

HANDBOOK AND COVENANT BETWEEN  
PRESBYTERIAN WOMEN of MISSION PRESBYTERY  
AND MISSION PRESBYTERY

**PREFACE**

This covenant expresses the partnership in mission among Presbyterian Women of Mission Presbytery, hereinafter referred to as PWMP, with Mission Presbytery, hereinafter referred to as MP. PWMP and MP have had a long-standing partnership based upon shared beliefs, and complementary visions and commitments, common history and relationship of mutual respect and cooperation.

**COVENANT-BASED RELATIONSHIP**

A covenant depends on trust and fidelity and focuses more on the quality of the relationship. It is agreed that PWMP and MP will each assume responsibility for their actions, and the signing of the covenant does not hold any party liable for the actions of another party. As reflected in this covenant, MP does provide various services to PWMP. PWMP supports the mission of the Presbytery.

- A. PWMP is a not-for-profit women's organization related to the Presbyterian Church (USA), hereinafter referred to as PC(USA). Its members are, first and foremost, members of the PC(USA). PW Churchwide Coordinating Team, hereinafter referred to as PWCCT, incorporated in 2009 as a mission entity related to the PC(USA). Its members participate in leadership coordinating teams at all governing body levels from the congregation to the General Assembly. The General Assembly has affirmed the independence and responsibility of Presbyterian Women to make its own decisions concerning leadership, program and budget.
- B. Membership in PWMP is open to all women who choose to participate in or be supportive of the PW organization in any way.
- C. The Presbyterian Women Purpose states: "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."
- D. The current assets held or managed on behalf of PWMP by the MP are: (1) Designated fund for Churchwide Gathering registration expenses, Acct. 2180-80 – PW; (2) Dorothy Clark Hakes Scholarship awarded to one person chosen by the Host Church to attend the annual Spring Gathering at Mo Ranch, Acct. 2181-80 – PW; (3) Conference Net Revenue from Spring Gatherings, Acct. 2174-80-PW for the designated purposes. The

Moderator of the PWMP Coordinating Team, hereinafter referred to as PWMPCT, will furnish the appropriate person in the MP office with an authorization to disburse these funds.

### **COVENANT RESPONSIBILITIES OF PRESBYTERIAN WOMEN OF MISSION PRESBYTERY**

Presbyterian Women of Mission will

1. a. nurture their faith through prayer and Bible study, support the mission of MP, work for justice and peace, build a community of women that strengthens the MP;
2. work cooperatively with other committees or commissions within the Mission

Presbytery organization;

3. be an active presence on the General Council through the PWMPCT Moderator's membership, with voice and vote;
4. be faithful stewards of the money given by Presbyterian women from throughout the Presbytery, whether that money is given for the mission of the PW Churchwide, PW of the Synod of the Sun, the PWMP, or for projects of Creative Ministries offerings and provide an annual report on these monies;
5. respect the limits of staff time in the MP office.
6. request Administrative Staff in the MP Office to act as Registrar for the PWMP Spring Gathering. This person will receive, in kind, registration fee, lodging and meals, be reimbursed for mileage, and given a stipend for weekend services.

### **COVENANT RESPONSIBILITIES OF MISSION PRESBYTERY**

Mission Presbytery will

1. recognize and respect PWMP's autonomy and status as a separate corporation, under incorporation of PW PC(USA), self-determining in its leadership, program, and budget;
2. provide support to PWMP in the following ways:
  - a. recognize the full membership of PWMP, with voice and vote on the General Council, represented by the moderator of PWMPCT;
  - b. through specifically assigned staff person(s) seek ways to build tangible partnerships with PWMP for joint programming with various program areas in which the mission priorities of the church are served;
  - c. be responsive to changes, new developments and program options;
  - d. provide financial management services for PWMPCT;
  - e. provide printing and mailing of PWMP's newsletter, once in the spring and once in the fall;
  - f. providing staff person to serve as registrar for the PWMP Spring Gathering, subject to the terms, duties, and remuneration referred to above and contained in a separate agreement;
  - g. provide printing and mailing services, forms and database development, and Presbytery directory updates;
  - h. provide communion ware, offering baskets, name tags, Presbytery banner, and, if necessary, projection equipment for Spring Gathering.

**ACCOUNTABILITY**

In the following ways PWMPCT and MP will stay in communication, as each party attempts to be faithful to the covenant promise:

1. PWMPCT will provide a report of the work of the PWMP since the last presbytery meeting to be included in the MP presbytery meeting packets and will request time on the docket of the meeting if any information concerning PWMP needs to be verbally communicated to the meeting at least annually;
2. the Executive Presbyter or another representative from MP, is encouraged to attend the annual business meeting of the PWMP held in conjunction with their Spring Gathering at Mo Ranch each spring to educate the PWMP in the pew on what is happening within MP;
3. a representative of both bodies should meet on an as-needed basis to review the covenant and propose any changes;
4. the terms of this covenant shall commence at the PWMPCT meeting to be held on April 4, 2013; and be renewable every five (5) years;
5. either party may propose changes in the covenantal relationship at any time upon prior written notice to the other parties.

\_\_\_\_\_  
Moderator of Presbyterian Women of Mission Presbytery Coordinating Team

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of General Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Presbyter

\_\_\_\_\_  
Date

**AGREEMENT FOR MISSION PRESBYTERY ADMINISTRATIVE STAFF TO SERVE AS  
REGISTRAR FOR PRESBYTERIAN WOMEN OF MISSION PRESBYTERY SPRING GATHERING**

This agreement shall be between **Presbyterian Women of Mission Presbytery Coordinating Team** and **Administrative Staff person at Mission Presbytery office** to serve as the **Registrar** of the Spring Gathering held at Mo-Ranch, Hunt TX. The agreement of shall cover the period of \_\_\_\_\_.

**Presbyterian Women of Mission Presbytery Coordinating Team** shall be herein referred to as **PWMPCT** and **Mission Presbytery Administrative Staff** shall be herein referred to as **MP Staff**.

For the duties as stated below, **MP Staff** shall receive, in kind, registration fee, lodging cost, and meals, be reimbursed for mileage, and receive a stipend in the amount of \$\_\_\_\_\_ by the **PWMPCT** to act as **Registrar** for the annual Spring Gathering held at Mo-Ranch in Hunt, Texas.

Duties of **MP Staff** prior to the Spring Gathering shall include the following:

- **MP Staff** shall serve as Liaison with Mo-Ranch.
- **MP Staff** shall copy and mail out the registration form created by the Host Church Planning Team, a flyer with Spring Gathering information including beginning date for registration, registration procedures, cost of registration, meals, and housing and any other pertinent information requested by the Host Church Planning Team.
- **MP Staff** shall receive the completed registration forms with attached payment at the Presbytery Office.
- **MP Staff** shall create spreadsheets or other appropriate forms for recording registration information. After Spring Gathering **MP Staff** shall forward copies of spreadsheets/forms to **PWMPCT** Moderator for her records to be used in calculating registration costs for the following year.
- After receiving and recording information, **MP Staff** shall forward the checks daily to the Presbytery Bookkeeper for deposit in the **PWMPCT** Spring Gathering account.
- **MP Staff** shall communicate with Mo-Ranch as to the number of rooms needed for lodging, the number of meals needed, the number of workshop rooms needed and any equipment required for the Spring Gathering.
- **MP Staff** shall work with Mo-Ranch in assigning the lodging rooms except for Manor House and Pilot House which will be handled by the Moderator of **PWMPCT**.

- **MP Staff** shall mail to participants a letter of confirmation containing notification of receipt of registration funds and other pertinent information.
- **MP Staff** shall copy materials for registration packets as directed by **PWMPCT** and Host Church Planning Team.
- If so requested, **MP Staff** shall copy handouts for workshop leaders with a limit of 100 copies per workshop.
- **MP Staff** shall print and assemble name tags for participants, host church planning team, workshop leaders and members of the **PWMPCT**.
- **MP Staff** shall bring the PW banner from the Presbytery Office.
- **MP Staff** shall arrange for and bring to Mo-Ranch communion ware and linens if requested by the Host Church Planning Team.
- **MP Staff** shall provide offering baskets if requested.
- **MP Staff** shall procure and bring to Mo-Ranch projection equipment, if requested.

Duties of **MP Staff** after arriving at Mo-Ranch:

- **MP Staff** shall check in with Mo-Ranch on Thursday afternoon, prior to beginning of the Gathering, for any last minute change in procedures.
- **MP Staff** shall attend the Thursday night **PWMPCT** meeting to let them know everything is in order and inform them of any last minute changes that need to be made in regard to the facilities.
- After **PWMPCT** meeting concludes for the night, **MP Staff** shall make available the copied materials for registration packets in order for them to be assembled.
- On Friday morning **MP Staff** shall attend, along with the **PWMPCT** Moderator and Chairman/Co-Chairman for the Host Church Planning Team, a meeting with the Mo-Ranch staff to go over information concerning the entire Spring Gathering weekend.
- **MP Staff** shall check out keys for classrooms from Mo-Ranch staff. Workshop leaders may request the key to their classroom for the duration of the gathering and are responsible for returning the key to the registrar. Otherwise, **MP STAFF** is responsible for locking and unlocking classrooms during the weekend. Keys will be returned to Mo-Ranch desk on Sunday after conclusion of last workshop session.
- Prior to registration on Friday afternoon, **MP Staff** and **PWMPCT** volunteers will set up the workshop classrooms as specified by workshop leaders.

- On Friday afternoon, **MP Staff** shall be responsible for setting up materials for registration of participants, instructing the **PWMPCT** volunteers as to what their jobs will include and oversee the registration/check-in process.
- At conclusion of registration, **MP Staff** shall be responsible for getting all monies and backup information to the Presbytery Bookkeeper for deposit into the **PWMPCT** Spring Gathering Account.
- At conclusion of the Gathering on Sunday after worship, **MP Staff** shall collect all name tag holders for reuse.
- **MP Staff** shall collect any equipment borrowed from the Presbytery Office for use during the Gathering and return it.
- During the weekend, **MP Staff** is available for help wherever/whenever needed relating to her duties as registrar.
- **MP Staff** shall provide reimbursement voucher forms for copy and postage costs related to the Gathering to the Moderator of **PWMPCT** to be signed and approved for payment. **MP Staff** shall also forward the bill from Mo-Ranch to the Moderator of **PWMPCT** for approval of payment after **MP Staff** has reconciled it to the **Registrar's** records.

Approved and signed by:

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWMPCT Moderator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Presbyter/Head of Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Oversight Committee Chair

\_\_\_\_\_  
Date