

Presbytery of Eastern Virginia PW Group/Circle Report

January 1 – December 31, 2022

Please complete this form, and return it as indicated on page 2.

Everyone loves a good story, and the recording of the life and work of your PW group is a story worth telling. This form is a guided process to capture information about your group for the year indicated so you can recall in days to come your leadership, your works, and your study. This record is for your PW group, but it is also for Synod PW, as it will share valuable information to chronicle the service, study, and vital work of the women in your Presbytery. Our Coordinating Team will use this information to develop a clear picture of the activities, areas of service, and needs of our groups. It is very important that we have this information so we may support you in your endeavors.

This report format is the combination of two reports that were submitted previously to the Missions Coordinator and the Historian. Now you only have this report to complete and submit it as indicated on page 2. This must be done **by January 31, 2023**.

You will find spaces for **additional information** in each section. You are encouraged to add information, give further details, add a narrative, or record anything that might clarify or expand the information you have included. You are encouraged to add pages and pictures to this record as an **Addendum**. We would love to hear all you wish to tell us.

INSTRUCTIONS

Section 1: Church Identification – Complete the information requested in the boxes for your church name and address. If your church has a group of women who meet regularly for Bible study and service, check the box in front of **YES**; then answer the questions, and follow the instructions in the YES column. If you check **NO**, follow the instructions below that answer.

Section 2: Members, Gatherings/Meetings, Bible Study – Here is your opportunity to record information about your members, their lives and deaths, honors you awarded, and information about your gatherings/meetings and Bible study.

Section 3: Together in Service – Presbyterian Women is a group of women dedicated to missions and service. In this section, you will record the projects and services your group performed, as well as offerings you supported.

Thank you for completing this record and telling the story of your PW group for us to share now and in the years to come.

If you have questions, please contact Jill Keifer at 757-853-7465. Address: 1923 Paddock Road, Norfolk, VA 23518. Email: thekeifers@aol.com

Make three copies of the completed report on acid-free paper.

First copy – Keep for your PW Group/Circle records.

Second copy – **By January 31, 2023**, mail to:

Jill Keifer
1923 Paddock Road
Norfolk, VA 23518

Third copy – Mail to:

Archivist John Bulow
Campbell Library
Columbia Theological Seminary
PO Box 520
Decatur, GA 30031

Presbytery of the Eastern Virginia

January 1 – December 31, 2022

Section 1: Church Identification

Neighborhood:	Name of Church:		
Address:		City, State, Zip:	
Name of Pastor(s):			

Did your church have an active PW Group/Circle in 2022 (a group of women who met regularly for Bible study and missions/service)?

_____	YES	_____	NO
_____	How many circles/groups do you have? How often did circles meet? _____	Please include the name of a contact person below willing to receive and share PW information in your church. Contact Person: _____	
_____	How many active women in all? (average number of women who participate)	See Section 2, #3 and #7. If <u>no other information</u> requested on this report is pertinent, <u>return this page only</u> .	

<u>List of PW Coordinating Team (CT)</u>	<u>Names of 2022 PW Elected Leaders</u>
Moderator/Contact Person:	_____
Vice Moderator:	_____
Secretary:	_____
Treasurer:	_____
Historian:	_____
Missions Coordinator/TIS:	_____
Moderator of Search Committee:	_____

Section 2: Members, Gatherings/Meetings, Bible Study

<p>_____</p>	<p>1.</p>	<p>How many Honorary Life Memberships were given during 2022? Please include a brief biography of the recipient and a summary of her/his contributions to PW on a <u>separate sheet</u>.</p>	<p>Names of Recipients</p>
<p>_____</p>	<p>2.</p>	<p>How many Recognition/Memorial Memberships were given during 2022?</p>	<p>Names of Recipients</p>
<p>_____</p>	<p>3.</p>	<p>How many deaths occurred in your PW in 2022? Name(s) of Deceased</p>	<p>Date(s) of Death</p>
<p>_____</p>	<p>4.</p>	<p>How many women from your church attended a PW Spring Neighborhood Gathering in 2022?</p>	<p>Names of Attendees</p>
<p>_____</p>	<p>5.</p>	<p>How many women from your church attended the Synod Summer Gatherings - 2022?</p>	<p>Names of Attendees</p>
<p>_____</p>	<p>6.</p>	<p>How many women from your church attended the PW Annual Gathering at _____ (Church name)</p>	<p>Names of Attendees</p>

	7.	<p>How many women in your church served in 2022 as:</p> <p>_____ Ministers</p> <p>_____ Deacons</p> <p>_____ Elders</p> <p>_____ Sunday School Teachers</p> <p>_____ Other staff or service area. Please explain (Christian Educator, etc.)</p>
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	8.	<p>How many women in your church served in some capacity on the PW Presbytery, Synod, or Churchwide level in 2022? Please list <u>names</u>, <u>levels served</u>, and <u>positions held</u>. (Jane Doe, Synod CT Member/Moderator of Presbytery; Jane Doe, Synod Historian; etc.)</p>
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9. Meetings:

How often did your groups/circles meet in 2022?

What special gatherings/meetings did your congregational groups/circles have during the year? (Annual Gathering, Annual Retreat, New Member Coffee, etc.)

10. Bible Study:

What Bible Study did you review? _____ *Horizons* _____ Other

If you marked "Other," what was the title and focus/topic of your study?

Section 3: Together in Service (TIS)

A. Global Service or Projects: List and provide a brief description of your PW activities for global organizations and causes. (Foreign missions, Samaritan's Purse, Church World Service projects, etc.)

B. National Service or Projects: List and provide a brief description of your PW activities for service at the national level. (National children's programs, Relay for Life, Operation Shoebox, etc.)

C. Local Service or Projects: List and provide a brief description of your PW activities for service to your church or local agencies. (Local food pantry, holiday dinners for church members, alternative gift giving opportunities, support for local schools, etc.)

D. Financial Support/Offerings: Check which offerings your PW group contributed to during 2022. List benevolences supported during the year. Do not include amounts.*

	Birthday Offering		Christmas Joy Offering
	Thank Offering		Least Coin Offering

Other benevolences of financial support:

* Include your PW actual year-end financial statement with the copy of the history report that you keep in your PW congregational records.

E. Other Areas of Service: List and provide a brief description of any other service activities in which your PW participated and which you wish to have included in the history of your PW. (Involvement with Church Women United, PW Global Exchange, etc.)

_____ (Signature) _____ (Title)

_____ (Printed Name) _____ (Date)