



PRESBYTERIAN WOMEN HANDBOOK
2008-2009

Westminster Presbyterian Church

Rev. Stephen W. Ramp

115 N. 25th Avenue

Hattiesburg, Mississippi 39401

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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
2008 – 2009
Westminster Presbyterian Church
(601)584-7574

Moderator

Sunny Davis

Moderator-elect

Martha Ann Hogrefe

Secretary

Betty Jo McDonald

Treasurer

Betty Garraway

Historian and Archives

Jeanne Herring

Together In Service

Ann Johnson

COMMITTEES

Spiritual Leadership Developers

Peggy Langnecker, Coordinator

Special Projects and Concerns

Jimmy and Joy Garraway, Coordinators

Offering Interpreter

Barbara Stallcup, Coordinator

Search Committee

APPOINTED COMMITTEES

Hospitality

Kathryn Smith

Chuck Brown

CIRCLE COORDINATORS

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

Bettye Arnold
Peggy Langnecker

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

Marsha Taylor
Mary Dayne Gregg

Cluster B Leader

Linda Soons

CIRCLE 1 - Morning

2008-2009

9:30 a.m. Second Tuesday

Coordinators

Bettye Arnold

Peggy Langnecker

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. Andrea Clark
11. Mary Cromartie
12. Girdelle Dent
13. Mickey dePrater
14. Betty Garraway
15. Joy Garraway
16. Dorothy Gatch
17. Doris Harnist
18. Judy Harrell
19. Jeanne Herring
20. Carol Hickman
21. Peggy Hsieh
22. Jeanne Hunt
23. Althea Jerome
24. Ann Johnson
25. Rachael Johnston
26. Marilyn Keys
27. Peggy Langnecker
28. Esther Lebsack
29. Sharon Lebsack
30. Betty Jo McDonald
31. Carolyn McLarnan

32. Bea McRae
33. Jean Menefee
34. Delores Milling
35. Sandy Nicholas
36. Lola Norris
37. Betty Norval
38. Rachel Owens
39. Margaret Pearson
40. Jane Rayborn
41. Beth Richmond
42. Amy Ruff
43. Susan Sanders
44. Theresa Setze
45. Helen Short
46. Barbara Stallcup
47. Jane Whorton

CIRCLE 2 - Evening

2008-2009

7:00 p.m. Second Tuesday

Coordinators

Marsha Taylor

Mary Dayne Gregg

1. Jan Bozeman
2. Glenda Brown
3. Dutchie Bryant
4. Kay Cater
5. Kathryn Cummings
6. Lynn Davis
7. Beverly Dennis
8. Pam Dossett
9. Tami Dossett
10. Fluffy Fair
11. Lisa Forsyth
12. Sheila Gaudet
13. Ginny Graham
14. Mary Dayne Gregg
15. Beverly Grice
16. Janeil Harris
17. Judy Haydel
18. Martha Ann Hogrefe
19. Nancy Johnson

20. Sandy Jordan
21. Jeanne Little
22. Margaret Lochhead
23. Pam Love
24. Sandra McLaurin
25. Cindy Nobles
26. Brenda Owens
27. Sharon Potin
28. Ellen Ramp
29. Ruth Reed
30. Karen Reidenbach
31. Annie Richerson
32. Connie Roberts
33. Stephanie Ross
34. Maggie Scheetz
35. Mary Clare Shaw
36. Kathryn E. Smith
37. Peggy Speed
38. Marsha Taylor

CALENDAR OF EVENTS

AUGUST 2008

- | | | |
|----|---|------------|
| 19 | Coordinating Team | 10:00 a.m. |
| 19 | General Meeting, Installation of Officers,
Thank Offering Luncheon | 11:00 a.m. |
| | Circle 2 (Evening) duties | |

SEPTEMBER 2008

- | | | |
|----|---|-----------|
| 9 | Circle 1 | 9:30 a.m. |
| 9 | Circle 2 | 7:00 p.m. |
| 16 | Prayer Ministry | 9:00 a.m. |
| 20 | Cluster B Fall Gathering
Pineview, Hattiesburg | 9:00 a.m. |
| | Potluck supper every Wednesday | 5:45 p.m. |
| | Circle 1 (Morning) duties | |

OCTOBER 2008

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|----|--------------------------------|-----------|
| 7 | Coordinating Team Meeting | 9:30 a.m. |
| 14 | Circle 1 | 9:30 a.m. |
| 14 | Circle 2 | 7:00 p.m. |
| 21 | Prayer Ministry | 9:00 a.m. |
| | Potluck supper every Wednesday | 5:45 p.m. |
| | Circle 2 (Evening) duties | |

NOVEMBER 2008

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|----|--|-----------|
| 4 | Coordinating Team Meeting | 9:30 a.m. |
| 11 | Circle 1 | 9:30 a.m. |
| 11 | Circle 2 | 7:00 p.m. |
| 18 | Prayer Ministry | 9:00 a.m. |
| 19 | Thanksgiving dinner | 5:45 p.m. |
| 30 | Advent organ recital and tea | 2:00 p.m. |
| | Potluck suppers every Wednesday
<i>except Nov. 26</i> | 5:45 p.m. |
| | Circle 1 (Morning) duties | |

DECEMBER 2008

NOTE: Gifts for Boswell due first week in December

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

JANUARY 2009

6	Coordinating Team Meeting	9:30 a.m.
11	Blanket Sunday	
13	Circle 1	9:30 a.m.
13	Circle 2	7:00 p.m.
20	Prayer Ministry	9:00 a.m.
23-24	Chatawa Retreat, St. Mary of the Pines	
	Potluck supper every Wednesday	5:45 p.m.
	Circle 1 (Morning) duties	

FEBRUARY 2009

1	Souper Bowl Sunday	
3	Coordinating Team Meeting	9:30 a.m.
10	Circle 1	9:30 a.m.
10	Circle 2	7:00 p.m.
13-14	Kaleidoscope – 1 st Trinity, Laurel	
17	Prayer Ministry	9:00 a.m.
	Potluck supper every Wednesday	5:45 p.m.
	Circle 2 (Evening) duties	

MARCH 2009

3	Coordinating Team Meeting	9:30 a.m.
6	World Day of Prayer	
10	Circle 1	9:30 a.m.
10	Circle 2	7:00 p.m.
14	21 st Annual Gathering, Westminster, Gulfport	
17	Prayer Ministry	9:00 a.m.
	Potluck supper every Wednesday	5:45 p.m.
	Circle 1 (Morning) duties	

APRIL 2009

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

MAY 2009

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

JUNE 2009

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|----|---|-----------|
| 10 | Potluck supper,
2 nd Wednesday only | 5:45 p.m. |
| 16 | Prayer Ministry
Circle 2 (Evening) duties | 9:00 a.m. |

JULY 2009

- | | | |
|-------|--|-----------|
| 8 | Potluck supper,
2 nd Wednesday only | 5:45 p.m. |
| 11-15 | PW Churchwide Gathering,
Louisville, KY | |
| 21 | Prayer Ministry | 9:00 a.m. |
| 21-24 | AL/MS Women's Conference,
Starkville, MS
Circle 1 (Morning) duties | |

AUGUST 2009

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|-----|--|------------|
| 12 | Potluck supper,
2 nd Wednesday only | 5:45 p.m. |
| 18 | Prayer Ministry | 9:00 a.m. |
| 25 | Coordinating Team Meeting | 10:00 a.m. |
| 25 | General Meeting
Installation of officers
Thank Offering Luncheon | 11:00 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
2008-2009

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.

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

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.

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

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.

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