

**BYLAWS OF PRESBYTERIAN WOMEN  
FIRST PRESBYTERIAN  
CHURCH NASHVILLE, TENNESSEE**  
*As Approved at the Spring Outing May 12, 2026*

**ARTICLE I – NAME**

The name of this organization shall be Presbyterian Women in the First Presbyterian Church, Nashville, Tennessee.

**ARTICLE II - MISSION STATEMENT**

To encourage women in their walk with Christ through study of the Word, prayer, fellowship with one another, service to the church and the community, and support of the mission of the church worldwide.

**ARTICLE III – PURPOSE**

Forgiven and freed by God in Jesus Christ, 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 IV – MEMBERSHIP**

Members shall include the women members of the congregation and other women who ascribe to the mission of this organization.

**ARTICLE V - OFFICERS/COORDINATING TEAM**

*Section 1.* The elected officers of Presbyterian Women shall consist of: Moderator, Moderator Elect/Bylaws Chair, Circle Leader and Bible Leader Coordinators, Recording Secretary, Corresponding Secretary, Treasurer, Missions Coordinators, and Helping Hands Coordinators. Nominations Committee Chair shall be the immediate Past Moderator. All elected officers and Circle Leaders shall serve on the Coordinating Team. The Coordinating Team shall be members in good standing of First Presbyterian Church.

*Section 2.* The Coordinating Team shall conduct the business of Presbyterian Women. The Coordinating Team shall:

- Meet at least eight (8) times yearly on the first Tuesday of the month.
- Attend and support ALL functions of Presbyterian Women during their term of office.

- Conduct an annual review and evaluation based on the goals of the year just completed.
- Set goals and objectives for the new program year.
- Discover and utilize the gifts of members.
- Provide an opportunity to support the mission of the Presbyterian Church (USA) and First Presbyterian Church, Nashville through giving, fellowship, Bible study and service.
- Be responsible for the preparation of an annual budget and authorization of expenditures.
- Maintain accountability to and relationships with the Session through an annual report, which includes a financial report.

*Section 3.* The Nominating Committee shall present names of women to be elected to the Coordinating Team to the currently serving Coordinating Team for approval at the Coordinating Team meeting preceding the Spring Gathering. The slate of nominees shall then be presented for election by the general membership of Presbyterian Women at the Spring Gathering. Nominations from the floor shall be accepted. The election shall be by majority vote. The newly elected officers shall be installed and/or commissioned on a date determined by a pastor and the Moderator.

*Section 4.* The Nominating Committee shall fill any vacancies occurring during any unexpired term.

*Section 5.* Several offices shall be appointed by the Moderator Elect in consultation with the Nominating Committee. These offices may include, but are not limited to: Special Event Coordinators (Fall Kick Off, Christmas Program, and Spring Gathering)

*Section 6.* All meetings of the Coordinating Team shall be open to all members of Presbyterian Women to attend.

## **ARTICLE VI - DUTIES OF LEADERS**

### **Elected Leaders**

*Section 1. The Moderator* shall preside at all meetings of the Coordinating Team, Mission Benevolence Committee and at all gatherings of Presbyterian Women. She shall, with the approval of the Executive Committee, appoint standing and special committee chairs. She is an ex-officio member of Circles and all committees. She shall receive communications on behalf of the organization and shall be the direct link to Presbyterian Women in the Presbytery. Each Circle shall select a coordinator and one of those women shall preside at meetings and serve as Moderator.

*Section 2. The Moderator Elect/Bylaws Chair* shall, in the absence of the Moderator, perform all the duties of that office and in the event of a vacancy in that office shall become Moderator and hold office through the unexpired term. She shall also perform such duties as shall be designated to her by the Moderator. She shall serve on the Mission Benevolence Committee and shall automatically succeed the Moderator in office. She shall serve as Presbyterian Women's representative on the Officer Nominating Committee. As Bylaws Chair, she shall be responsible

for reviewing and making recommendations regarding the revision of the Bylaws when necessary. She shall determine matters of Parliamentary procedure and shall interpret the Bylaws to the Coordinating Team and general membership when requested.

*Section 3. **The Circle Leaders Coordinators***, as advisors to the Circle Leaders, shall assign Circle membership and coordinate Circle projects, activities and at-home members.

*Section 4. **The Bible Leader Coordinators***, as advisors to the Bible Leaders, shall ensure that each Bible leader is adequately trained in the material being presented to her Circle. The Bible Leader Coordinators shall also oversee the choice of Bible Study presented to the Circles and any additional Bible Studies presented by Presbyterian Women to the Congregation. They shall be responsible for devotions at all meetings of the Coordinating Team and the general membership.

*Section 5. **The Recording Secretary*** shall transcribe and maintain the minutes of the general gatherings of Presbyterian Women and the meetings of the Coordinating Team.

*Section 6. **The Corresponding Secretary*** shall conduct all correspondence of the Coordinating Team of Presbyterian Women which includes sympathy notes for deaths related to church members.

*Section 7. **The Treasurer*** shall oversee all funds of Presbyterian Women; oversee and train Circle Treasurers; coordinate with the church office manager and bookkeeper and authorize payment of bills and disbursement of funds as directed by the Coordinating Team of Presbyterian Women and in accordance with the budget adopted by the organization; make monthly statements to the Coordinating Team; coordinate discretionary funds requests, the voting thereupon, and disbursement thereof; prepare with the Executive Committee the budget for the coming year, and make annual financial reports available to the Session of the church. She shall serve on the Mission Benevolence Committee.

*Section 8. **The Local Mission Coordinators*** shall develop a list of possible local volunteer projects for the Circles. They shall coordinate any local mission project adopted by Presbyterian Women as a whole.

She shall also be in charge of all activities of Presbyterian Women relating to foreign and national missions. They shall serve on the Mission Benevolence Committee.

*Section 9. **The Helping Hands Coordinators*** shall coordinate all efforts of the Helping Hands Committee, including recruitment of members. The Helping Hands Committee shall provide assistance as needed for events sponsored by Presbyterian Women.

*Section 10. **The Nominations Committee Chair*** shall be the immediate past Moderator of Presbyterian Women. She shall chair the Nominations Committee, which is composed of the Moderator, the Moderator Elect, the Nominations Committee Chair and two members of the Coordinating Team elected by the Coordinating Team. Annually, this committee shall

present for election the slate of nominees called to leaders positions and assist the Moderator Elect in filling appointed positions.

## **ARTICLE VII - DUTIES OF STANDING COMMITTEE**

*Section 1.* The Moderator shall serve as Chair of the **Mission Benevolence Committee** which shall be responsible for coordinating and overseeing the annual distribution of Presbyterian Women Benevolences. Responsibilities of the committee shall include: recommending annual PW mission focus; vetting benevolence requests; recommending for approval by the Coordinating Team the amount to be given to each agency; designing the Benevolence Request Application; and communicating to the church the process for requesting benevolences. Committee members shall include: Local Missions Coordinator, Local Missions Coordinator Elect, PW Moderator, PW Moderator Elect, PW Treasurer, Pastor for Missions, FPC staff Missions Coordinator, Foreign Missions Coordinator and Foreign Missions Coordinator Elect.

*Section 2.* The Moderator may appoint other chairs as needed.

## **ARTICLE VIII - GATHERINGS**

Presbyterian Women shall meet at least one (1) time per year for fellowship, inspiration, information advocacy, and to conduct business. The designated meeting shall be held in the spring.

## **ARTICLE IX - FINANCES**

The program of Presbyterian Women shall be financed primarily by women's pledges. Each woman shall be asked to pledge through Presbyterian Women for:

- Mission support.
- The basic operating budget of Presbyterian Women.

## **ARTICLE X - BYLAWS AMENDMENTS**

These Bylaws may be amended at any annual gathering by a two-thirds vote of those present and voting, provided notice of the proposed amendment has been submitted in writing to the members at least thirty (30) days prior to the gathering at which the voting will take place. They may also be amended by a three-fourths vote of the members present without notice. These Bylaws may also be suspended by a two-thirds vote of those present and voting, provided notice of such suspension has been submitted in writing to the members thirty (30) days prior to the gathering at which the voting will take place.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, shall govern Presbyterian Women in all cases to which they are church applicable and with which they are not inconsistent with the Bylaws and the Constitution of the Presbyterian (USA) Church.