

BY – LAWS
PRESBYTERIAN WOMEN IN THE
PRESBYTERY OF EAST TENNESSEE

Amended 7/2020*

ARTICLE I NAME:

The name of this organization shall be PRESBYTERIAN WOMEN IN THE PRESBYTERY OF EAST TENNESSEE and shall be affiliated with the Presbyterian Church (USA). The organization also may be referred to as PWPET.

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
- ◇ 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.

ARTICLE III MEMBERSHIP:

Participation is open to all women (church members and friends) who choose to be a part of Presbyterian Women in the Presbytery of East Tennessee. Elected officers must be members of PC (USA).

ARTICLE IV ORGANIZATION:

Section 1: Three Area Clusters shall be established with one Cluster Leader per cluster.

Section 2: The leaders of PWPET are the link between the local women's organizations and the agencies of our church. They are responsible for planning, coordinating, administrating, and evaluating the work of the Presbyterian women. To the best of their ability they are expected to carry out their duties so that the true and full mission of the church might be fulfilled.

Section 3: The PWPET shall be governed by the Coordinating Team, hereafter called CT, which will have general supervision of the work of the PWPET. This team shall be composed of one woman for each position: Moderator, Vice-Moderator, Secretary, Historian, Treasurer, Together-In-Service Coordinator, Member-At-Large for Peace and Justice, Member-At-Large for Racial and Ethnic Concerns and one Cluster Leader from each cluster.

ARTICLE V ELECTION OF OFFICERS:

Section 1: Term of office for all CT members shall be two (2) years unless special circumstances indicate an extended term. A current record of each member's term shall be kept by the secretary.

Section 2: The PWPET Search Committee shall present a slate of nominees to the Coordinating Team before the Annual Gathering. Leaders shall be elected and installed at the Annual Gathering.

Section 3: Retiring leaders shall surrender records and other pertinent material to their successors at the May meeting of the CT, or as soon thereafter, as possible, but no later than the August CT meeting.

Section 4: Vacancies on the Coordinating Team shall be filled through appointment by the Moderator upon advice of the Search Committee, except the office of Moderator which shall be filled upon advice of the Search Committee and approval of the Coordinating Team.

ARTICLE VI COMMITTEES:

Section 1: SEARCH COMMITTEE shall:

1. Be comprised of Vice Moderator, Together-in-Service Coordinator and all Cluster leaders.
2. Be familiar with the requirements of the various offices to be filled
3. Be constantly aware of current and future leadership needs.
4. Provide a job description to each prospective leader.
5. Provide a slate of officers to the CT before the Annual Meeting.

Section 2: FINANCE COMMITTEE shall:

1. Be comprised of the Treasurer, the Moderator and the Vice Moderator.
2. Be responsible for conducting the financial business of the PWPET, including assuring that the Mission Pledge forms are distributed in a timely manner.
3. Set up efficient procedures for receiving, recording and disbursing monies from all sources and inform local treasurers and others of these procedures.
4. Establish a bookkeeping system whereby current, accurate information may be readily available as needed.
5. Provide a financial statement immediately after the end of the fiscal year and arrange for and audit of the books.
6. Prior to preparing the budget, obtain for the officers, coordinators and cluster leaders, estimates of their anticipated expenditures for the coming year.
7. Submit financial reports to Presbytery and other governing bodies if required.

Section 3: ANNUAL GATHERING COMMITTEE shall:

1. Be made up of Moderator, Vice-Moderator and Treasurer of the CT and members from the host church.
2. Include plans for the Annual Meeting of the PWPET as part of this event.
3. Follow the Guidelines as set forth in the Policies and Procedures Manual.

Section 4: FALL SPIRITUAL RETREAT COMMITTEE shall:

1. Be coordinated by PWPET Vice Moderator and include all PWPET CT members and members of the host church.
2. Follow the Guidelines set forth in the Policies and Procedures Manual.

Section 5: BY-LAWS COMMITTEE shall:

be appointed by the Moderator as needed.

Section 6: SPECIAL COMMITTEES shall:

Be appointed as needed by the Moderator, with PWPET CT consent. The Moderator and Vice-Moderator may attend all committee meetings.

ARTICLE VII MEETINGS:

Section 1: The PWPET membership shall meet annually for business, fellowship, information and inspiration. The place and time of the meetings shall be determined by the Coordinating Team. Other meetings may be called by the Moderator **after consultation with the Coordinating Team.**

Section 2: The Coordinating Team will meet four (4) times each year to conduct PWPET business and to train new officers. Dates and places of meetings will be decided by the Coordinating Team members. Other meetings may be called by the Moderator and/or the Coordinating Team.

ARTICLE VIII ADMENDMENTS:

These By-laws may be amended by a two-thirds vote of members, in accordance with Article III, at the Annual Gathering of PWPET, provided a notice of the proposed amendment(s) or changes(s) has been submitted in writing to PWPET at least thirty (30) days prior to the Annual Gathering. Without prior notice, these By-laws may be amended by a three-fourths vote of those present and voting.

ARTICLE IX QUORUM:

A quorum for a Gathering of PWPET shall be members present.

ARTICLE X PARLIMENTARY AUTHORITY:

Robert's Rules of Order, Newly Revised (latest edition) shall govern PWPET in all cases to which they are applicable and to which they are consistent with these By-laws and the Constitution of the Presbyterian Church (USA).

PWPET Coordinating Team
Job Descriptions

MODERATOR shall:

1. Guide the PWPET CT in planning, implementing and evaluating all phases of its work.
2. Preside at PWPET Coordinating Team Meetings and call and preside at other meetings as deemed necessary
3. Appoint committees and assign job responsibilities and special duties, as needed.
4. Fill Coordinating Team office vacancies by appointment upon advice of the Search Committee.
5. Have oversight and generally supervise the committee and Cluster leaders.
6. Attend appropriate Presbyterian Mission Team meetings, participating and keeping the team informed of PW's activities and concerns, or send a designee.
7. Represent the PWPET or designate an alternate at meetings, training events or other events sponsored by Presbytery, Synod, Churchwide Presbyterian Women, General Assembly and other groups to which Presbyterian Women may be responsible or with which they may be affiliated.
8. Prepare a yearly report to present to the PWPET membership at the Annual Gathering and to the Presbytery as requested.
9. Assist the Secretary to keep and compile records to pass on to the incoming Moderator for the sake of continuity.
10. Be a member of the Finance Committee.
11. Chair the Annual Spring Gathering Committee.

VICE-MODERATOR, COORDINATOR OF SPIRITUAL GROWTH, shall:

1. Become familiar with the responsibilities of the Moderator and serve in the absence or as requested.
2. Prepare to serve as Moderator during the following term.
3. Be a member of the PWPET Coordinating Team.
4. Serve on the Finance Committee.
5. Work with officers, coordinators, and Cluster Leaders in presenting training and other programs.
6. Work with Moderator in By-Law changes.
7. Keep a current file of resources available in the area of Spiritual Growth such as personal devotional materials to strengthen family life and other resources.
8. Be responsible for coordinating devotional at CT meetings and other meetings as requested by the presiding officers.
9. Be alert to opportunities in the area of spiritual growth that should be publicized among women of the PWPET.
10. Coordinate the Fall Spiritual Retreat with the help of the CT and serve on the planning committee for the Spring Gathering.
11. Arrange with churches for meetings, gatherings and retreats for the upcoming year.

12. Serve on the Search Committee.

SECRETARY shall:

1. Keep accurate, permanent records of all the Presbyterian Women, PWPET, CT, Called or Special meetings.
2. Send roster of new Officers and Directory each year to Executive of Women's Ministry of the Synod, PW Synod Moderator, and Synod Cluster Leader Coordinator and Churchwide PW.
3. Maintain a current, comprehensive list of PWPET leaders, standing committees, special committees, local Moderators, and/or contacts.
4. Be a member of PWPET CT.
5. Send notices prior to the meetings of the CT, the Annual Meeting and other group meetings as directed.
6. Carry on correspondence as directed by the Moderator.
7. Send copies of the Minutes to CT members and others as directed by the Moderator and/or CT within two weeks following the meeting.

HISTORIAN shall:

1. Contact church historian or other knowledgeable persons of the individual churches for their histories, including instructions for submittal and return of information.
2. Maintain a permanent record of PWPET churches at the Historical Foundation at Columbia Theological Seminary.
3. Serve as a member of the PWPET CT.
4. Send a report to the Synod contact person by March 1 of each year.

TREASURER shall:

1. Keep accurate, up-to-date records of all monies received and disbursed.
2. Disburse funds as directed by the CT and according to established procedures.
3. Train Local treasurers as to their responsibilities and proper procedures for handling Annual Mission Pledge forms and monies received.
4. Send written acknowledgement to local treasurers of monies recorded or other information as requested.
5. Prepare annual reports and arrange for audit of the books.
6. Prepare a financial report for each CT meeting.
7. Prepare an annual budget approved by the CT.
8. Serve as a member of the PWPET CT.
9. Chair the Finance Committee.
10. Serve on the committee for the Annual Meeting.

TREASURER - ELECT shall:

1. Work with the Treasurer to become knowledgeable about the position.
2. Be available to work with the Treasurer as financial statements as prepared prior to CT meetings and Gatherings.
3. Take care of any bank changes, signature changes etc. with the Treasurer *before the term expires*.
4. Be elected at the Annual Meeting and serve with the current Treasurer until January 1 of the upcoming year.
5. On January 1, after being elected and installed, assume office and take possession of all the records of the Treasurer.

CLUSTER LEADERS shall:

1. Have general responsibility for Presbyterian Women's work in local churches in her Cluster, familiarizing herself with their needs, problems and accomplishments.
2. Keep record of pertinent facts about her Cluster churches, i.e. location, officers, size of membership, circles, meeting sites, special projects or planned special events.
3. Visit churches as often as possible, working with local church Moderator through personal contact.
4. Serve on the PWPET CT, providing a connecting link between the CT and PW in her Cluster.
5. Work closely with the CT member whose job includes the oversight of the Cluster Leaders.
6. Serve as a member of PWPET CT.
7. Serve as a member of the Search Committee for the CT.

NEWSLETTER EDITOR shall:

1. Be elected on an annual basis.
2. Serve as a member of the PWPET CT.
3. Be responsible for publishing and distributing 4 newsletters annually.
4. Facilitate publishing of the annual Directory of PW officers.

TOGETHER-IN-SERVICE COORDINATOR shall:

1. Carry the major responsibility of helping Presbyterian Women understand and support the church's worldwide movement in Missions.
2. Promote stewardship through Presbyterian Women's Giving including pledges, Birthday offering, Thank Offering, Honorary Membership, special Leader Development funds, Fellowship of the Least Coin and denominational programs, such as Peacemaking and Hunger.
3. Encourage Mission Study, including Least Coin Devotional Mission Yearbook for Prayer and Study and similar material.

4. Stress ongoing and current concerns such as hunger, the handicapped, peace, and publicize General Assembly concerns and objectives.
5. Make available to the PWPET Moderator and local women information concerning program opportunities using missionaries, fraternal workers and international students accessible in the area.
6. Serve as a member of the PWPET CT, giving and getting in formation and inspiration pertinent to the job. Be the contact person for Synod Mission and Churchwide Mission committees.
7. Work with Coordinators, Cluster Leaders and the Vice-Moderator in presenting training and other programs.
8. Become informed about work being done in the PET churches, other denominations and secular organizations in various area of service and encourage Presbyterian Women to become involved.
9. Interpret the work of the Church Women United and encourage involvement.

MEMBERS-AT-LARGE (May be elected or appointed)

MEMBER-AT-LARGE FOR JUSTICE AND PEACE shall:

1. Relate issues of hunger, peacemaking, justice, family and children to the PWPET and CT.
2. Build awareness by informing PWPET what peacemaking and justice are.

MEMBER-AT-LARGE FOR RACIAL ETHNIC CONCERNS shall:

1. Encourage the involvement of racial ethnic women in PWPET at all levels.
2. Build the awareness of PWPET by using Churchwide PWPET resources.

STANDING RULES OF PWPET

1. Honoraria: Speakers who are not members of PWPET shall be paid up to \$150 plus travel expense, meals and lodging. Speakers who are members of PWPET shall receive meals and lodging only, i.e., Fall Spiritual Retreat.
2. Mileage shall be paid to conform with Presbyterian policy as finances permit. Mileage covers: CT or committee meetings and visits to PW in Congregations. Request for mileage reimbursement must be on a PWPET Expense Voucher.
3. Standing Rules can be revised by a two-thirds vote at any PWPET CT meeting. Standing Rules shall be printed following the By-laws and in the PWPET Policy and Procedures Manual.
4. Sale of fundraising items by local PWC will not be permitted at PWPET Gatherings, e.g. PWPET Annual Gathering, Leadership Training Events, Spiritual Retreats, etc.
5. In the event of a death (spouse, child, parent, or CT member herself) a memorial in the amount of \$25.00 will be sent as directed by the CT member or family.

PW ANNUAL SPRING GATHERING GUIDELINES

Key

- SG = Spring Gathering
- PWCT = Presbyterian Women Coordinating Team
- HC= Host Church

The Spring/Annual Gathering committee is listed in the PW Policies and Procedures Manual under Job Descriptions. It consists of the Coordinating Team Moderator, Vice-Moderator, Treasurer and members of the host church.

It is the responsibility of the Vice-Moderator to secure a site for the SG and to inform the Coordinating Team (CT) of the site and date. The Host Church (HC) will determine contact person(s) to work with the CT.

The planning committee will visit with the HC to see where the meeting and lunch will be held and to discuss the areas for registration, mission partner displays, outside vendors and any other displays or collection areas.

The HC and planning committee should review programs from previous gatherings. The CT moderator and/or secretary will have copies of previous gathering programs, registration forms and printed info that will be helpful. This review will allow everyone to become familiar with the information that is needed for the program and the persons needed for the day (worship leader(s)), food coordinators, ushers, communion servers, greeters, registration people, parking assistants, etc.

CT/HC will decide on theme and work together to secure keynote speaker.

Host Church will request session approval for holding the SG and to have communion at the Gathering.

CT will meet with HC committee intermittently to make sure planning is on track.

HC will decide on Mission focus and have information available for the newsletter editor and for cluster leaders to send to their churches. Cluster leaders will play an important role in getting information out, encouraging registration, payment and participation.

HC will plan music for the Gathering. This includes arranging for pianist/organist, hymn selection, selecting a song leader, soloist and/or additional musicians if desired.

CT treasurer will issue a check to the HC PW in the amount of \$900 for the gathering expenses (this includes any monies paid to speaker). The cost of lunch will be \$10.00 to be paid to HC. The HC may keep any monies not spent.

PUBLICITY: The newsletter editor will inform the host church the date that information is to be ready for inclusion in the newsletter. Editor will need date, theme, and speaker, bio of speaker, registration form, mission focus and address of church.

The Spring/Annual gathering committee will define:

- What will be included in the program: Moderators report – Names of leaders/program speakers – List of dates to remember? Search Committee will provide the names of those to be installed and those continuing to serve. Who will install the new officers, call for the Least Coin offering and offer the prayer of dedication. Loose evaluation form can be included.
- The Treasurer will provide financial report for the previous year and the budget for the coming year. Monies that will be presented to Mission Partners.
- Who will participate in the program and who is to contact each one?
- What audio/visual equipment will be needed?
- How will communion be served? How many Elders will serve? Try to have a diverse group.
- Will a nursery be provided?
- Who will contact Mission Partners.? Will CT cover the cost of lunch for the mission partners? Will Mission Partners need tables for display? Where will HC have space to set up displays? Has money been budgeted for gifts to these entities?
 - o Mission Partners: Columbia Friendship Circle, John Knox Center, Living Waters for the World, Maryville College, Mission Haven, Morgan-Scott Project, Newton Child Development Center, Presbyterian Disaster Assistance (PDA), Sunset Gap, UTC & UTK.
- Will an outside vendor be invited and where will they have space?

Registrations will be mailed to Host Church and someone should be assigned to keep track of registrations received and paid for and for those pending payment. On the day of the gathering there should be a registration desk staffed by the HC and they should provide nametags. At the beginning of the SG there will be a roll call of churches and we will also report a total attendance so there should be a mechanism in place to gather these two numbers.

Food for morning refreshments will be provided by the HC in concert with other churches in the area. Cluster leader for HC area can be helpful in contacting other churches. Lunch is at the discretion of the HC and the cost for lunch will be \$10.00.

The program cover will be supplied by HC and program will be prepared/printed by HC. Program will consist of material received from HC and SG committee and should include bios for the speaker, scholarship recipient and worship leader. Keep in mind that printing costs can eat away at the seed money so it may be prudent for the printing to be done in house.

Ten days before the gathering date, check to assure that all arrangements are in place and that those responsible are prepared and still intend to come. Make arrangements for parking and assistance for those with disabilities. Double check the program. Have cluster leaders contact their churches to share information about the SG and to urge registration and payment by the due date. Remind Churches that it would be helpful to have Least Coin monies remitted by check.

The day of the gathering, monies collected for the scholarship and least coin should be given to the treasurer quickly so that a report can be given at the gathering.

Enjoy the day and the fruits of your work.

After the SG, the HC committee should meet to review the gathering and determine what worked and what needs attention in the future so we can gain insight from those who planned and executed the program. Evaluation forms will be of great value as the review is done.

**PWPET Clusters
10/2019**

Cluster 1

Bethel, Kingston
Cross Roads, Knoxville
First, Harriman
First, Huntsville
First, Knoxville
First, LaFollette
First, Oak Ridge
First, Rockwood
First, Spring City
Fountain City, Knoxville
Fourth United, Knoxville
Graystone, Knoxville

Lake Forest, Knoxville
Lake Hills, Knoxville
Lancing, Lancing
New Covenant, Knoxville
New Prospect, Knoxville
Powell, Powell
Shannondale, Knoxville
Shiloh, Knoxville
Spring Place, Knoxville
Wartburg, Wartburg
Washington, Knoxville

Cluster 2

Bakers Creek, Maryville
Big Spring, Friendsville
Caledonia, Knoxville
Clover Hill, Maryville
Concord, Concord
Emmanuel United, Knoxville
Erin, Knoxville
Eusebia, Seymour
Fairfield Glade Community*
Farragut, Farragut
First, Lenoir City
First, Sevierville

Gatlinburg, Gatlinburg
Highland, Maryville
Houston Memorial, Maryville
Korean, Knoxville
New Providence, Maryville
Pine Grove, Greenback
Rocky Springs, Sevierville
Second, Knoxville
Sequoyah Hills, Knoxville
West Emory, Knoxville
Westminster, Knoxville

Cluster 3

Center, Tellico Plains
Chattanooga Korean, Rossville, GA
First, Cleveland
First, Soddy Daisy
First, Sweetwater
First United, Athens
Fork Creek, Sweetwater
Madisonville, Madisonville
Mars Hill, Athens

Mowbray, Soddy Daisy
New Hope, Chattanooga
Northminster, Chattanooga
Northside, Chattanooga
Renaissance, Chattanooga
Rivermont, Chattanooga
Second, Chattanooga