



**PRESBYTERIAN  
WOMEN**

**Booklet 2015**

Revised: December 2014

**Please read entire Booklet.**

First Presbyterian Church

Litchfield, Minnesota

693-3548

*Presbyterian Women's Booklet 2015 is dedicated to the  
Presbyterian Women's Coordinating Team. Their commitment to  
serving God's people through "kitchen service" is a rich legacy for  
future generations of church women.*

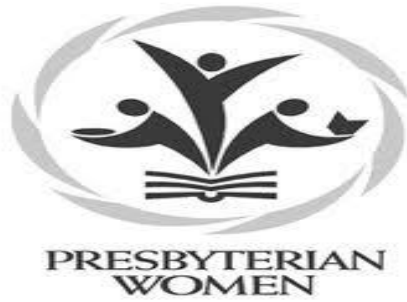
*Ann Abramson, Moderator*

*Harriet Koelln, Secretary*

*Shirley Brooks, Treasurer*

*Emily Osmundson, Missions Coordinator*

*Dottie Madsen, Ecumen Representative*



The original Presbyterian Women's logo was designed by Sally Abbotts of Michigan. The center of the logo is **Presbyterian blue**, found in the PC(USA) symbol, Presbyterian Hymnal, etc.

Originally, the logo's circle was a gold chain, broken at the bottom to symbolize "Freed in Christ." The logo was updated in 1999 to facilitate photocopying; and, yellow replaced the gold. The circle now represents the church, worldwide, where women offer their gifts and talents.

The **Bible** resembles the Bible depicted in the PC (USA) Seal.

Three women, rooted in faith, emerge forming a **cross**.

The relationship between the three women depicts lives of **wholeness**.

The women have no distinct features as they **represent all women**.

The center figure **stands in praise** of being forgiven and freed by grace through faith. She reaches out for a **just peace**.

The woman on the right holds a book to **guide** her reading, studying, praying and meditating.

The woman on the left reaches out to **care for others** through sharing, nurturing and healing.

SEE Page 1 for PW Purpose

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### 1. PURPOSE OF PRESBYTERIAN WOMEN (PW)

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.

**All women of the church are members of Presbyterian Women.**

### 2. PRESBYTERIAN WOMEN'S BOOKLET

The Presbyterian Women's Booklet is distributed to all women of the church. **Women of the church are assigned a month to help with church events.**

### 3. MONTHLY LIST OF MEETINGS & EVENTS

All women of the church are invited to participate in Presbyterian Women meetings and special events.

Monthly:	PW Coordinating Team meeting Mary Martha Circle - Bible Study
March:	Birthday Offering (National)
March/April:	Lenten Soup & Sandwich Suppers
May:	Lilac Luncheon (fundraiser)
June:	Presbyterian Women's Annual Meeting for Presbytery of Minnesota Valleys
September:	Presbyterian Women's Spiritual Retreat for Presbytery of Minnesota Valleys
November:	Thank Offering (National) Veteran's Day Chili Supper (fundraiser)
December:	Christmas Bake Sale at Church during Sunday Fellowship

#### 4. PW COORDINATING TEAM

The PW Coordinating Team is made up of the PW Coordination Team officers and **any woman of the church who wants to attend the monthly meetings**. The Coordinating Team meets the first Monday of each month at 9:00 a.m. If the meeting date falls on a holiday, the meeting is on Tuesday.

The PW Coordinating Team oversees Presbyterian Women events. This may include advertising events as well as providing sign-up sheets to insure proper coverage of events. The PW Coordinating Team also writes a summary of Presbyterian Women's events for the Annual Report.

#### **Officers of PW Coordinating Team - 2015**

Moderator:	Ann Abramson
Secretary:	Harriet Koelln
Treasurer:	Shirley Brooks
Missions Coordinator:	Emily Osmundson
Ecumen Representative:	Dottie Madsen
In-training:	Judy Holmes

#### 5. MARY MARTHA CIRCLE - BIBLE STUDY

Mary Martha Circle meets the fourth Monday of each month at 7:00 p.m. The location of the meeting (church or someone's home) is announced in the Sunday worship bulletin and the monthly church newsletter.

Co-Moderators for Mary Martha Circle are responsible for chairing the gathering as well as writing a summary of Mary Martha Circle for the Annual Report. And, the Treasurer is responsible for the Presbyterian Women's monies.

#### **Officers for Mary Martha Circle - 2014/2015**

Co-Moderators:	Jayne Ackman Julie Pennertz
Treasurer:	Shirley Brooks

Before the meeting begins, two free will offerings are taken. One supports the church's Presbyterian Women's organization. The other is the Fellowship of the Least Coin, a worldwide ecumenical prayer and offering movement.

The Fellowship of the Least Coin was started by Shanti Solomono of India in 1956 with the belief that women everywhere could have a sense of being a part of a worldwide family of faith as they prayed for peace and reconciliation and set aside the least coin of their country as a symbol of that prayer.

The Treasurer for Mary Martha retains the Least Coin monies until the annual offering is collected in May. Grants are awarded by an international committee for special projects that benefit women and provide relief throughout the world.

A short Presbyterian Women's meeting takes place before the Bible study. The specific Bible study is determined annually. The Co-Moderators order copies of the Bible study. Treats and beverages are served by a rotating hostess.

**Hostesses for Mary Martha Circle - 2014/2015**

September 2014	Julie Rae Pennertz
October 2014	Jayne Ackman
November 2014	Dottie Madsen
January 2015	Judy Holmes
February 2015	Stephanie Rech
March 2015	Harriet Koelln
April 2015	Shirley Brooks
May 2015	Julie Rae Pennertz

## **6. MONTHLY SERVING UNITS & RESPONSIBILITIES**

Monthly serving units are made up of a Unit Chair and three other women. **Assignments of serving units, months and dates are on pages 13-16.**

If you need to change to a different date or month or cannot serve at a potluck, special event or funeral during your assigned month, make your own replacement arrangements. Inform Unit Chair and make changes for their assigned month, calling on other units as needed. Serving units may arrange for flowers or other decorations for the sanctuary during their assigned month.

Before leaving the kitchen, make sure everything is put away and counters are wiped clean. Do not remove any kitchen property from the building without approval from PW.

### **Unit Chair Responsibilities**

Unit Chairs contact the members of their serving units to confirm assigned dates by the third week of the month before the serving month to meet the newsletter deadline. Newsletter deadlines are one full week before the end of each month.

Unit Chairs notify the Church Secretary that the serving assignments are confirmed or provide a list of changes so updated information is printed in the newsletter.

### **Responsibilities for Sunday Fellowship**

Each unit member is responsible for providing treats, including 1-1/2 to 2 gallons of juice or milk for approximately 40-50. Attendance may be larger on holiday and special event Sundays. Treats may be donated by the unit member, charged to Presbyterian Women at EconoFoods or reimbursed by Presbyterian Women. To charge at EconoFoods, sign the bill with "PW" and your name. For reimbursement, sign the receipt with "PW" and your name; then, submit the bill to the PW Treasurer.

Treats are served on the sideboard in the Memorial Room. A round table is set-up near the sideboard so children easily can access the treats. The round table is in the closet on the right side of the library area in the Memorial Room. A tablecloth for the round table is not necessary; but, if so desired, they are in the same closet as the table.

Coffee, tea, sugar, cream, Styrofoam cups, paper plates and paper napkins are provided by Presbyterian Women. If items are running low, contact the PW Treasurer, who purchases necessary items.

Use the kitchen by the Memorial Room to prepare Sunday Fellowship. The 30-cup coffee pot is sufficient for most Sundays. The 60-cup coffee pot is used on Sundays when higher attendance is expected. Coffee is stored in the refrigerator or freezer.

Arrange electric tea pot and tray of assorted teas on counter between the stove and refrigerator. The tray of assorted teas is in the cabinet to the left of the sink. There is a sign on the sideboard in the memorial Room stating tea service is available in the kitchen.

Sugar and cream also are in the cabinet to the left of the sink. Styrofoam cups, paper plates and paper napkins are stored in the drawers to the left of the sink. China cups are available in the cupboards below the window, if so desired. Serving platters are to the left of the stove. Bowls are available in the upper cupboards to the right of the sink.

Each unit member is responsible for pouring coffee during Fellowship and for cleaning-up afterwards. If tablecloths and/or towels are used, launder and return them to church. Towels are in a drawer to the right of the sink. Tablecloths are in the closet on the right side of the library area in the Memorial Room.



## **Responsibilities for Special Events at Sunday Fellowship**

Graduation, confirmation and the Christmas program are celebrated at Sunday Fellowship. Cake or cupcakes are ordered from EconoFoods.

PW pays for the refreshments due to higher attendance. To charge at EconoFoods, sign the bill with "PW" and your name. For reimbursement, sign the receipt with "PW" and your name; then, submit the bill to the PW Treasurer.

Twice a year, worship services are held in Ecumen's chapel across the street; so, the Ecumen community can attend easily. The entire serving unit is needed to serve treats. The timing of when treats are served is decided by Session. Treats are served in the Cove, a small dining area near the chapel. It is best to set-up treats on a table, avoiding use of the butcher block area. A long table for serving can be arranged by contacting Activities at Ecumen.

On a Sunday in December, a Christmas Bake Sale is held during Sunday Fellowship. Regular Sunday Fellowship treats are still served. PW sets-up a table on the opposite side of the sideboard in the Memorial Room for the Christmas Bake Sale. Church members bring Christmas goodies on paper salad/dinner plates. Items are purchased by free will donation and put in a basket on the table.

## **Responsibilities for Potluck Sunday**

When months have five Sundays, potlucks usually are scheduled on the fifth Sundays instead of coffee/treats. Potlucks are held in the basement Social Hall. Serving units for months with five Sundays are responsible for making coffee, providing beverages, setting-up of plates/silverware/napkins and cleaning-up.

## **Responsibilities for Funeral Luncheons**

The pastor notifies the Moderator of the Coordinating Team about funerals. The Moderator notifies the appropriate Unit

Chair. The Unit Chair notifies the serving unit. Serving units are responsible for serving at funerals during their assigned month.

Presbyterian Women pays for a sandwich lunch including chips, beverages and pickles. The family pays for the food if they want a different type of lunch. The Pastor will know the family's lunch preference and the approximate number of guests. Dessert, cake or bars, is provided by church members for all funerals. After the luncheon, ask the family if they want the leftovers; and, if so, wrap food accordingly.

The serving unit plans the luncheon, finds people to work in the kitchen and do clean-up, and asks church members to furnish cakes or bars. Advise those providing cakes that 9 x 13 inch cakes or cupcakes are preferred due to ease of cutting and serving.

Food items may be charged to Presbyterian Women at EconoFoods or reimbursed. To charge at EconoFoods, sign the Bill with "PW" and your name. For reimbursement, sign the receipt with "PW" and your name; then, submit the bill to the PW Treasurer.

Keep costs reasonable. Ask the deli manager at EconoFoods for recommendations in determining accurate food amounts. And, consult the Red Books (SEE 8. PHOTO ALBUM & RED BOOKS) for amounts served in the past.

If unit members want to prepare sandwich fillings instead of purchasing them, recipes are in Red Book I (SEE 8. PHOTO ALBUM & RED BOOKS). Disposable plates and cups can be used, if desired. Consult the Photo Album (SEE 8. PHOTO ALBUM & RED BOOKS) for recommended set-up arrangements. Serving units should read the Red Books in the basement kitchen before the funeral luncheon and record details after the funeral luncheon. (SEE 8. PHOTO ALBUM & RED BOOKS)

## **7. OTHER EVENTS NEEDING KITCHEN SERVICE & FOOD**

Other events where help and food are needed include the Lenten Soup and Sandwich Suppers; Lilac Luncheon; Veteran's Day Chili Supper; Blue Christmas service fellowship; weddings and bridal/baby showers. When needed, there are sign-up sheets on the table in the Memorial Room for specific assignments - providing food, setting-up, running the dishwasher and cleaning-up.

During Lent, we share worship services with the Episcopal Church and the Methodist Church. Services are on Wednesdays at 7:00 p.m. with a Soup and Sandwich Supper at 6:00 p.m. Our church hosts three of the meals in the Social Hall in the basement. When our church is the host, church members provide soups, sandwiches and bars.

The Lilac Luncheon is a fundraiser event in May. It is a salad luncheon with church members providing salads. Salad assignments - meat, fruit or vegetable - are on a rotating basis using monthly serving units. PW pays for ingredients to make large amounts of potato salad. Help is needed to prepare the potato.

The Veteran's Day Chili Supper is a fundraising event on Veteran's Day. All Veterans are our guests and eat free. Church members provide a variety of chili, cornbread, bars and chili fixings.

The Blue Christmas service is an evening event in the week before Christmas. Treats and coffee are served after the service.

Catered weddings, birthdays or celebrations are planned with families and served by serving units. Bridal and baby showers usually are a cooperative event with family and friends assisting the serving units. PW provides \$50 towards the cost of bridal and baby showers.

Approval by Session is needed to reserve the Social Hall, Memorial Room and kitchens.

## **8. PHOTO ALBUM & RED BOOKS**

The Photo Album contains photos of set-up recommendations for dining room and serving tables.

The Red Books contain summaries of events/funerals where food was served in the basement Social Hall and a list of any improvements for the future. The information noted includes date; time; event name; menu; amount of food prepared; number served; tasks and who worked the event or number of people needed to do each task; and improvements needed. Tasks include setting-up; greeting and/or ticket sales; serving food & beverages; busing tables; running the dishwasher; and cleaning-up.

Consult the Photo Album and the Red Books before an event to gather information about amount of food, number served and recommended improvements. After an event, whoever is responsible for the kitchen team needs to write a summary of the event or assign the task. The summary may be written by hand or typed/taped into the notebook.

## **9. PRESBYTERIAN WOMEN'S RECOGNITION**

### **Honorary Life Memberships in Presbyterian Women**

An Honorary Life Membership in Presbyterian Women is given to women in recognition of a faithful service in some area of church work.

A pin is given in the shape on page 10. The symbols on the pin represent and portray the qualities of persons deserving the honor and recognition of an Honorary Life Membership.

The following are meanings found in the symbol:

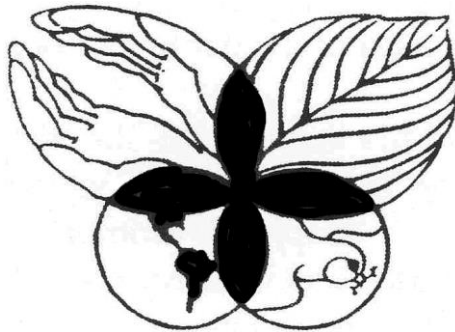
The caring, supportive hands represent women who seek to build an inclusive community of Presbyterian Women.

The leaf represents growth of our personal and corporate response to Jesus Christ as we nurture our faith.

The dove indicates our work for peace in our own lives and throughout the world, shown in the globe.

At the center of the design is the cross, by which our sins are forgiven and we are freed to live in Christ who is at the center of our lives.

The overall design is of a butterfly, a symbol of newness in Christ and the emergence of a new creation - Presbyterian Women.



The Honorary Life Memberships in Presbyterian Women in our church are as follows:

Before 1975 – given by Iona Presbyterian Church – Iona, MN	Beulah Abramson
1990 – given by Memorial Drive Presbyterian Church – Atlanta, GE	Dottie Madsen
1993	Anna Mae Barrick Eunice Harding
1994	Leona Ackman Elaine Sabacky
1995	Dona Brown Ardith Rick
1996	Doris Bren
1998	Harriet Koelln Emily Osmundson Beverly Barr
2000	Arlene Johnson
2003	Shirley Brooks
2006	Julie Rae Pennertz
2011	Jayne Ackman
2012	Carol Blunt
2013	Sharon Detert
2014	Ann Abramson

## **Certificates of Appreciation**

Certificates of Appreciation are given by Presbyterian Women to any church member in recognition of faithful service in some area of church work.

The Certificates of Appreciation given by our church are as follows:

2001	Frank Sabacky Leona Ackman
2002	Jerry Hedine
2008	Barbara Bremseth
2013	David Detert

## 10. MONTHLY SERVING UNITS

### JANUARY 2015

<b>Stephanie Rech, Unit Chair</b>			1/4
Mary Crosbie		Baptism of the Lord	1/11
Arlyce Dedrickson			1/18
Rhonda Joldersma			1/25

### FEBRUARY 2015

<b>Judy Holmes, Unit Chair</b>			2/1
Rosie Graphenteen			2/8
Jayne Ackman		Transfiguration Sunday	2/15
Stephanie Savoy		Lent	2/22

### MARCH 2015

<b>Stephanie Savoy, Unit Chair</b>		Lent	3/1
Kay Hanson		Lent	3/8
Stephanie Rech		Lent	3/15
Judy Holmes		Lent	3/22
POTLUCK SUNDAY		Palm Sunday	3/29

### APRIL 2015

<b>Mary Crosbie, Unit Chair</b>		Easter	4/5
Julie Rae Pennertz			4/12
Laurie Johnson			4/19
Sue Berg			4/26



MAY 2015

<b>Amy Viehauser, Unit Chair</b>			5/3
Ann Abramson		Mother's Day	5/10
Katie Pennertz			5/17
Leetha Waldron		Pentecost Memorial Weekend	5/24
POTLUCK SUNDAY		Trinity Sunday	5/31

JUNE 2015

<b>Sue Berg, Unit Chair</b>			6/7
Lauretta Hanson			6/14
Dottie Madsen		Father's Day	6/21
Jayne Ackman			6/28

JULY 2015

<b>Bev Driver, Unit Chair</b>		July 4 <sup>th</sup> Weekend	7/5
Melva Burnette			7/12
Shirley Brooks			7/19
Katie Pennertz			7/26

AUGUST 2015

<b>Jayne Ackman, Unit Chair</b>			8/2
Lila Lundberg			8/9
Julie Rae Pennertz			8/16
Laurie Johnson			8/23
POTLUCK			8/30

SEPTEMBER 2015

<b>Julie Rae Pennertz, Unit Chair</b>		Labor Day Weekend	9/6
POTLUCK SUNDAY – LAKE RIPLEY			9/13
Rosie Graphenteen			9/20
Amy Viehauser			9/27

OCTOBER 2015

<b>Rhonda Joldersma, Unit Chair</b>			<b>10/25</b>
Harriet Koelln			10/11
Sue Berg			10/18
Stephanie Savoy			<b>10/4</b>

NOVEMBER 2015

<b>Katie Pennertz, Unit Chair</b>			11/1
Judy Holmes			11/8
Stephanie Rech			11/15
Leetha Waldron			11/22
POTLUCK SUNDAY		First Sunday of Advent	11/29

DECEMBER 2015

<b>Rosie Graphenteen, Unit Chair</b>			12/6
Kay Hanson			12/13
Bev Driver		Christmas	12/20
Mary Crosbie			12/27