

# Presbyterian Women's **ANNUAL MISSION 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. Your role helps promote awareness of all that Presbyterian Women makes possible, and strengthens the financial foundation of PW’s mission, program and administration.

This resource tells when and how to promote and receive gifts to PW’s Annual Mission Fund. The information is specific to your work in encouraging financial support of PW’s Annual Mission Fund. In the pages that follow, you will find

- a timeline and checklist for promoting and giving to PW’s Annual Mission 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 Mission Fund Promotional Resource answers why we give to PW, highlighting what PW’s mission and ministry entails. Available in late September 2024, the PW Annual Mission Fund Promotional Resource is 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 in late August for ordering or download at [presbyterianwomen.org/annual-fund](http://presbyterianwomen.org/annual-fund).

Thank you for sharing your gifts with Presbyterian Women.

**If you have questions about PW’s Annual Mission Fund, contact Rhonda Martin, PW financial manager, [rhonda.martin@pcusa.org](mailto:rhonda.martin@pcusa.org) or 844/797-2872, ext. 5596.**

**Visit and bookmark [presbyterianwomen.org/treasurer](http://presbyterianwomen.org/treasurer) for additional helps!**

Presbyterian Women’s  
**2024 ANNUAL MISSION FUND**

## A Letter from Your 2021–2024 PW Churchwide Moderator

My service as your PW Churchwide Moderator began in 2021, when I was installed at a live-streamed Business Meeting—a PW first! I stood in the glare of bright lights, with more computer monitors, sound boards and cables than actual people. Even with just the small contingent of essential PW participants and tech crew in the room, I felt lovingly surrounded by a cloud of witnesses, Presbyterian women like me, who were present—perhaps virtually, but also in prayer—not just to my journey but to our shared journey as women of faith.



During these three years as your moderator, I have witnessed firsthand the transformational promise that is Presbyterian Women. In 2022, we celebrated 100 years of the Birthday Offering and in 2023, we celebrated 135 years of the Thank Offering and 35 years as Presbyterian Women in the PC(USA). Even as we celebrate these “churchwide” milestones, we also celebrate the thousands of anniversaries of ministries located in our churches, presbyteries and synods. We honor faithful women with Honorary Life Memberships, invite friends to gatherings, study scripture through our PW/*Horizons* Bible studies, participate in advocacy and share our “least coins” to bring peace to the world and to our hearts. You, as a PW treasurer, are on the front lines of PW’s transformational work, ensuring that financial gifts to PW’s Annual Mission Fund are received and shared so that Presbyterian Women continues to do good for so many. Thank you for sharing your talents and your treasure so that Presbyterian Women may continue to support our many ministries as articulated in our PW Purpose.

Thank you,

A handwritten signature in black ink that reads "Kathy Reeves".

Kathy Reeves, PW Churchwide Moderator, 2021–2024

Mi servicio como su moderadora de Mujeres Presbiterianas comenzó en 2021, cuando me instalaron en una reunión transmitida en vivo, ¡una primicia para MP! Me paré en el resplandor de las luces brillantes, con más monitores de computadora, placas de sonido y cables que personas reales. Incluso con solo el pequeño grupo de participantes esenciales de MP y el equipo técnico en la sala, me sentí amorosamente rodeada por una nube de testigos, mujeres presbiterianas como yo, que estaban presentes, tal vez virtualmente, pero también en oración, no solo en mi travesía sino en aquella compartida como mujeres de fe.

Durante estos tres años como su moderadora, he sido testigo de primera mano de la promesa transformadora que son las Mujeres Presbiterianas. En 2022, celebramos 100 años de la Ofrenda de Cumpleaños y en 2023, celebramos 135 años de la Ofrenda de Gratitud y 35 años como Mujeres Presbiterianas en la IP (EE. UU.). Incluso mientras celebramos estos hitos “en toda la iglesia”, también celebramos los miles de aniversarios de ministerios ubicados en nuestras iglesias, presbiterios y sínodos. Honramos a las mujeres fieles con membresías honorarias de por vida, invitamos a amistades a reuniones, estudiamos las Escrituras a través de nuestros estudios bíblicos MP/*Horizons*, participamos en la defensa y compartimos nuestras “monedas más pequeñas” para traer paz al mundo y a nuestros corazones. Usted, como tesorera de MP, está en la primera línea del trabajo de transformación de MP, asegurando que las donaciones financieras al Fondo de Misión Anual de MP sean recibidas y compartidas para que las Mujeres Presbiterianas continúen haciendo el bien a tantas personas. Gracias por compartir sus talentos y su aportes para que las Mujeres Presbiterianas puedan continuar apoyando nuestros ministerios como se articula en nuestro propósito en Mujeres Presbiterianas.

Gracias,  
Kathy Reeves, Moderadora de Mujeres Presbiterianas, 2021–2024

저는 2021년에 미국장로교 총회 여성연합회 회장으로 사역하기 시작했는데, 여성 연합회 역사상 처음으로 온라인 생중계 총회를 통해 회장에 임명되었습니다. 저는 사람들보다 더 많은 수의 모니터, 사운드 보드, 케이블 등에 둘러싸여 조명을 받고 서 있었습니다. 여성연합회 필수 참가자와 기술 스태프 등 소수 인원만 참석했음에도 불구하고, 저는 저와 같은 장로교 여성들, 곧 구름처럼 몰려든 증인들에게 사랑스럽게 둘러싸여 있다는 느낌을 받았습니다. 이들은 온라인 상에서 또 기도로 함께하며 제 여정 뿐만 아니라 믿음의 여인들로서 공유하고 있는 여정에 함께해 주었습니다.

저는 지난 3년 동안 여성연합회 회장으로서 미국장로교 총회 여성연합회가 가진 변화의 가능성을 직접 목격했습니다. 2022년에는 생일 헌금 100주년을, 2023년에는 감사 헌금 135주년과 미국장로교 여성교회 창립 35주년을 기념했습니다. 이러한 ‘교회 전체’의 기념일을 축하하는 동시에 교회, 노회, 대회에 속한 수천 개의 사역 기념일도 함께 축하했습니다. 우리는 평생 명예 회원으로 신실한 여성들을 예우하고, 모임에 친구를 초대하고, PW/*Horizons* 성경 공부를 통해 성경을 공부하고, 옹호 활동에 참여하고, 세상과 마음에 평화를 가져다 주기 위해 우리의 ‘작은 것’을 나누었습니다. 재정적인 측면에 있어서도 여러분은 여성연합회의 변혁적 사역의 최전선에서 애쓰셨습니다. 여성연합회 연례 선교 기금에 대한 재정적 기부를 받고 공유하여 미국장로교 총회 여성연합회가 많은 사람들을 위해 계속 선한 일을 할 수 있도록 하셨습니다. 미국장로교 여성연합회가 그 목적에 명시된 대로 많은 사역을 계속 지원할 수 있도록 여러분의 재능과 보물을 나누어 주셔서 감사합니다.

감사합니다.  
캐시 리브즈, 미국장로교 총회 여성연합회 회장, 2021–2024

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

Commitments to Presbyterian Women's Annual Mission Fund (formerly the Mission Pledge) are traditionally made through PW in the Congregation during a fall PW group meeting, gathering or event. Pledges are honored and gifts are received throughout the following year.

The increasingly online way we live our lives has opened the door to creative and easy ways to give to Presbyterian Women. Suggestions follow for how to promote the Annual Mission Fund and receive pledges in person or via email, mail and/or text. Use any model that works for your group—an initial appeal at an in-person meeting followed by text and email reminders, a staffed table at a reception after church where PW's drop off their pledge cards in flower pots, or any other method that builds excitement and appreciation for PW and allows all to express their commitment to supporting PW ministries!

Telling the PW story often and widely combined with making giving to PW convenient can help grow Presbyterian Women's impact around the world.

## Leaders' roles

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

## CAMPAIGN TIMELINE AND CHECKLISTS

### In Fall 2023

#### 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 Mission 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 Mission Fund.
- ✓ Offer support to PW leaders responsible for giving.

#### PW in the Congregation (PWC) or circle leader

- ✓ Receive, order or download
  - a PW Annual Mission Fund Promotional Resource
  - a pledge card template
  - the pledge form for PW in the Congregation

- PWP moderator cover letter

- ✓ Choose and share your PW Annual Mission Fund impact story, noting that this fund supports every PW mission and ministry program and the PC(USA).

! See the [Annual Mission 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 2024 Annual Mission 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 2024 Annual Mission Fund, write the pledge amount on the card and return it to you in the envelope.
  - **Online:** 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 mail, email or text you their pledge amount or a copy of their completed pledge card. Record each person's pledge amounts in your files. Send monthly reminders to the group to mail their monthly gift to you.
- ✓ Add pledge amounts and report the total on the Annual Mission 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, Rm. 4611, 100 Witherspoon St., Louisville, KY 40202-1396.
- ✓ Write a personal thank-you letter to each PW in the Congregation that pledges support for the 2024 PW Annual Mission Fund.

! These three items also are available at [presbyterianwomen.org/annual-fund](https://presbyterianwomen.org/annual-fund).

## Throughout 2024

### 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.
  - Online: Email those who pledged with a reminder to give, including updates on their gifts throughout the

year, examples of what PW's Annual Mission Fund makes possible and personal stories from people who financially support PW. 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.

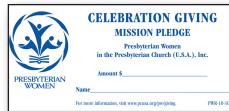
- ✓ Send quarterly gifts from the congregation\* with all other quarterly gifts to the PWP treasurer by March 10, June 10, September 10 and December 10, 2024.
  - Remittance forms are available at [presbyterianwomen.org/annual-fund](http://presbyterianwomen.org/annual-fund).
  - Treasurers also receive these forms from Rhonda Martin, PW Business Office, 844/797-2872, ext. 5596, or [rhonda.martin@pcusa.org](mailto: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 Mission 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 "2024, PWC member(s) responsible for pledges/gifts") for instructions on using group giving envelopes. Group giving envelopes can be ordered online ([presbyterianwomen.org/shop](http://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](http://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](http://presbyterianwomen.org/annual-fund).

**Gifts via credit card can be made online at [presbyterianwomen.org/give](http://presbyterianwomen.org/give). Individuals can give to PW's Annual Mission Fund at any time by sending a check made payable to Presbyterian Women, with "Annual Mission 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](mailto:patricia.longfellow@pcusa.org), for more information. Please note that presbyteries and synods will be credited for all individual gifts.**

Pledge Card

## 2024 Presbyterian Women Annual Mission 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 2024 Annual Mission Fund.

Total amount paid \_\_\_\_\_ Treasurer's signature \_\_\_\_\_

Pledge Card

## 2024 Presbyterian Women Annual Mission Fund

Name \_\_\_\_\_ Amount pledged \_\_\_\_\_

January	\$ _____	July	\$ _____
February	\$ _____	August	\$ _____
March	\$ _____	September	\$ _____
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Total amount paid \_\_\_\_\_ Treasurer's signature \_\_\_\_\_

Pledge Card

## 2024 Presbyterian Women Annual Mission Fund

Name \_\_\_\_\_ Amount pledged \_\_\_\_\_

January	\$ _____	July	\$ _____
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May	\$ _____	November	\$ _____
June	\$ _____	December	\$ _____

*Cultivating Presbyterian Women*

We ask that you prayerfully consider your gift to PW's 2024 Annual Mission Fund.

Total amount paid \_\_\_\_\_ Treasurer's signature \_\_\_\_\_

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



## PW in the Congregation Pledge Form

January 1, 2024—December 31, 2024

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 Mission 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, 2024**. 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, 2024**.

### 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 MISSION FUND** (Mission Pledge)



## PW in the Presbytery Pledge Form January 1, 2024—December 31, 2024

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 Mission 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, 2024** 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, 2024** with remittance forms supplied to treasurers of PW in the Presbytery. These forms can also be downloaded at [presbyterianwomen.org/annual-fund](http://presbyterianwomen.org/annual-fund).