

PRESBYTERIAN WOMEN MANUAL

FIRST PRESBYTERIAN CHURCH
HIGH POINT, NC

Statement of Purpose

*“Forgiven and freed by God in Jesus Christ 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 (USA) and witnesses to the
promise of God’s kingdom.”*

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2005 Edition

Second Edition

*But all things should be done decently and in order. I Corinthians 14:40
...and let our ordered lives confess the beauty of Thy peace. John Greenleaf Whittier*

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INTRODUCTION

It's very likely that you're reading this manual because you have accepted a leadership position in Presbyterian Women—God love you! We who have compiled the information here want you to see the “big picture” of our PW as well as understand more clearly your role in it.

There are sound, underlying principles for our methods and procedures. A woman's Christian growth and witness is the ultimate goal of our program, which is laid out in ways to better enrich her faith and enable her to use her particular talents and interests for service. Presbyterian Women is an organized way for the women in First Presbyterian to work together and maintain a fellowship.

Voluntary giving is the way we finance the work we do, and the work we do supports the whole church program. We also participate in the special offerings determined by the churchwide PW. Currently these are: Least Coin, Thank, and Birthday.

Much of what is contained here has been taken from the old *Manual—Women of the Church in the Congregation*, a wonderfully well thought-out document from the Presbyterian Church, U.S., that has stood the test of time. Our current document is a concrete example of how we are still reaping the benefits from the wisdom and insight of the faithful who have gone before.

ORGANIZATIONAL PATTERN

It is our organizational structure that makes Presbyterian Women function so smoothly.

Membership is broken down into circles, where a woman can find other Christian friends, study the Bible, and have opportunities for service.

Representatives from each circle (usually the circle moderator), along with elected officers and four program committee moderators, make up the **Coordinating Team (CT)**. The Coordinating Team oversees the plans and programs of the Women's work. On a regular basis, the entire membership of Presbyterian Women gathers together for various meetings and activities as implemented by the CT.

Plans for these meetings and activities are made through a **Program Council**, comprised of the PW Moderator and the moderators of four program-planning committees. They work to plan one overall program of emphases and experiences that will help women understand and fulfill the responsibilities they have as Christians in their families, in our congregation, in our community, and around the world.

The four program-planning committees are named and assigned areas of emphasis based on the natural relationships of women:

Committee on Spiritual Enrichment studies and plans to give help in Christian growth in two major relationships of a woman's life—her personal relationship to God and her relationships within her own family.

Committee on Congregational and Local Needs¹ helps the woman as an individual and as a group member to recognize and accept her responsibilities as a Christian citizen in our church, neighborhood, and community.

Committee on Missions challenges each woman with her responsibilities in relating to Christians in other denominations as well as with the evangelistic mission of the church in cooperation with Christians all over the world.

Committee on Leadership and Resources² seeks to enlist and train designated leaders for terms of service, keeping a constant rotation and sharing of responsibilities. This committee also recommends for the enrichment of the planned program any appropriate resources such as printed materials, audio-visuals, periodicals, and persons.

It is important to note that the job description of various PW offices specifies serving on a church committee. This enmeshment of PW with the larger church program not only flavors the program of the church as women participate in it, it also influences decisions of the Program Council regarding the PW program. Some examples: during a churchwide bazaar, PW would scale back similar activities as the women would be heavily involved in the bazaar already. Or, say the church is hosting a presbytery meeting. The women's natural need to attend to all the details involved would affect how much commitment PW could expect from other endeavors. A capital campaign by the church might tailor PW requests for giving from its members during such time.

Our church women are also connected with other Presbyterian Women at the **Salem Presbytery, Mid-Atlantic Synod, and churchwide** levels of the **Presbyterian Church (USA)** through participation in conferences and other connectional activities.

¹ This committee is known as "Social Concerns" at the churchwide level.

² This committee is known as "Search" at the churchwide level.

I. THE PROGRAM COUNCIL

A. Purpose of the Program Council

The purpose of the Program Council is to plan the total program of the Presbyterian Women in order to provide opportunities and resources by which the Women may be strengthened through the power of the Holy Spirit in their personal faith and commitment to Jesus Christ, and to provide suggested activities and resources by which the Women may be helped to fulfill the particular responsibilities they have in the family, in the community, and around the world.

A program designed to fulfill this purpose will require study, creativity, and coordination by members of the Council. This program will include:

1. Various types of meetings: General, circle, and others to provide information, inspiration, and fellowship.
2. Suggestions and resources for helping women relate their Christian faith to everyday living.
3. Christian witness and action beyond the scheduled activities at the church.

B. Membership of the Program Council

1. Chairperson is PW Moderator/Moderator Elect (depending on when she begins her planning).
2. Moderators of the four program areas (Spiritual Enrichment, Congregational and Local Needs, Missions, and Leadership and Resources)
3. Vice Moderator, ex-officio, to correlate the work of the Council with that of the circles.

C. Work of the Program Council

Prior to the first general meeting the Council will set goals and make overall plans, keeping in mind the following:

1. The women for whom they plan: their age range, marital status, business responsibilities, and involvement in the life of the church and community.
2. The program of our denomination, including the session's working committees.
3. Opportunities for Christian witness and service in the family, the community, the nation, and the world.

D. Meetings of the Program Council

Before the beginning of the program year, the Council meets for long-range planning. During the year, if necessary, the Council meets prior to the Coordinating Team meeting to be ready to submit detailed plans for approval and for implementation.

II. THE COORDINATING TEAM

A. Purpose of the Coordinating Team is to pray and study together and to plan and coordinate the work of Presbyterian Women.

B. Membership of the Coordinating Team

- Officers: Moderator, Vice Moderator, Moderator-Elect, Secretary, Treasurer, Historian
- Program Moderators: Spiritual Enrichment, Congregational and Local Needs, Missions, Leadership and Resources
- Circle representatives (usually the circle moderator)

C. Work of the Coordinating Team

1. Read this Manual and the PW Constitution and Bylaws.
2. At the end of the PW year, outgoing and incoming CTs meet jointly to evaluate the work of the past year and to plan for the year ahead.
3. Adopt or modify plans presented by the Program Council, and together plan ways for implementation.
4. Approve materials to be ordered by the moderator of Leadership and Resources Committee.
5. Hear reports from the Program Committees and the circles.
6. Provide training opportunities for leaders or enlist the leaders in training sessions that are available.
7. Send recommendations to PW general membership meetings and information to circles.

III. RESPONSIBILITIES OF MEMBERS OF THE COORDINATING TEAM

Moderator 1 year term

Purpose: To provide leadership to the Coordinating Team and to act as a representative of Presbyterian Women to other groups. Duties include:

1. Presides at Coordinating Team meetings, Presbyterian Women general membership meetings and other PW gatherings, and Program Council meetings.
2. Special Committees:
 - a. Selects from Presbyterian Women membership those to serve on Special Committees. Special Committees are created to perform an ad hoc function and may change from year to year to implement the needs of the current program of Presbyterian Women. (Example of a typical year's list might be: Flowers, Kitchen Hostess, Social Activities, Nursery, Church Telephone Reception, Christmas, Presbyterian Home Liaison, and River Landing Liaison.)
 - b. Gives to the Vice Moderator (currently by July 15) for entry into the yearbook the names of those who agree to serve on Special Committees.
3. Gives list of PW representatives on church committees to the moderator of Committee on Committees in a timely manner. Note: Is not required to serve as a member of the Committee on Committees, but as communicator of the aforementioned list only.
4. Plans general membership meeting programs with the Program Council and with suggestions and/or input from the minister. (She may begin this as Moderator Elect.)
5. Maintains, with the Coordinating Team, an ongoing evaluation of projects and gatherings, making sure that records are kept.
6. Attends circle meetings on a rotating basis.
7. Encourages participation in Presbyterian Women gatherings and activities.
8. Receives communications on behalf of Presbyterian Women.
9. Facilitates the relationship of the Coordinating Team with the Presbytery Enabler.
10. Serves as a link between Presbyterian Women and the Presbytery.
11. Attends meetings of Presbyterian Women in the Presbytery and Synod level gatherings, and spiritual retreats.
12. Encourages ecumenical relationships and an intentional diversity among women in the church.
13. Gives a report of the year's activities at the PW annual meeting and to the session.
14. Serves on PW Leadership and Resources Committee.
15. Serves as ex-officio member of the PW Finance Committee.
16. Serves on the Administrative Committee of the church.
17. The following year she serves as an honorary member on the CT in an advisory position.

Moderator Elect 1 year term

Purpose: To prepare for being Moderator of Presbyterian Women. Duties include:

1. Becomes familiar with the responsibilities of the Moderator and Vice Moderator and serves in their absence.
2. Contacts new members and sends them a Presbyterian Women brochure.
3. Invites new members to join a circle and notifies the Vice Moderator of the new member.
4. Serves on the Evangelism Committee of the church.
5. Serves on the PW Leadership and Resources Committee.
6. Serves as moderator of the Presbyterian Women Program Council, if she begins her planning before being installed as Moderator.
7. Serves as ex-officio member of the PW Finance Committee.

Vice Moderator 2 year term

Purpose: To help each circle fulfill its purpose of being a sustaining Christian fellowship that provides opportunities for study and worship. Duties include:

1. Secures the circle moderators for the upcoming year (currently by April 30).
2. Performs, in the absence of the PW moderator, all the duties of that office.
3. Becomes, upon the resignation of the PW moderator, moderator and holds office through the unexpired term of the former moderator.
4. Makes changes in circles when necessary, advises about circle programs, coordinates circle projects and activities, and advises with circle moderators about ways of extending and deepening the fellowship for all on the circle rolls.
5. Has the church secretary type the new yearbook (currently in July) then print sufficient copies for each circle member and church staff.
6. Keeps the master yearbook up-to-date and notifies circle moderators of changes pertaining to the circles.
7. Keeps the information in the **Manual for Circle Moderators** current. Note: The information sheets on bereavement and hosting a luncheon or dinner are kept current and provided by the Congregational and Local Needs moderator and the Kitchen Chairman, respectively.
8. Meets with the circle moderators before the first Presbyterian Women meetings of the year and distributes to them the Manual for Circle Moderators as well as new yearbooks for corrections and additions.
9. Attends circle meetings on a rotating basis.
10. Serves on the PW Honorary Life Membership Committee.
11. Serves as a member of the Presbyterian Women Program Council.

Secretary 2 year term

Purpose: To keep accurate records of the Coordinating Team meeting and Presbyterian Women gatherings. Duties include:

1. Maintains minutes of all Coordinating Team meetings and Presbyterian Women gatherings.
2. Is the correspondent for Presbyterian Women.
3. Is available to help with publicizing upcoming Presbyterian Women events in the Presbygram and in the church bulletin, as directed by the PW moderator.
4. Prepares information for the press, as directed by the PW moderator, and provides copies of news stories and pictures for the Historian.
5. Provide new officer information to church office for updating the church website.

Treasurer 2 year term

Purpose: To receive and disburse the funds of Presbyterian Women. Duties include:

1. Receives and disburses Presbyterian Funds as directed.
2. Keeps accurate financial records or receipts and disbursements of all Presbyterian Women funds.
3. Submits regular reports to the Coordinating Team.
4. Submits an annual report to Presbyterian Women and to the Session.
5. Submits financial records for audit on a regular basis.
6. Serves on the Finance Committee of the church.

Historian 2 year term

Purpose: To maintain and preserve historical records of the Presbyterian Women. Duties include:

1. Creates and maintains files of information, brochures, programs, photographs, and newspaper articles.
2. Writes the annual historical report of Presbyterian Women for the calendar year and submits the report to the Historian of Presbyterian Women in the Presbytery no later than January 31 (general instructions below).
3. Maintains a working file for her successor, which includes the Historian's Handbook and other resources.
4. Develops and maintains relationships with our church historian and the Historian of Presbyterian Women in the Presbytery.
5. Serves on the PW Honorary Life Membership Committee, and writes the sketch of recipient.
6. Conducts a brief memorial during the PW annual meeting for those women who have died during the year. The full name of each of the deceased should be used.
7. Submits an annual report to Presbyterian Women of her activities.
8. Serves on the Long Range Planning Committee of the church.

General Instructions for Writing History

1. Use No-Tear paper with three-ring holes, size 8 ½" x 11". If this paper cannot be bought locally, order it from the Historical Foundation in Decatur.
2. Copy in ink on one side of the sheet only. Record dates and names accurately. Copy all items and quotations as for a book, and cite authority upon which these are based.
3. Place the name of the Presbytery, church, and city in the upper left-hand corner of each page. Also date and sign, in ink, at the close of the history.
4. Secure pictures of ministers, officers, groups, buildings, etc. Paste pictures directly on sheet and include these pictures along with the narration. The Historical Foundation prefers black and white pictures.
5. Write Honorary Life Membership sketches and Memorials. These should have full name of the person as a title—"Mary Smith Morgan (Mrs. John S.)" or "Miss Mary Lee Jones." The sketch should include important events in her life and her church activities. Name of group conferring the honor should be given.
6. Check history for accuracy before sending to Presbyterial Historian.

Moderator of Spiritual Enrichment 2 year term

Purpose: To assist women in deepening their personal faith and fulfill their distinctive roles in the work of the church and of family life. Duties include:

1. Secures the Bible moderators for the circles (currently by April 30).
2. Secures devotions for the Coordinating Team and the Presbyterian Women meetings.
3. Appoints the contact person for New Mothers and Parents of Baptized Babies.
4. Honorary Life Membership procedures:
 - a. Chairs the meetings.
 - b. In January information concerning submitting names of Honorary Life Membership nominees should be placed in the church bulletin and in the Presbygram.
 - c. Shall appoint two at-large members to serve on the Honorary Life Membership committee, one of whom shall be a former Honorary Life Member. (The other committee members include Historian and Vice Moderator).
5. Submits an annual report to Presbyterian Women of her activities.
6. Serves as a member of the Presbyterian Women Program Council.
7. Serves as a member of the PW Finance Committee.
8. Serves as a member of the Worship Committee of the church.

Moderator of Congregational and Local Needs 2 year term

Purpose: To lead Presbyterian Women in service within the church and local community.

Duties include:

1. Plans opportunities for the Women to respond to needs of our church, and of the community through local programs. (Examples include such charities as Open Door Ministries, Guilford Interfaith Hospitality Network, and Mobile Meals.)
2. Bereavement Procedures:
 - a. Is responsible for bereavement policy of PW, and keeping the information in **Bereavement Committee Policy and Procedures** (found in the Appendix) current.
 - b. Appoints members of the Bereavement Committee.
 - c. Contacts circle moderators for names of circle bereavement liaisons, the list of which is used by the Bereavement Committee and church staff.
 - d. Keeps the “Bereavement Suggestions for Circles” information sheet current, and provides updated copies to the Vice Moderator to be included in the **Manual for Circle Moderators**.
3. Verifies that the church contact(s) for Mobile Meals are in place for the year, and if necessary, appoints new one(s).
4. Secures the contact person with students living away from home.
5. Serves as a member of the PW Program Council.
6. Submits an annual report to Presbyterian Women of her activities.
7. Serves on the Congregational Care Committee of the church.

Moderator of Missions

2 year term

Purpose. To lead Presbyterian Women in participation in ecumenical and world missions.

Duties include:

1. Provides in the Presbygram, church bulletin, and in PW meetings information concerning the monthly Least Coin Offering, the Thank Offering in November, and the Birthday Offering in May. (Information for these may be gained from *Horizons* magazine.)
2. Distributes to the circle moderators and at PW meetings envelopes for the Thank and Birthday offerings.
3. Keeps PW informed concerning the work of the missionaries supported by our church.
4. Serves as or appoints a representative to Church Women United. This person invites the Women to attend meetings and makes the reservations for those planning to attend.
5. Serves as a member of the PW Program Council.
6. Submits an annual report to Presbyterian Women of her activities.
7. Serves as member of the Missions Committee of the church.

Moderator of Leadership and Resources Committee

2 year term

Purpose: To seek and train leaders for the various elected positions of PW and provide resources for the PW program as necessary to implement it. Duties include:

1. Calls and presides at meetings of the PW Leadership and Resources Committee, comprised of PW Moderator, PW Moderator-Elect, and immediate past PW Moderator, in order to nominate PW officers for the coming year.
2. Presents, at the meeting prior to the annual Presbyterian Women meeting, the names of those nominated for leadership positions.
3. Installs elected officers at the annual Presbyterian Women meeting.
4. Is responsible for training opportunities, in close consultation with the PW Moderator, such as an officers' training class or retreat.
5. Distributes job descriptions (via this manual) and other resources to incoming officers and chairmen.
6. Maintains this manual—keeps the information in it updated and sees new copies are made and distributed to CT members as necessary.
7. Orders appropriate resources needed in the work of the Presbyterian Women. (Currently, this includes Bible study books also). Suggested resources include this manual, *Horizons* magazine, *Presbyterians Today*, and *Robert's Rules of Order*. The CT should approve orders of literature and other resources.
8. Serves on the PW Finance Committee.
9. Serves as a member of the PW Program Council.
10. Serves as PW representative on the slate of the Officers Nominating Committee of the church, pending her election by the congregation. (*Note: If she for some reason does not meet the qualifications of the Officers Nominating Committee, the Coordinating Team shall nominate another PW member. Officers Nominating Committee description and other applicable church committee descriptions should be kept in this officer's materials.*)

Circle Moderators

Purpose: To approve and implement with the Coordinating Team the program for Presbyterian Women, especially that related to the circles, and to represent her circle on the Coordinating Team. Specific responsibilities pertaining to her circle are found in **Section IV. THE CIRCLES**, below.

IV. THE CIRCLES

A. Purpose

Circles are designed to provide for the individual church woman personal fellowship that will cause her to feel she has the support of friends who have an interest in and concern for her. The circle's highest service is to help persons *inside* the membership of the church become aware of the power of Christ to create a redeeming fellowship that gives support to her in all of life's experiences, and to help those *outside* the membership to know and accept Christ and desire the fellowship of the Church.

B. Meetings

In their circle meetings, members study the Bible together and discuss its meaning in the world today; serve with others to meet some of the needs of people locally and overseas; and pray together for the concerns of the members of the group, for the work of Christ in their homes, in our community, through our church, and around the world.

The Circle Moderator

Purpose. To preside at circle meetings, and to have the unique responsibility of knowing all the members of the circle, keeping in touch with them and demonstrating concern, joy and faithfulness. Duties include:

1. Serves with other leaders of the circle as a team, which has a primary concern for the individual members of the circle.
2. Attends the Coordinating Team meeting and brings to the circle information from that meeting.
3. Reports for the circle at the Coordinating Team.
4. Makes preparation for each circle meeting in the light of plans made at the CT.
5. Appoints circle officers and acquaints them with their duties.
6. Brings to the circle meeting items of news about members of the circle, such as illness or activities.
7. Attends PW presbytery, synod, and churchwide conferences as able.

Other Circle Leaders

Treasurer. She receives and disburses circle pledges, Bible study book payments, and other offerings, following PW treasury procedures as instructed by the PW Treasurer. She is knowledgeable about both the church budget and PW budget. She may also serve as the

Sunshine Chairman. This circle member keeps a "blessing box" of donated petty cash on hand with which to purchase note cards or printed greeting cards to send to members when desired. She may also take care of other nurturing acts of the circle requiring a small amount of cash as decided by the circle.

Bible Moderator. This person is designated to guide the group in Bible study. This may be a different person each month, or one recruited by the Spiritual Enrichment Moderator, as each circle wishes.

Alternate Bereavement Contact. In the event of a death that affects her particular circle, this person is the designated contact when the circle moderator is not available.

V. SPECIAL COMMITTEES (or Individuals)

Special committees are those that the PW Moderator appoints. These ad hoc committees can change from year to year depending on the program set for the year. Following are general descriptions of special committees that were utilized in the past or are functioning currently.

Christmas. This committee is responsible for decorating the church at Christmas time. Currently, donations by the congregation toward wreaths build a working fund for the committee, and the chairman works with the church secretary to publicize the request.

Church Service. This group takes care of mundane church tasks such as keeping the offering plates polished or the pencils in the pews and attendance books sharpened.

Church Telephone Reception. Chairman of this committee appoints and schedules a group of women to help each weekday morning with answering the telephone and other minor office tasks requested by staff.

Flowers. This person is responsible for seeing that flowers are placed in the sanctuary each Sunday. She keeps a yearly schedule; church members wishing to donate an arrangement in memory or honor of someone sign up for a particular Sunday. She sees that the church secretary includes the appropriate information regarding their donation in that Sunday's bulletin.

House. This person notes the condition of the physical plant of the church and brings any decorating or repair needs to the attention of the appropriate church committee or staff member.

Greeter. This person welcomes guest speakers for PW meetings at the church entrance, acclimating them to the facility by directing them to the meeting location, etc.

Kitchen Chairman. This person ensures that someone, usually a circle, hosts the luncheon and dinner general meetings. She oversees the kitchen portion of the event. She keeps the printout "Hosting Luncheons or Dinners" current and provides updated copies to the Vice Moderator to be included in the **Manual for Circle Moderators**.

Nursery. The nursery chairman sees that a sitter is provided for PW general meetings as necessary, and appraises the PW treasurer of the need for compensation for the service.

Parliamentarian. According to *Robert's Rules of Order*, she gives advice on parliamentary procedure to the chair, or to any member when asked, during a Coordinating Team meeting, and, as inconspicuously as possible, calls to the attention of the chair any error in the proceedings. (See Appendix, "Crash Course in Parliamentary Procedure".) She maintains a position of impartiality and does not vote except in the case of a ballot vote. She may also assist outside meetings with questions arising in interpreting bylaws or in connection with the work of the CT and of officers and committees.

River Landing Liaison. This person keeps the Coordinating Team informed of activities of the members of River Landing, and acquires volunteers from the Women for various projects as they arise.

Social Activities. This person provides help from PW for various social activities that arise during the year, such as a reception for a new or retiring minister.

GENERAL MEETINGS OF PRESBYTERIAN WOMEN

The Program Council plans the meetings for the Presbyterian Women in the light of other activities planned for the congregation. Persons of special interest and abilities would be enlisted to present the programs.

Meetings. Currently, the Women of First Presbyterian High Point hold a monthly meeting of the general membership of the women. It held in the fellowship hall September through May on the first Monday. This is usually a luncheon meeting, but one or more supper meetings may be substituted during the year to accommodate varied schedules. The Presbyterian Men might be included in one of these also.

The year's work of the Women closes with the Annual Meeting, at which time final report of work accomplished is made by certain officers and committee moderators, per their job duties. Highlights of the year's program, outstanding events, new trends, and/or recommendations may be presented in a variety of ways. Incoming officers are installed, those women having died during the year are remembered, and any honorary life memberships are awarded at this time.

APPENDIX

CONSTITUTION AND BYLAWS

BEREAVEMENT COMMITTEE POLICY AND PROCEDURES

FUNERAL SUBCOMMITTEE DESCRIPTION

DESCRIPTIONS OF CHURCH COMMITTEES ON WHICH PW OFFICERS SERVE

“CRASH COURSE IN PARLIAMENTARY PROCEDURE FOR PRESBYTERIAN WOMEN
OFFICERS, COMMITTEE CHAIRMEN, AND CIRCLE LEADERS”