



**PRESBYTERIAN  
WOMEN**

*Workshop for Treasurers  
in the Congregation*

## To the Leader

This workshop is designed to last one hour. It delineates the major points to be covered and contains activities and a list of resources that will be useful to you in planning and leading the workshop. This pamphlet provides the basic framework for your workshop. Please feel free to adapt this model to fit the needs of the women who are treasurers of Presbyterian Women in the Congregation (PWC).

## Leadership Preparation

### Resources

- Presbyterian Women Manual (revised 2007, new Bylaws 2006)
- A Guide for Treasurers
- *Horizons*
- Treasurer's Annual Packet (sent each February from the associate for mission participation and treasurer)
- PW Treasurer brochure from the PW Leaders Packet
- Mission Pledge Form (available from Moderator of PW in the Presbytery)
- "Presbyterian Women's Giving: Where Your Money Goes" (chart in PW Manual, section 7-6)
- PW Purpose brochure

All resources and handouts (except Mission Pledge Form) are available from Presbyterian Distribution Service. For ordering information, see back of brochure.

## Workshop Agenda

### *Opening Prayer (1 minute)*

### *Community Building (10 minutes)*

Ask each participant to identify the best bargain for the money in PW. For example,

the Birthday Offering (since only 6 percent goes for expenses), *Horizons* (have copies available as samples) or any of the PW Presbytery leadership training events.

### *Presbyterian Women Purpose (1 minute)*

Distribute copies of the PW Purpose brochure and together read aloud the Purpose. When reading, emphasize "to support the mission of the church worldwide." Mission has always been an important part of women's work in the Presbyterian Church. Women have always supported mission. In fact, if we could total what women have given in the last 100 years, it would amount to several hundred million dollars.

### *PW Treasurer's Responsibilities (20 minutes)*

The responsibilities below are taken from the PW Treasurer brochure and Guide for Treasurers.

- Become familiar with the policies and patterns of PW giving
- Receive and keep accurate accounts of all PW funds
- Disburse PW funds as directed
- Be responsible for the bank account of PW
- Prepare and present written financial reports to the Coordinating Team (CT)
- Prepare and present an annual written report to the PW and to the session
- Submit financial records for audit on a regular basis
- Devise ways to encourage and receive pledges from members
- Give complete financial records to your successor with adequate explanations

### ***Explanation of Celebration Giving*** ***(20 minutes)***

“To whom much has been given, much will be required” *Luke 12:48* (see PW Manual, Section 7).

### **Celebration of Mission**

The Mission Pledge Form is received in the fall from the PW presbytery moderator, filled out by the entire PW in the Congregation Coordinating Team, and returned to the PW presbytery moderator. This pledge supports

- the mission of the church worldwide
- Presbyterian Women churchwide
- Presbyterian Women in the presbytery and synod

### **Celebration of Creative Ministries**

- Birthday Offering, collected in the spring, supports four to five predetermined projects
- Thank Offering (including Health Ministries), collected in the fall, funds ministries worldwide that are determined after the offering is received

### **Celebration of Believers**

- PW Honorary Life Memberships\*
- Recognition and Memorial Gifts\*
- Leadership Endowment Fund\*
- Widening the Circle Endowment Fund

\* These funds are used for PW leadership development.

### **Celebration of Christian Community**

- Fellowship of the Least Coin links prayer and “least coins” in a very significant way.
- Church Women United is an ecumenical women’s group, which

leads in the celebration of World Day of Prayer, World Community Day, May Fellowship Day and other worthy projects. Presbyterian Women is encouraged to be active and support Church Women United.

- Denominational programs, such as hunger and peacemaking, are of special interest to Presbyterian Women. Their support is encouraged in women’s studies and concern, as well as in special offerings.

### ***Invitation (3 minutes)***

Invite participants to share what has worked in their congregational PW. (For example, some churches have put their financial records on the church computer.)

### ***Questions from Workshop Participants (4 minutes)***

### ***Closing Prayer (1 minute)***

**Order materials from Presbyterian Distribution Service  
(PDS), 800/524-2612**

*Make checks payable to Presbyterian Women and include shipping and handling charges. (10% of order total, \$4.50 minimum, \$60 maximum)*

**Mail checks to  
Presbyterian Church (USA)  
PDS Prepaid Sales Processing  
PO Box 643674  
Pittsburgh, PA 15264-3674**

**PW Manual** (revised 2007, new Bylaws 2006)

PWR-07-101

\$6

**Horizons**

(6 issues and the Bible study)

\$18/year

**PW Purpose brochure**

(pkg. of 25)

PWR-07-103

free

**PW Fingertip Helps brochure**

(pkg. of 5)

PWR-00-131

\$3.50

**PW Leaders packet**

PWR-00-110

1–9 copies, \$3.50 each

10 or more copies, \$2.50 each



revised 2007

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