



*PRESBYTERIAN WOMEN HANDBOOK
2009-2010*

Westminster Presbyterian Church

Rev. Stephen W. Ramp

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Presbytery of Mississippi

*Purpose
of the
Presbyterian Women*

*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,*

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.*

**PRESBYTERIAN WOMEN OFFICERS
2009 – 2010**

Westminster Presbyterian Church
(601) 584-7574

Moderator

Martha Ann Hogrefe

Moderator-elect

Peggy Langnecker

Secretary

Betty Jo McDonald

Treasurer

Betty Garraway

Historian and Archives

Jeanne Herring

Together In Service

Ann Johnson

COMMITTEES

Spiritual Leadership Developers

Sunny Davis, Coordinator

Special Projects and Concerns

Jimmy Garraway, Coordinator

Robert Cummings, Jr.

Offering Interpreter

Barbara Stallcup, Coordinator

Search Committee

APPOINTED COMMITTEES

Hospitality

Molly Smith and Beverly Grice

Chuck Brown

(Committees, continued)

CIRCLE COORDINATORS

Circle 1 - Morning Second Tuesday at 9:30 a.m.

Bettye Arnold
Jean Menefee

Circle 2 - Evening Second Tuesday at 7:00 p.m.

Mary Dayne Gregg

Cluster B Leader

Sara Amos

CIRCLE 1 - Morning
2009-2010
9:30 a.m. Second Tuesday

Coordinators

Bettye Arnold

Jean Menefee

1. Ann Aldridge
2. Bettye Arnold
3. Carolyn Bedenbaugh
4. Sandra Bender
5. Bobbye Bryant
6. Margaret Buckley
7. Janet Burke
8. Lori Burnham
9. Iola Cannedy
10. Mary Cromartie
11. Sunny Davis
12. Girdelle Dent
13. Betty Garraway
14. Joy Garraway
15. Dorothy Gatch
16. Doris Harnist
17. Judy Harrell
18. Jeanne Herring

(Circle 1, continued)

19. Carol Hickman
20. Peggy Hsieh
21. Jeanne Hunt
22. Althea Jerome
23. Ann Johnson
24. Marilyn Keys
25. Peggy Langnecker
26. Esther Lebsack
27. Sharon Lebsack
28. Betty Jo McDonald
29. Carolyn McLarnan
30. Bea McRae
31. Merle Meek
32. Jean Menefee
33. Delores Milling
34. Sandy Nicholas
35. Lola Norris
36. Betty Norval
37. Rachel Owens
38. Margaret Pearson
39. Jane Rayborn

(Circle 1, continued)

- 40. Amy Ruff
- 41. Susan Sanders
- 42. Helen Short
- 43. Molly Smith
- 44. Barbara Stallcup

CIRCLE 2 - Evening

2009-2010

7:00 p.m. Second Tuesday

Mary Dayne Gregg, Coordinator

1. Jan Bozeman
2. Glenda Brown
3. Dutchie Bryant
4. Kathryn Cummings
5. Lynn Davis
6. Beverly Dennis
7. Pam Dossett
8. Tami Dossett
9. Fluffy Fair
10. Lisa Forsyth
11. Cheri Gibson
12. Ginny Graham
13. Mary Dayne Gregg
14. Beverly Grice
15. Janeil Harris
16. Judy Haydel
17. Nancy Johnson
18. Sandy Jordan
19. Jean Lincoln
20. Jeanne Little

(Circle 2, continued)

21. Margaret Lochhead
22. Pam Love
23. Sinclair Lundy
24. Cindy Nobles
25. Brenda Owens
26. Sharon Potin
27. Ivie Pulliam
28. Ellen Ramp
29. Karen Reidenbach
30. Bonnie Revicki
31. Beth Richmond
32. Connie Roberts
33. Audra Saunders
34. Maggie Scheetz
35. Mary Clare Shaw
36. Peggy Speed
37. Marsha Taylor

CALENDAR OF EVENTS

AUGUST 2009

Circle 2 (Evening) duties

SEPTEMBER 2009

1	Coordinating Team Meeting	9:30 a.m.
8	Circle 1	9:30 a.m.
8	Circle 2	7:00 p.m.
15	Prayer Ministry	9:00 a.m.
19	Cluster B Fall Gathering Prospect, Meridian	9:00 a.m.
	Potluck supper every Wednesday	5:45 p.m.
	Circle 1 (Morning) duties	

OCTOBER 2009

6	Coordinating Team Meeting	9:30 a.m.
6	General Meeting, Thank Offering Luncheon	11:00 a.m.
13	Circle 1	9:30 a.m.
13	Circle 2	7:00 p.m.
20	Prayer Ministry	9:00 a.m.
	Potluck supper every Wednesday	5:45 p.m.
	Circle 2 (Evening) duties	

NOVEMBER 2009

3	Coordinating Team Meeting	9:30 a.m.
10	Circle 1	9:30 a.m.
10	Circle 2	7:00 p.m.
15	Thanksgiving dinner	5:45 p.m.
17	Prayer Ministry	9:00 a.m.
	Potluck suppers every Wednesday <i>except</i> Nov. 25	5:45 p.m.
	Circle 1 (Morning) duties	

(Calendar of Events, continued)

DECEMBER 2009

NOTE: Gifts for Boswell due first week in December

1	Coordinating Team Meeting	9:30 a.m.
6	Advent Workshop	4:30 p.m.
8	Circle 1	9:30 a.m.
8	Circle 2	7:00 p.m.
13	Caroling Party	5:00 p.m.
15	Prayer Ministry	9:00 a.m.
24	Christmas Eve Communion	6:00 p.m.
	NO Potluck suppers in December	
	Circle 2 (Evening) duties	

JANUARY 2010

5	Coordinating Team Meeting	9:30 a.m.
10	Blanket Sunday	
12	Circle 1	9:30 a.m.
12	Circle 2	7:00 p.m.
19	Prayer Ministry	9:00 a.m.
22-23	Chatawa Retreat, St. Mary of the Pines	
	Potluck supper every Wednesday	5:45 p.m.
	Circle 1 (Morning) duties	

FEBRUARY 2010

2	Coordinating Team Meeting	9:30 a.m.
7	Souper Bowl Sunday	
9	Circle 1	9:30 a.m.
9	Circle 2	7:00 p.m.
12-13	Kaleidoscope – 1 st Trinity, Laurel	
16	Prayer Ministry	9:00 a.m.
	Potluck supper every Wednesday	5:45 p.m.
	Circle 2 (Evening) duties	

(Calendar of Events, continued)

MARCH 2010

2	Coordinating Team Meeting	9:30 a.m.
5	World Day of Prayer	
9	Circle 1	9:30 a.m.
9	Circle 2	7:00 p.m.
13	22 nd Annual Gathering, Diamondhead Community Church	
16	Prayer Ministry	9:00 a.m.
	Potluck supper every Wednesday	5:45 p.m.
	Circle 1 (Morning) duties	

APRIL 2010

6	Coordinating Team Meeting	9:30 a.m.
13	Circle 1	9:30 a.m.
13	Circle 2	7:00 p.m.
20	Prayer Ministry	9:00 a.m.
	Potluck supper every Wednesday	5:45 p.m.
	Circle 2 (Evening) duties	

MAY 2010

4	Coordinating Team Meeting	9:30 a.m.
4	Nominate Officers, General Meeting, Birthday Offering Luncheon	11:00 a.m.
6	National Day of Prayer	
11	Circle 1	9:30 a.m.
11	Circle 2	7:00 p.m.
18	Prayer Ministry	9:00 a.m.
	Potluck supper every Wednesday	5:45 p.m.
	Circle 1 (Morning) duties	

(Calendar of Events, continued)

JUNE 2010

- 9 Potluck supper,
2nd Wednesday only 5:45 p.m.
15 Prayer Ministry 9:00 a.m.
Circle 2 (Evening) duties

JULY 2010

- 14 Potluck supper,
2nd Wednesday only 5:45 p.m.
20 Prayer Ministry 9:00 a.m.
TBA PW Churchwide Gathering
TBA AL/MS Women's Conference
Circle 1 (Morning) duties

AUGUST 2010

- 11 Potluck supper,
2nd Wednesday only 5:45 p.m.
17 Prayer Ministry 9:00 a.m.
TBA Montreat Women's Conference
Circle 2 (Evening) duties

DATES TO REMEMBER

(exceptions noted)

- 1st Tuesday: Coordinating Team Meeting
2nd Tuesday: Circle Meetings
3rd Tuesday: Prayer Ministry
Potluck Suppers every Wednesday, 5:45 p.m.

**JOB DESCRIPTIONS
PRESBYTERIAN WOMEN OFFICERS
SYNOD OF LIVING WATERS
WESTMINSTER PRESBYTERIAN CHURCH
2009-2010**

Moderator

1. Preside at Coordinating Team and General Meetings.
2. Attend circle meetings, rotate if possible.
3. Assign circle duties.
4. Report items for newsletter to editor by 20th of month.
5. Prepare annual report by mid-August.
(A complete list of monthly duties is found in the Moderator's book.)
6. Serve on Search Committee.

Moderator-elect

1. Preside at Coordinating Team and General Meetings in the absence of the Moderator.
2. Prepare the Presbyterian Women Handbook.
3. Send cards to members of Congregation when births, deaths, weddings, illness, etc. occur. Also send cards of welcome to new members. Also, send cards to homebound women members each month. Get names from the church office.
4. Purchase Christmas gifts for pastor's wife, church secretary, organist, choir director, youth director, sexton and nursery workers.

Note: Duties #3 and #4 to be assumed by Spiritual Leadership Developer when Moderator-elect must assume duties of Moderator.

(Job descriptions continued, Moderator-Elect)

5. Purchase a rose and place on altar when a baby is born to member and announced in church.
6. Assign new members to a circle.
7. Serve on search committee.

Secretary

1. Record minutes of Coordinating Team and General meetings.
2. Attend to correspondence as directed by Moderator.
3. Notify church secretary as to place and time of circle meetings by the first Tuesday of the month.

Treasurer

1. Record funds received from Circles.
2. Pay bills and disburse funds.
3. Present monthly report to Coordinating Team.
4. Balance books and make annual report in August.
5. Chair Finance Committee of Moderator, Moderator-elect, and Treasurer who prepare a budget.
6. Present budget at Coordinating Team and General Meeting in August.
7. Act as Chairman of Columbia Friendship Circle.
8. Order workbooks and other literature as directed by Coordinating Team.

Circle Coordinators

1. Attend Coordinating Team Meetings and act as liaison between Circle and Coordinating Team.
2. Notify Coordinating Team secretary as to place and time of Circle meeting by the first Tuesday of the month.
3. Preside at all Circle meetings.
4. Appoint Circle officers:
 - a. vice-coordinator
 - b. treasurer
 - c. courtesy
 - d. others as needed

(Job Descriptions, continued, *Circle Coordinators*)

5. Assign Circle duties.
 - a. launder dish towels
 - b. help with BreadBasket pantry as needed
 - c. north door greeters
6. Start meetings on time and keep within the hour.
7. Report to Coordinating Team number present at Circle meetings.
8. After death in a Circle member's family, arrange for the Circle to serve a meal on day of funeral or at the family's discretion. Meat provided by PW.
9. Circle members will be asked to contribute baked goods for special occasions such as Stewardship Banquet, Advent Workshop, receptions.

Historian

1. Submit history of the calendar year, January through December, to the Historical Society at Montreat. (Send in February.)
2. Keep copy for files.

Spiritual Leadership Developer

1. Confer with Pastor about prayer list, copy and bring to Coordinating Team Meeting.
2. Conduct devotions at all Coordinating Team Meetings.
3. Coordinate and give guidance to Circle leaders regarding prayer concerns of the church.
4. Responsible for Women's Prayer Concerns the third Tuesday of each month.

(Job Descriptions, continued, *Spiritual Leadership Developer*)

5. Enrich and strengthen prayer and family devotions through resource materials.
6. Assume duties #3 and #4 of Moderator-elect if she must assume duties of Moderator.

Special Projects and Concerns

1. Seek ways to demonstrate Christian love and concern for senior members and homebound of Westminster.
2. Provide box and collect Christmas gifts for members of Boswell Retardation Center who have no family and coordinate transportation of gifts to Boswell.

Offering Interpreter

1. Promote and interpret offering opportunities for Presbyterian Women at Westminster.
2. Responsible for Presbyterian Women programs of Birthday Offering in May and Thank Offering in August.

Together In Service

1. Coordinate planning, making, and delivery of layettes to Hattiesburg hospitals.
2. Arrange to fill requests of mission hospitals.
3. Coordinate miscellaneous projects as they arise, such as Ellisville State School.
4. Send Campbell soup labels and Heinz baby food labels to UMC, Jackson.
5. Help Domestic Abuse Center

(Job Descriptions, continued)

Search Committee

(Chairman, Moderator-elect, Moderator)

1. Prior to May Coordinating Team Meeting, secure consent of women to serve as officers for the coming year. Officers are:
 - a. Moderator
 - b. Moderator-elect
 - c. Secretary
 - d. Treasurer
 - e. Historian
 - f. Circle Coordinator and Vice-Coordinator
 - g. Search Committee Chairman
 - h. Special Projects and Concerns Coordinator
 - i. Mission Advocate
 - j. Spiritual Leadership Developer
 - k. Offering Interpreter
 - l. Mission Opportunities
 - m. Hospitality chairman and co-chairman
2. Order gifts for high school graduates.

Archives

1. Prepare and keep church history current.

Hospitality

1. Purchase kitchen supplies: coffee, sugar, cream, Kool-aid. Check with custodian once a month.
2. Plan receptions and meals as requested by Minister.
3. Make an inventory of dishes and flatware. Advise the Coordinating Team of needed items.

BUDGET
2009 – 2010

I.	General Benevolences for Assembly, Synod Presbytery Causes (Given through Westminster Presbyterian)	\$ 320	
II.	Miscellaneous Benevolences		
	A. Stillman College	\$ 50	
	B. Mission Haven	50	
	C. Student Affairs	25	
	D. Columbia Friendship Circle	50	
	E. Presbyterian Historical Society	<u>50</u>	<u>\$ 225</u>
	TOTAL Budgeted Benevolences		\$ 545
III.	Current Expenses		
	A. Support of PW in Presbytery/ Synod	\$ 250	
	B. Flowers for Sanctuary	75	
	C. Literature	400	
	D. Courtesy	300	
	E. Nursery	200	
	F. Miscellaneous	100	
	G. Leadership Training	<u>50</u>	
		\$ 1,375	<u>\$ 1,375</u>
			<u>\$ 1,920</u>

RECEIVED DURING YEAR

Thank Offering
Mission Offering
Birthday Offering

Addendum

This edition of the Presbyterian Women's Handbook is intended for publication on the Westminster Presbyterian church website. Because this edition is totally accessible by the general public, all specific personal data including addresses, phone numbers, and email addresses, have been removed from the document.

This was deemed necessary because of personal and privacy concerns in regard to identity theft and spam email.

If any of this personal information is needed, please see Kay Salter, the church secretary, for a printed unabridged copy of the handbook