되어 공중의 새들이 그 가지에 깃들었느니라." —누가복음 13:18-19

실제로 겨자나무를 본 적이 있는지 잘 모르겠습니다. 그러나 저는 겨자씨를 보았고, 어떻게 그런 작은 씨앗이 7~8피트 높이의 관목으로 자라서, (씨앗에 이끌린) 새들이 나뭇가지에 둥지를 지을 수 있을 만큼 커지는지에 놀랐습니다. 이 얼마나 경이로운 자연의 기적입니까!

미국장로교 총회 여성연합회를 작은 겨자씨에서 자란 식물로 상상해 보십시오. 그 가지에는 많은 새와 둥지가 있습니다. 둥지는 모든 하나님 백성의 건강과 성장을 보장하기 위해 활동하는 수많은 조직과 프로젝트입니다. 오랫동안 PW는 그들이 섬기는 사람들을 위해 피난처와 보살핌을 제공하는 병원, 진료소 및 학교를 건설하는 데 참여해왔습니다. PW는 고립된 지역에 깨끗한 물을 제공하는 사역과 여성을 위한 사업체를 설립, 가족을 위한 보금자리를 제공하기 위한 자체의 지부를 지을 수 있도록 돕는 사역을 지원합니다.

미국장로교 총회 여성연합회의 연례 기금에 헌금해주세요. 미국과 전 세계 수 백만 명의 삶을 개선하기 위해, 예수 그리스도의 이름으로 풍성하게 기부하는 우리의 오랜 전통을 PW를 통해서 보여주십시오.

감사합니다.

캐시 리브즈, 미국장로교 총회 여성연합회 전교회 연합회장, 2021–2024

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. As variants of Covid-19 emerge and churches, groups and individuals take precautions to stay healthy, the way pledges are made and honored may look different than past years. 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 to promote 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 2022

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 Promotional Resource
 - a pledge card template
 - the pledge form for PW in the Congregation

! These three items also are available at 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 and the PC(USA).

! See the [Annual Fund Promotional Resource](#) for statistics and examples.

- ✓ Distribute pledge cards during an online or in-person worship service, congregation or PW event. Attendees will use them to make pledges for the 2023 Annual Fund.

- **In person:** Give everyone 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 2023 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 use 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, 2023.

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, 2023, 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 2023 PW Annual Fund.

Throughout 2023

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, 2023.
 - Remittance forms are available at 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 "2023, PWC member(s) responsible for pledges/gifts") for instructions on using group giving envelopes. Group giving envelopes can be ordered online (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 (presbyterianwomen.org/shop) or by telephone (800/533-4371); ask for item PWR20456; 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 presbyterianwomen.org/annual-fund.

Gifts via credit card can be made online at 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.**

2023 Presbyterian Women Annual Fund

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
2023 Annual Fund.

Total amount paid _____ Treasurer's signature _____

2023 Presbyterian Women Annual Fund

Name _____ Amount pledged _____

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

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We ask that you prayerfully
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2023 Presbyterian Women Annual Fund

Name _____ Amount pledged _____

January \$ _____	July \$ _____
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Cultivating Presbyterian Women

We ask that you prayerfully
consider your gift to PW's
2023 Annual Fund.

Total amount paid _____ Treasurer's signature _____

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



PW in the Congregation Pledge Form

January 1, 2023—December 31, 2023

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, 2023**. 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, 2023**.

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, 2023—December 31, 2023**

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, 2023** 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, 2023** with remittance forms supplied to treasurers of PW in the Presbytery. These forms can also be downloaded at www.presbyterianwomen.org/annual-fund.