



PRESBYTERIAN
WOMEN

Newton Notes

Presbyterian Women of Newton Presbytery

August, 2011

Co - Moderators Musings

It's a Saturday morning and after working full time all week I am trying to **Rise & Shine**. That was the theme of the PW Synod Gathering that I, along with several other women from our Presbytery, attended two weekends ago in Albany. From the opening singing with our energetic music leader and various instruments for us to use until the liturgical dance at closing worship it was a refreshing, energizing weekend.

We would like to share some of this with you at our Presbytery-Wide Fall Gathering Saturday Sept 24th. A second, more regional and shorter option is a "Red Tent Gathering" in October, to be held in Newton on October 22nd. Since we are all so busy - to put together a program, get a speaker, or plan a spiritually renewing Saturday morning for our sisters at our home church - our plan is to make the "Red Tent" available to all as well.

Fliers for both gatherings are in this newsletter. All you have to do is advertise them, personally invite some women from your congregation, get a carpool together and go!

Sometimes I feel like I can barely deal with what comes along in my own household and job, let alone think about abused women, children soldiers, the hungry and homeless or making time for bible study. But then I remember what we are called to do as Christian Women and the message of Jesus that is in this year's PW Bible Study "Confessing the Beatitudes": Blessed are the merciful! (not to mention busy!)

Come join us! ***Rise & Shine, and give God the glory. Rise & Shine, and give God the glory for it all.***

Lisa Gray, Co-Moderator

(908) 876-4935

Lisa_A_Gray@hotmail.com

Co - Moderators Musings (cont'd)

As Lisa mentioned, 9 of us from Newton spent July 22-24th at the Synod Gathering at the Desmond Hotel, Albany, NY. What a wonderful meeting – part of the Saturday morning program was installing Charlotte Hasselbarth as Synod PW Moderator for the next 3 years. The name may sound familiar; we helped support her daughter Lynn when she was in Peru as a Young Adult Volunteer a couple years ago. We also commissioned Lucy Janjigian as our Global Exchange participant to India. She will be taking many handmade necklaces, including some from the women of Succasunna Church, with her as hospitality gifts to women she meets along the way.

We sang, worshipped, attended workshops with topics of Rise, Shine – Recharge, Create, Share Your Faith, Get Along, Forgive, Go, Worship, Celebrate and Sing as well as had opportunities to talk with women from all over our Synod. We came back eager to share our experiences starting with the September 24th Fall Gathering at the Morris Plains church. At this Gathering we will also be voting on revised by-laws for PWP. They are at the end of this newsletter. Please review them.

Another chance to meet women from our Synod will be at the Leadership Development Workshop held at Stony Point Conference Center, Saturday October 29, 2011 from 9:30-3:30. More information will be sent to you via your cluster communicator. Mark your calendar if this sounds interesting.

Sally Strusz, Co-Moderator

(908) 876-4033

strusz@comcast.net

Justice and Peace



The question has been asked what does PW stand for? PW is an acronym for Presbyterian Women. The story begins in the 1800's. At a time when the conventional society deemed it necessary to confront issues and began to work toward making life a little better for all. Not an easy task as some women, as well as men, felt they were reaching out of their bounds. Presbyterian Women have long been advocates for women and children and for the right for fair play. Respect, slow to come, was first gained through missionaries, whose call for help in the form of donations and prayers they answered, thus validating women's role.

In 1875 permission was granted to Sarah Foster Hanna to form a national organization for Presbyterian Women, the Women's General Missionary Society. Due to differences in the church between the North and South, it took 26 years for the southern women to set up their organization, Women of the Church. In 1988 Presbyterian Women was born combining the two groups.

In 1988 Horizon's magazine became the national communication instrument based on the PW purpose. Their prayer was, "Horizons will be ever joyful....willing to engage the suffering of the world....that it will inform your prayer life and Bible study...will strengthen the community...and maintain the commitment of women for the mission of the church."

Presbyterian Women are strong women who took on the tough questions such as racism, freedom to choose in problem pregnancies and equal rights for women in society and the church. Today's questions encompass human trafficking and the need to keep our church and families strong.

PW survives because "women are adaptable, determined, proactive, charitable, generous, and dedicated to God."

PW is a group of dedicated women who have banded together "exclusively" for the betterment of society in general and for the continued support of one another. To become

a Presbyterian Women one need only to want to enrich the lives of their families, their church family, the community around them and, whenever possible, extend goodwill to all. Our goals are accomplished through circle meetings, bible study, prayer lists, fellowship, and special activist projects. WHO is eligible? You, your friends, sisters, mothers and grandmothers. No age discrimination here!

Barbara Smith

973-663-0067

basboomerang@optonline.net

There are No Vacations for Homeless Families



Each summer for more than a dozen years, our congregation has provided volunteer support to Temple Shalom in Succasunna during the two weeks that they host families from the Interfaith Council for Homeless Families. Why are the Presbyterians acting as host and hostesses on a Friday and Saturday at Temple Shalom? It's all part of an established ecumenical effort to address the problem of homeless in our communities. Often not seen or not heard, homeless families in affluent Morris and Sussex Counties are victims of the lack of affordable rentals and housing. They are also likely to be under employed and over burdened with family, health and financial responsibilities.

This year I was reminded of how many women, in particular, find themselves in this precarious situation. Mostly younger women, they've had to grow up quickly to become the only caregiver and provider for their children. I was also struck by how many children, nearly a dozen, from infants to teenagers, were guests this year.

It was a hot day in July when I did my volunteer shift, but the children always seemed to find a way to make the best of things. Bubbles, hula-hoops, beading, a little tennis in the parking lot, and by the way, not much TV or video games, kept them interested and in constant motion. Collecting walnuts from a tree that shaded the playground, and a game of Scrabble, in which an eight year old outscored the adults by bending the rules to include her unique and clever "compound" words, was more my speed. All in all, it was for me, as it is every year, time well spent on a lazy summer day.

There are estimated 600-800 homeless families in Morris County and another 300 families in Sussex County. In today's difficult economic climate the numbers are on the rise. Thanks to the efforts of Interfaith Council of Homeless Families Morris County (ICHFMC) and Sussex County Interfaith Hospitality Network (SCIHN) there is a place where many of these families can stay, safely and securely, as they make the transition to permanent housing. An enormous network of over 110 religious congregations located within Morris and Sussex counties, helps provide shelter and meals for the guest families throughout the year. Volunteer hosts and hostesses do most of the work to set-up, prepare meals, drive, mentor, or just spend time with the families. The number of volunteers involved in keeping these programs going in the two counties is nearly 2,600!

If your congregation or circle hasn't already considered being part of this meaningful, worthwhile community outreach, please do. For more information contact:

- **Interfaith Council for Homeless Families** - Morris County ~ ICHFMC : 973-998-0820 or visit their website at www.ichfmc.org
- **Sussex County Interfaith Hospitality Network** ~SCIHN : 973-579-1180 or visit their website at helpnjhomeless.org

“Jesus was born homeless ((Luke2:7), raised homeless (Matthew 2:13-15), worked homeless (Matthew 8:20), and died homeless (Mark 15: 34). Often in the margins himself, during his life on earth he advocated for and personally helped people who were homeless poor or marginalized. Whether he hosted them in someone’s home or in a field, he displayed hospitality that was full of life, grace, compassion, shalom, security, justice, unity and wholeness. Jesus continues to host all people by his living, dying and rising for us.” (Horizons Magazine, September 2009)

Hunger Knows No Season

It’s easy to forget that there are people in our midst who go day after day without enough to eat. This has become more even more common as individuals and families struggle with extended periods of unemployment. Please remember to support your local food pantry and soup kitchens on a regular basis, throughout the year, not just at the holidays. Contact them directly to find out how you can help:

Manna House: 54 High Street, Newton, NJ 07860 ~ 973-579-6517. Website: <http://newtonroboticsteam.org/annahouse>

Interfaith Food Pantry: 540A West Hanover Avenue Morristown, NJ 07960 ~ 973-538-8049. Website: www.mcifp.org

Faith Kitchen: Trinity Lutheran Church, 123 East Blackwell Street Dover, NJ 07801 ~973-366-2821. Website: www.tlcnj.org/faithkitchen.html

Kathy Ritchie

kritchie@optonline.net

\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$ It’s About Money \$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$

The Martha Manning Development Fund needs YOU!

Have you ever wanted to experience the wonderful programs offered at Stony Point? Have you wanted to learn more about the annual Bible Study published in Horizons Magazine? Do you want to go to Orlando and be part of a life-changing event at the Churchwide Gathering in 2012? Do you know someone who would benefit from one of these events, but can’t quite afford the registration?

The Martha Manning Development Fund was created so that all women would be able to take advantage of the wonderful opportunities presented by Presbyterian Women. The application for scholarship funds can be found in the “One Stop Resource Book” or you can email Sherry Guthrie at Sharon.guthrie@verizon.net and she will forward you a copy. The form is non-intrusive and confidential – we only ask that the applicant provide a portion of the required funds.

If you can’t use this, please pass the information on to someone else in your church who may need just a nudge to get them to come to a Presbyterian Women event. They won’t be sorry!

Calendar Updates



- ❖ September 24, 2011 – 9:00am Fall Gathering – Morris Plains
- ❖ October 22, 2011 – 9am – noon – Red Tent Gathering - Newton
- ❖ October 29, 2011 – PW Synod Leadership Workshop – Stony Point (all women welcome)
- ❖ January 14, 2012 – CT Meeting – Presbytery Office
- ❖ February 24-26, 2012 – PWP Retreat – Villa Pauline
- ❖ April 29, 2012 – Spring Gathering – TBA
- ❖ June 9, 2012 – CT Meeting – Presbytery Office
- ❖ July 18-22, 2012 – CWG – Orlando
- ❖ September 22, 2012 – Fall Gathering - TBA



HISTORIAN'S NOTES

The inside cover devotion of the July/August 2011 Horizon Magazine is entitled “A Family’s Past and Future”. The devotion reminded me of my conviction of the importance of knowing our family’s story and sharing that story. Sharing it means preserving your story to ensure it is passed down through generations. Deuteronomy 4:9 says: "Do not forget the things your eyes have seen or let them slip from your heart as long as you live. Teach them to your children and your children's children."

By sharing our stories of happy times as well as our struggles and misfortune we will allow ourselves and others to see, know and be assured that God is with us and we will all become stronger in that knowledge.



Are you the keeper of the photographs? Is there a story associated with them, especially the special ones? Does anyone else know that story? Have you ever wanted to ask your grandmother a question years after she passed? Is it something important or just an ordinary detail of her life? Do you know anything about your great-grandmother? Preserving your story will help your descendants know their family. You can share your faith too! Let them know what God means to you. They will be reassured by the knowledge.

You may ask, “How?”, “I don’t have the time.” “I don’t like to write.” or “No one really cares.” I say: Schedule time to *tell* the story or *journal* it. *Scrapbook* your pictures with WORDS about why these photos are important to you. Do a *video* interview with a relative at your next family birthday or holiday. Just committ to start small and see where it will take you.

I recently asked my father-in-law a lot of questions about his childhood. After a while he finally said, “You’re supposed to ask thse questions after I die.” That will just be too late!

Nancy Lack – nwlack@verizon.net or 15 Lincoln Avenue, Florham Park 07932-2406



TOGETHER IN SERVICE



Together in Service (Mission)

Does your group need a refresher on Birthday and Thanks offerings? Want to better understand the projects or have questions about what PW - PC USA is doing? Need ideas for setting up a successful program like Mother's Day cards for Malaria Nets & More? Looking for ideas from what other local churches are doing for PW mission, what activities they are doing for fund raising or what they are funding? Give me a call and we'll set up a Together in Service/Mission presentation tailored to your group.

The presentation typically lasts about 30 minutes including a Q&A period and uses PowerPoint (slide) but can be platform based. The desired outcome and details will be predetermined in our conversation to set up the visit.

Also, please look over the annual TIS/ Mission form on page 13 that each church is to send to me at the beginning of the following year. The easiest thing is to send this form with your church's annual report when you send it to the PWP co-Moderator (Sally Strusz). And don't forget the pictures! Since this is done online, it is preferred to receive the report by e-mail, but I will take it any way I can get it!

No, this is not a "black hole" effort or "round" file – your report is collated with all the others in the Presbytery and sent to Synod (with your pictures). How are your reports used? First, on the Presbytery level, the TIS coordinator makes notes and creates files for use by other member churches to start, improve or share your best practices. On the Synod level, the info is again culled and collated and used to determine focus areas and interest changes as well as providing mission info to presbyteries. When the report moves to the national level, key programs are highlighted and areas of national/international interest & focus are spotlighted. With this data & input, programs and mission support are determined.

Godspeed,
Tracy Lees-Grant, TIS Coordinator 908.850.3203

Directions to Morris Plains Presbyterian Church

From the North:

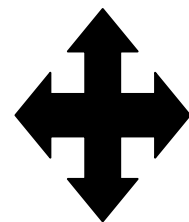
Take Route 206, or Route 15, or Route 23 South to Route 80. Travel on Route 80 to Route 287 South. Exit onto Route 10 West. Take Route 202 South toward Morristown. It goes right to the church.

From the West:

Take Route 78 to Route 287 North. Exit on Route 10 West. Follow from above.

From the South:

Take Route 10 West. Follow from above.



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ITEMS OF INTEREST

RACHEL NYAMBURA

In December 2011, Rachel will officially graduate from Kenyatta University with a degree in Environmental Studies with a concentration in Community Development. In 2002 Long Valley Presbyterian Women voted to pay for someone to attend Secondary School in Kenya. Rachel was matched to us and we started to pay for her to attend State House Girls High School. After finishing High School, she asked if we would pay for her to attend college (something unusual for a female). The cost was around \$1,500 each year to start with and of course with the exchange rate of the US dollar changing each year it became very hard for us to do this alone. We asked if any other PW group would like to help us help her and found women from Branchville, Old Greenwich, Calvary(Florham Park), Succasunna and ChathamTownship to join us paying for her college which ended up costing \$2500 a year for the last two years.

Along the way Rachel asked for a computer to make working on reports easier and communication better; a minister in our Presbytery offered to give her one in honor of his mother. What wonderful people we have in Newton Presbytery!

It has been a long road with bumps along the way, like rioting at the college that closed it down for 6 months, but she stayed with her desire to graduate and as we say “pay it forward”. She is applying for jobs and finding it very hard to find to find any job, let alone in her major!!

Please keep her in your prayers as she struggles to keep up with expenses as she does not have anyone to help support her. We have been her main support for the last 8 years! If you want to send her a note of encouragement you can use this email: rachel_nymbr@yahoo.com. If you want any more information, please get in touch with Sally Strusz: Strusz@comcast.net.

CONSIDER THIS:

Presbyterian Women, Newton Presbytery have invited a Kenyan guest to attend the Churchwide Gathering with us in the past. With the Gathering only 11 months away (*there is a web-page for the Gathering in ORLANDO FLORIDA July 18-22 2012 on PCUSA.ORG*), we would like YOUR input. If we should continue this ministry, how could we expand it and how we could plan to share her experiences here with more of you? Would YOUR church be willing to host her, have her preach a sermon on Sunday, plan a tea, or host a welcome or farewell luncheon or dinner? It also costs about \$3,000 to accomplish this. Does your group have a heart to donate towards this?

We also would like to have scholarship monies available for our own women to attend this event. The cost comes out to about \$1,000 EACH with two women sharing a hotel room. This scholarship would also be available to women pastors! See our “One Stop Resource Book” for scholarship application information. This booklet is available at the Fall Gathering; one should get to each congregation if not picked up. Or e-mail Jane MacDonald jkmac@nac.net to get one mailed.

Would we like to consider getting a group together and go TO Africa and discover more about their Women's Guild? We missed planning time for attending the Oct 2011 "Tumekutana" (we have come together) where 16 African countries come together to discuss concerns of women. The denomination is sending American Presbyterian Women to this. Perhaps we could attend a more localized PC East Africa Guild meeting? This will be the "topic of conversation" during lunch at the Presbytery Fall Gathering. Please plan to join us, Saturday Sept 24th at Morris Plains with your comments & support!

FOLLOW UP:

At one of the workshops at the Spring Gathering, we encouraged women to try to get young mothers together to fellowship & support each other by studying "99 Ways to Raise Spiritually Healthy Children" and use Making Space for the Spirit (both authored by Kathleen Long Bostrom) as a devotional. I'd like to add to that a resource from **Justice & Peace Links** (*this is a newsletter published by Presbyterian Women that can be found on the PCUSA webpage or to subscribe e-mail Meagan.manas@pcusa.org.)* **Words Matter** which deals with a bible perspective to bullying and hurtful words.

DOWNLOAD THIS RESOURCE!

The Presbytery Moderator receives a "Quarterly Mailing" to PW Leadership (newsletter) with everything that is going on in PW. This is NOT a secret leadership communication. So you too can make use of it at: www.presbyterianwomen.org.

FUN THING TO DO!

Do a road trip! Get a few cars together (or bus if the response is overwhelming) and drive to Weehauken and come aboard the Spirit of New Jersey on Saturday September 17th for a positively inspiring experience on their "Gospel Lunch Cruise". You will enjoy a live gospel performance by a contemporary choir while you dine on delicious lunch buffet and cruise the Hudson River. Boarding is at 11am, with cruise time 11:30 am – 2 pm. The price is \$49.50 each, but if you get more than 20 people there are discounts. Make it a just girls day or bring the men. Hope a number of churches will come!
www.spiritofnewjersey.com/New-Jersey/gospel-lunch-cruises.

BIBLE/BOOK STUDY:

I had the distinct honor of meeting the author of the 2011-2011 PW bible study, Rev Margaret Aymer at the Stony Point workshop on **Confessing the Beatitudes.** I will just say one word (amazing) HONORING not blessing. I will say more at the Fall Gathering and give you some helps on working with this study.

And for those of us who remember Bad Girls of the Bible & Really Bad Girls of the Bible by Liz Curtis Higgs, I've just ordered her 2008 (how did I miss this?) **Slightly Bad Girls of the Bible** book & workbook. Typed it in online & got like new copies for almost nothing on Amazon.com. "A spiteful boss, a defiant employee, a manipulative mother, a desperate housewife, an envious sister...honey, we know these women. We lived with them, worked with them, or caught a glimpse of them in our mirrors. Now let's take a look at their ancient counterparts in scripture." "Good Girls Behaving Badly" is the latest theme in which Liz rewrites the story in contemporary terms & has you reach back to the bible for its wisdom. She is witty & charming and I would recommend if you haven't used any of her writing to begin now.

The “west” (the area around my home church of Old Greenwich in Stewartville), hosted by United Presbyterian Church Alpha, will use the PW Beatitudes bible study beginning on Tuesday evening at 7:30 PM in late Sept. to fellowship & study. When that is completed, we will most likely move on to the “Bad Girls” once the weather thaws a little in 2012. All women are invited to join us! Call Lisa Gray 908-387-8479 or June Heyer 908-454-2739 for more information.

CELTIC SPIRITUALITY

Some of us long timers remember as the “best retreat” the one some years back held at Star Lake Lodge (would you like us to go back there?) the one on Celtic Spirituality. I suggest you SAVE the date of Saturday October 1st (registration due by 9/24) TO HEAR OUR OWN Rev. Cindy Alloway from Morristown PC lead **“Celtic Spirituality: Oneness with the Cosmos”** at Quellen Center which is on the campus of our current retreat house Villa Pauline in Mendham. Ladies, this is a half day program COMPLETELY DONE FOR YOU, which includes lunch for a mere \$35. It begins at 9:30 AM and finishes at 2:30 PM. There would be time to walk the new outdoor labyrinth (which the sisters have invited us to use for free anytime) afterwards. For those who don’t know about this spirituality: “The ancient Celtic tradition reveres the beauty of all creation & encourages us to see the presence of the Divine in every part of the Cosmos”. So bring a group of your women, as your fall gathering to be energized for the upcoming year! www.quellenspiritualcenter.org

Lisa Gray

908-876-4935

Lisa_A_Gray@hotmail.com

End Paper

If you are receiving this newsletter by SNAIL MAIL, and would **prefer** E-MAIL, please e-mail Jane MacDonald at jkmac@nac.net.

If you know someone who would like to be added to either the SNAIL MAIL or the E-MAIL list, please write to Jane MacDonald at 36 Carriage Lane, Newton, NJ 07860 or E-MAIL jkmac@nac.net.

The more E-MAIL newsletters we send, the less we need to spend on postage, and the faster information will reach you.



There is a river whose streams make glad the city of God,
the holy habitation of the Most High.

God is in the midst of the city; it shall not be moved;

God will help it when the morning dawns.

—Psalm 46:4–5, NRSV

This is the theme for the 2012 Churchwide Gathering of PW. Mark your calendars now – it’s at the Gaylord Palms Conference Hotel in Orlando, Florida July 18-22, 2012. Plan now to attend! And bring the family. Stay a few extra days and enjoy the same hotel rate you receive for the Gathering.



“RISE & SHINE”

PRESBYTERIAN WOMEN OF NEWTON PRESBYTERY FALL GATHERING

SATURDAY, SEPTEMBER 24, 2011

**Morris Plains Presbyterian Church
Morris Plains, NJ**

Register: 9:00 – 9:30PM Program 9:30 – 2:00PM

Rise and Shine! Through Bible Study – The Beatitudes
Rise and Shine! Through Our Kenyan Partnership
Rise and Shine! Through Music and Worship

Also voting on adopting revised by-laws – please review ahead of time

PLEASE BRING A NON-PERISHABLE FOOD ITEM WITH YOU.

RSVP to Doris Christians – 973-383-6126 or e-mail dorisa@nac.net by **September 16th**

Cost for the day \$5.00 – Child care provided on request

Please post this flier in your church and copy for your bulletin and newsletter.

INVITE SOMEONE TO COME WITH YOU!

Directions are in this newsletter!!!





*Sabbath Keeping...
Rest,
Restore,
Renew.*

Presbyterian Women of Newton Presbytery

GET AWAY WITH GOD!

“SABBATH KEEPING”

Led by Linda Gaden

At Villa Pauline 350 Bernardsville Road, Mendham (973-543-9058)

**Friday, February 24, 2012 (registration at 4; dinner 6) until
Sunday, February 26, 2012 noon**

Come for the whole experience or part

**Cost for 2 nights/5 meals \$155; 1 night/3 meals \$105;
Sat 8 am – Sat 4 pm/2 meals \$70**

There are three single rooms, one four-person room /bath, One two-person/bath for those with special needs (first come). Numbers of beds in rooms vary so register early to be with friends.

DEADLINE FOR REGISTRATION IS FEBRUARY 10TH

Mail application & payment – Ms Lisa Gray 352 Hamilton Dr Stewartsville NJ 08886 (908-387-8479)

Checks made out in full to Presbyterian Women Presbytery

Name _____ e-mail _____

Phone _____ Emergency Phone _____

Address _____

Roommate preference/church _____



COME TO THE TENT!!

**Meet the women in the tent – unnamed women of Jesus’
Ministry**

**First Presbyterian Church of Newton
54 High St, Newton**

**October 22, 2011
9-12 noon**

**Meet the artist of the Horizons Bible Study on the
Beatitudes - Ann Kim**

RSVP to Doris Christians – 973-383-6126 or e-mail dorisa@nac.net by October 15th



TOGETHER IN SERVICE REPORT for 2011

DUE ON OR BEFORE 4/1/2012

Note: Your Presbyterian women's group annual report may be sufficient if it lists the projects you undertook and provided the responses/replies

CHURCH:
STREET ADDRESS:
CITY/ZIP:
CONTACT PERSON:
PHONE:
e-MAIL:

Consider the following when completing #1:

Why we chose to support this project again.

What special relationship(s) grew out of this project?

1) This year, we continued the following mission projects and fund raisers:

Consider the following when completing #2:

Why we chose or were inspired to do this project.

What was the response - why was it successful or not; will you continue to do it?

2) This year, we started these new projects and fund raisers:

Include pictures of your group while working on a project if available.

e-Mail to: tracy.s.lees-grant@comcast.net

or mail to: Tracy Lees-Grant, 2 Winay Ter., Long Valley, NJ 07853

Presbyterian Women Presbytery of Newton Bylaws

Article 1: Name

The name of this organization is Presbyterian Women, Presbytery of Newton.

Article II: Purpose

Forgiven and freed by God in Jesus Christ and empowered by the Holy Spirit, we commit ourselves to:

- nurture our faith through prayer and Bible Study
- support the mission of the church worldwide
- work for justice and peace, and
- build an inclusive, caring community of women that strengthens the Presbyterian Church (USA) and witnesses to the promise of God's kingdom.

Article III: Membership and Relationships

Section 1. All women within the Presbytery of Newton who in any way choose to participate in or be supportive of Presbyterian Women are members.

Section 2. This organization relates to Presbyterian Women in the Presbyterian Church (USA) Inc. and Presbyterian Women in the Synod of the Northeast.

Article IV: Coordinating Team

Section 1. Coordinating Team - The leaders form a Coordinating Team for conducting the business of Presbyterian Women in the Presbytery of Newton.

Section 2. Leaders - The leaders of Presbyterian Women in the Presbytery of Newton are the following elected leaders:

Moderator or Co-Moderators (E), Vice Moderator (O), Secretary (O), Financial Steward/Treasurer (E), Historian (O), Spiritual Life Coordinator (O), Together in Service Coordinator (O), Justice and Peace Coordinator (E), Community Building Coordinator (E), Search Committee Members (3) (2 E, 1 O)

(E=Term ends in an even year, O=Term ends in an odd year)

Plus

The following appointed leaders:

Cluster Communicators, Hunger and Homeless Coordinator, Horizons Coordinator, Newsletter Editor, Resource Book/Directory Editor, Gathering Coordinator, Retreat Coordinator, Music Leader, Members-at-Large representing Racial Ethnic Women

It would be an act of God's grace if Presbyterian Women could attract women into all the leadership positions. However, the Coordinating Team may be constituted with just the 12 elected leaders. The gifts and talents of women willing to serve may determine which appointed positions are filled at any given time. Any leader, except Financial Steward/Treasurer, may co-opt women to share responsibilities with them.

Section 3. Terms - The term of office for all elected leaders is two years with the privilege of reelection to a second term, except members of the search committee are elected for three year terms. The Financial Steward/Treasurer may be elected for additional terms. Appointed leaders may be asked to serve extended terms. Terms begin and end at the close of the Spring Gathering.

Section 4. Elections

- a. Elected leaders of Presbyterian Women in the Presbytery of Newton must be members of the Presbyterian Church (USA);
- b. At the Spring Gathering of Presbyterian Women in the Presbytery of Newton the Search Committee presents the slate of names for election;
- c. A rotation system should be established so that approximately one half of the leaders are elected each year (see Even and Odd in Article IV, Section 2);
- d. The Coordinating Team may create new appointed positions for the Coordinating Team.

Article V: Duties of Leaders

Section 1. Moderator or Co-Moderator

The Moderator or Co-Moderator (when there are Co-Moderators, they mutually agree on which of the below each will undertake)

- a. presides at all meetings of the Coordinating Team and at all Gatherings of Presbyterian Women in the Presbytery of Newton where business is conducted;
- b. provides a written agenda one week prior to each Coordinating Team meeting;
- c. is the key person to receive communications on behalf of the organization;
- d. is the representative to the Coordinating Team of Presbyterian Women in the Synod of the Northeast;
- e. coordinates with the Presbytery Office when Presbyterian Women materials are to be included in the Presbytery Packs and attends Presbytery meetings to advocate and communicate PW mission and ministries and have voice and vote;
- f. sits on the Presbytery Council;
- g. is the voting representative at Presbyterian Women in the Synod of the Northeast and Presbyterian Women's Churchwide Business Meetings (if Moderator cannot attend, she may appoint a Coordinating Team member to take her place with the approval of the Coordinating Team);
- h. provides an annual report to Presbyterian Women in the Synod of the Northeast;
- i. coordinates the activity of the Gathering Coordinator and the Retreat Coordinator;
- j. provides material for the newsletters;
- k. consults with other elected leaders on appointments to the positions named in Article IV, Section 2, as well as 2 women to work with the Treasurer/Financial Steward in awarding scholarships;
- l. may also:
 - a. promote attendance at Synod/National Gatherings
 - b. evaluate programs/by-laws
 - c. suggest names to the Search Committee
 - d. help with plans for Kenyan visitor to the Churchwide Gathering
 - e. attend leadership workshops

Section 2. The Vice Moderator

- a. presides in the absence of the Moderator or Co-Moderator or at her request;
- b. completes the Moderator's term if the office becomes vacant between elections;
- c. coordinates the activities of the Cluster Communicators, and suggests resources to them;
- d. helps with set-up at PW Presbytery Gatherings;
- e. attends leadership training events;
- f. attends Coordinating Team meetings;
- g. provides material for the newsletters.

Section 3. The Secretary

- a. maintains and preserves current, working records of Presbyterian Women in the Presbytery of Newton;
- b. attends the Coordinating Team meetings and Gatherings and records the minutes of each, and has them ready for approval at the Coordinating Team meetings in January and June or at the next Gathering;

- c. reports any communications received;
- d. for PW Gatherings in the Presbytery, prepares attendance sheet, and assists with filling packets for attendees;
- e. takes care of correspondence for special occasions;
- f. preserves minutes of Coordinating Team, Directories/Resource Book, and other historical records for 6 years;
- g. turns over all minutes and other records to the Historian at the end of her term.

Section 4. The Financial Steward/Treasurer

- a. has knowledge and understanding of all procedures regarding the receipts and disbursements of the operating funds of Presbyterian Women in the Presbytery of Newton;
- b. receives mission pledges and the Celebration Giving offerings from Presbyterian Women in the Congregations and forwards these funds to the appropriate department of the Presbyterian Church;
- c. receives funds to cover the operating expenses of Presbyterian Women in the Presbytery of Newton from Presbyterian Women in the Congregations;
- d. receives funds pledged to the Synod of the Northeast from Presbyterian Women in the Congregations and forwards them to the Treasurer of Presbyterian Women in the Synod of the Northeast;
- e. receives and disburses monies for retreats, gatherings, offerings, etc.;
- f. develops an operating budget to be presented to the Coordinating Team in January for approval at the Spring Gathering;
- g. provides an annual written financial report and a copy of the budget for the Directory/Resource Book;
- h. arranges for an audit of the books at least every two years;
- i. receives and disburses Scholarship Funds, and consults with the 2 appointed women on the awarding of the Scholarships;
- j. attends Coordinating Team meetings;
- k. provides material for the newsletters;
- l. may assist with program planning.

Section 5. The Historian

- a. maintains and preserves historical records of Presbyterian Women in the Presbytery of Newton. These include annual reports of Presbyterian Women in the local congregations, minutes of Presbyterian Women in the Presbytery of Newton, programs, gatherings, photographs, etc.;
- b. at appropriate intervals, sends material to the PCUSA Historical Dept. in Philadelphia;
- c. attends Coordinating Team meetings;
- d. displays pictures and other materials from previous gatherings;
- e. writes newsletter articles.

Section 6. The Spiritual Life Coordinator

- a. leads/facilitates worship at gatherings;
- b. provides materials to enhance the spiritual life of Presbyterian Women in the Presbytery of Newton through the newsletter, displays at gatherings, or electronically;
- c. may introduce the Horizons Bible Study for the coming year at the Fall Gathering;
- d. works with the Music Leader to have appropriate music at gatherings
- e. attends Coordinating Team meetings;
- f. provides material for the newsletters.

Section 7. The Together in Service Coordinator

- a. interprets mission and provides materials, support and leadership for local and overseas opportunities for Presbyterian Women in the Presbytery of Newton;
- b. provides interpretive materials for other mission opportunities such as: PW Celebration Giving, Thank and Birthday Offerings, Least Coin;

- c. encourages local congregations to tell their mission stories using the designated Together in Service report form;
- d. prepares an annual report for Presbyterian Women in the Synod of the Northeast
- e. attends Coordinating Team meetings;
- f. provides material for the newsletters.

Section 8. The Justice and Peace Coordinator

- a. encourages and supports Presbyterian Women in the Presbytery of Newton in areas of Justice and Peace;
- b. provides interpretive materials on these topics and provides program input for Gatherings;
- c. attends Coordinating Team meetings;
- d. provides material for the newsletters.

Section 9. The Community Building Coordinator

- a. facilitates interactions among the women at each of the Gatherings for the purpose of building an inclusive community;
- b. attends Coordinating Team meetings;
- c. provides material for the newsletters.

Section 10. The Search Committee

- a. consists of three members with the Moderator being determined by the committee;
- b. attends Coordinating Team meetings;
- c. recommends persons to be called to leadership positions;
- d. presents the slate of names for election at the Spring Gathering of Presbyterian Women in the Presbytery of Newton;
- e. asks non-Coordinating Team women to suggest nominees;
- f. uses the newsletter to seek candidates for open positions.

Section 11. The Cluster Communicator

- a. is one who is a resource and contact for a cluster of churches as defined in the Resource Book;
- b. heightens awareness of electronic resources such as newtonpresbytery.org, pcusa.org and pwsne.org;
- c. disseminates Bible Study, Together in Service, and Justice and Peace information;
- d. develops and uses e-mail lists of contacts in each church in the cluster;
- e. notifies churches and as many individual women in the cluster as possible of events of interest to women about Presbyterian Women Gatherings at the Presbytery, Synod and Churchwide levels, Coordinating Team meetings, Retreats (Synod and Presbytery of Newton), as well as other needed information;
- f. provides updated directory information to the Directory Editor, including e-mail addresses for the newsletter;
- g. attends Coordinating Team meetings and Gatherings,
- h. as a Coordinator for a cluster gathering, the Cluster Communicator
 - a. works with the cluster as to what is needed for the program
 - b. finds facility and determines arrangements with host.

Section 12. The Hunger and Homeless Coordinator

- a. provides information on issues of hunger and homelessness, especially in the local area;
- b. may lead workshops at gatherings and provide displays;
- c. may collect CENTSABILITY funds at gatherings;
- d. attends Coordinating Team meetings;
- e. provides material for the newsletters.

Section 13. The Horizons Coordinator

- a. promotes the magazine and the annual Bible Study at Gatherings of Presbyterian Women in the Presbytery of Newton;
- b. may lead workshops or interpretations of the Bible Study at gatherings;
- c. orders promotional materials from the Churchwide Presbyterian Women's office to display at each gathering;
- d. coordinates the Horizon subscription raffle at each gathering;
- e. attends Coordinating Team meetings;
- f. provides material for the newsletters.

Section 14. Newsletter Editor

- a. composes and edits material submitted by the Coordinating Team;
- b. prepares a PDF file of the newsletter for electronic distribution;
- c. copies the newsletter and mails to those on the mailing list;
- d. includes the LIGHTHOUSE, the newsletter of Presbyterian Women in the Synod of the Northeast with NEWTON NOTES;
- e. attends Coordinating Team meetings

Section 15. Resource Book/Directory Editor

- a. collects contact information from Cluster Communicators, Search Committee, Secretary, and Retreat Coordinator;
- b. updates the Resource Book/Directory annually with contact information for all positions and churches, calendar information, financial reports, women pastors, etc.

Section 16. Gathering Coordinator

- a. secures a site for the gathering as much as a year in advance;
- b. brings to the Coordinating Team a theme, leadership, and publicity;
- c. creates the flier/mailer for the newsletter;
- d. coordinates displays, and works with host on space requirements;
- e. creates, distributes, and collects an evaluation sheet, and summarizes the evaluation at the next Coordinating Team meeting;
- f. attends Coordinating Team meetings;
- g. provides material for the newsletters.

Section 17. The Retreat Coordinator:

- a. secures a site for the retreat as much as a year in advance;
- b. brings to the Coordinating Team a theme, leadership, pricing, and publicity;
- c. works with the retreat leader on materials, music, set-up, etc.;
- d. creates the flier/mailer for the newsletter or other mailing;
- e. acts as registrar for the retreat, handling confirmations, directions and mailings, and forwards monies received to the Treasurer/Financial Steward;
- f. ensures that there is a "greeting team" and that the Community Building Coordinator can assist with crafts, snacks, nametags, etc.;
- g. creates, distributes, and collects an evaluation sheet, and summarizes the evaluation at the next Coordinating Team meeting;
- h. attends Coordinating Team meetings;
- i. provides material for the newsletters.

Section 18. The Music Leader

- a. works with the Spiritual Life and Retreat Coordinators to provide appropriate music at Gatherings and the Retreat;
- b. may attend Coordinating Team meetings;
- c. may provide material for the newsletters, especially music that relates to the Bible Study.

Section 19. The Members-at-Large

Members-at-Large with specific responsibilities may be appointed as necessary to help conduct the work of Presbyterian Women, Presbytery of Newton. Members-at-large representing racial and ethnic women in the Presbytery of Newton bring their concerns to the Coordinating Team and encourage participation and involvement of racial ethnic women in Presbyterian Women. Members-at-Large attend Coordinating Team meetings.

Article VI: Duties of the Coordinating Team

The Coordinating Team:

- a. suggests themes, speakers, etc. to the Gathering Coordinator for the Spring and Fall Gatherings of Presbyterian Women, Presbytery of Newton;
- b. suggests themes, leaders, etc. to the Retreat Coordinator;
- c. identifies issues of concern to Presbyterian Women;
- d. meets at least twice a year;
- e. provides program support, communication and resources to each church in the Presbytery of Newton, through the Cluster Communicators;
- f. chooses one voting delegate from the Coordinating Team for each business meeting of Presbyterian Women in the Synod of the Northeast and the Churchwide Gathering, if the Moderator is unable to attend;
- g. provides for a representative to serve on the Presbytery Council and on Presbytery or ecumenical committees and projects, as requested;
- h. holds at least 1 business meeting a year, for the purpose of electing officers and adopting a budget;
- i. encourages participation of all women in local, Synod and Churchwide Gatherings and the annual retreat;
- j. publicizes scholarships for leadership development events and gatherings;
- k. at the January Coordinating Team meeting, reviews the past year's program, the bylaws and the budget that is to be presented at the Spring Gathering of Presbyterian Women in the Presbytery of Newton.

Article VII. Finances

Section 1. Presbyterian Women in the Presbytery of Newton is financed by gifts from Presbyterian Women in the Congregations.

Section 2. The treasurers of Presbyterian Women in the Congregations send their pledged amounts to the Financial Steward/Treasurer of Presbyterian Women, Presbytery of Newton.

Article VIII. Gatherings

Section 1. Presbyterian Women in the Presbytery of Newton meet at least annually, more often if appropriate; these Gatherings are open to all women.

Section 2. The election and installation of Coordinating Team members and approval of the budget is done in the context of a business meeting, which may take place in conjunction with a gathering of Presbyterian Women, Presbytery of Newton, normally at the Spring Gathering.

Section 3. All members of Presbyterian Women attending the annual business meeting are entitled to vote.

Article IX: Publications

Section 1. The Directory/Resource Book is published each September. It contains the calendar of activities for the coming year, as well as contact information for the Coordinating Team and each church in the Presbytery.

Section 2. The newsletter is published twice a year, usually February and August and more often as needed. It is circulated electronically to as many women as possible and mailed to others.

Section 3. The LIGHTHOUSE, the publication of Presbyterian Women in the Synod of the Northeast is also distributed.

Article X: Amendments

Section 1. These Bylaws may be amended at any annual business meeting by a two-thirds (2/3) vote of those present and voting, providing notice of the proposed amendments has been submitted, in writing to Presbyterian Women in the Congregations at least thirty (30) days prior to the gathering.

Section 2. These Bylaws may also be amended by a three-fourths (3/4) vote without prior notice.

Section 3. These Bylaws may be suspended by a two-thirds (2/3) vote of those present provided notice of such suspension has been submitted, in writing, to the Presbyterian Women in the Congregations thirty (30) days prior to the gathering.

Article XI: Quorum

The quorum for a business meeting of Presbyterian Women in Presbytery of Newton will consist of representatives from at least six churches in the Presbytery.

Article XII: Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern Presbyterian Women in all cases in which they are applicable and to which they are not inconsistent with these Bylaws and the Constitution of the Presbyterian Church (USA).

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