

# PWOC BOARD & MINISTRY INTEREST SURVEY

*For more information on each position, refer to The Women's Ministry Manual*

**I. EXECUTIVE BOARD:** *Please note that you must go through an interview process with our leadership selection committee for any of the Executive Board positions.*

**PRESIDENT:**      *Interested*      *Have Experience*

Through prayer, provides the vision for the year. Presides at PWOC each morning. Presides at all board meetings. Communicates with other board members to coordinate plans and programs. Officially represents PWOC at chapel and community functions and serves as the recognized point of contact for PWOC. Meets regularly with the Chaplain Advisor; and fulfills other responsibilities as outlined in The Women's Ministry Manual.

**1VP SPIRITUAL LIFE:**      *Interested*      *Have Experience*      *Would like to help select Bible studies*

Assumes the office of the President if it becomes vacant before the end of the term. Researches and selects Bible studies using the yearly theme and four Aims according to the needs of the women. Prayerfully selects Bible studies and leaders. Trains leaders/teachers and regularly encourages them. Fosters a "care group" atmosphere within the classes.

**2VP PROGRAMS:**      *Interested*      *Have Experience*      *Would like to help plan programs*

Plans monthly programs taking into account the yearly theme, the four aims of PWOC, the needs of the women of the local PWOC and budget constraints. Coordinates all aspects of each program with the appropriate board members (President, Spiritual Life, Hospitality, Praise and Worship, Participation, etc.). Plans the installation ceremony for incoming board members. Works with a team to plan schedule, food, activities, decorations, etc.

**ADMINISTRATIVE COORDINATOR:**      *Interested*      *Have Experience*

Coordinates communication within and for the local PWOC community. Coordinates all arrangements for board meetings and other board events. Takes and maintains detailed notes of all board meetings. Assists President with correspondence and administrative details. Updates online calendar. Checks Facebook and official e-mail account and responds to messages.

**FINANCIAL LIAISON:**      *Interested*      *Have Experience*      *Willing to help with the offering* Works with the president and the PWOC Chaplain Advisor to understand the installation's funding policies and to learn the local PWOC fund request procedures. Manages fund requests and purchase orders. Keeps the board informed of PWOC's financial standing. Works with the President to compile a local PWOC budget for the year and submits the budget to the PWOC Chaplain Advisor. Attends the Chaplains' monthly financial meeting.

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**II. REGULAR BOARD:** *These positions are appointed by the new president with the approval of the new executive board.*

**TITUS II ADVISOR:**      *Interested*      *Have Experience*      *Interested in being on the Titus II team*

Prays for the board and local body of PWOC. Reminds those she advises that their priorities to God and their families take precedence over PWOC responsibilities. Advises the local PWOC President and board. Leads and teaches the women of the local PWOC as requested by the president. Prayerfully intervenes in sensitive situations, conflict resolution and behavior inconsistent with Biblical standards. Comes up with creative ways to address and meet the spiritual needs of the body in nonthreatening ways.

**PRAYER:**      *Interested*      *Have Experience*      *Would like to be on prayer team*

Prays for the local PWOC, the PWOC Chaplain and the board. Contacts the Women's Ministry Coordinator (PWOC representative) of each chapel community regularly, asking them if there are any prayer requests for the chapel community and then prays accordingly. Leads corporate prayer at PWOC meetings, modeling various methods of prayer. Plans and oversees prayer vines, prayer partners, prayer groups and prayer events, as needed. Keeps prayer requests confidential when individual women request prayer. Communicates with the Regional Prayer Coordinator

**PARTICIPATION:**      *Interested*      *Have Experience*      *Would like to help*

Keeps up-to-date information on participants. Maintains and distributes the roster according to local guidelines and confidentiality requirements. Maintains attendance records. Provides name tags for participants, newcomers and guests.

**Hospitality:**    Interested          Have Experience      

Ensures set-up and clean-up of meeting room, refreshments, etc. Schedules refreshments for each regular meeting, as needed. Coordinates with the 2nd Vice President-Programs to plan for refreshments and decorations for programs. Arranges for necessary supplies. Fosters a friendly welcoming environment at PWOC activities

**Leadership Selection:**    Interested          Have Experience      

Prays often and regularly regarding future leaders for the PWOC. Is constantly looking for leadership qualities in the women who participate. Oversees the leadership selection process for selected board officers, following the "Leadership Selection Process" guidelines. Is familiar with the "General Qualifications For All Board Members" the "Qualifications Specific to Selected Board Members", the "General Responsibilities of All Board Members" and the responsibilities specific to the selected board positions. Forms a team of three to five women (including self) with the approval of the President. Invites the PWOC Chaplain to serve on the team

**Historian:**    Interested          Have Experience      

Takes photos at PWOC activities. Creates photo album, scrapbook or digital archive of photos. Maintains historical records and displays them as appropriate

**Inreach/Outreach:**    Interested          Have Experience      

Prays over, plans, coordinates and evaluates outreach and inreach projects. Works closely with the Women's Ministry Coordinators to determine how PWOC might be able to serve the various chapel communities. Presents projects to the board for consensus. Oversees the projects. This ministry team leader position could be divided into two: Inreach and Outreach

**Praise and Worship:**    Interested          Have Experience      

Prayerfully selects music and scripture for weekly meetings and monthly programs as needed, keeping in mind the various worship styles and denominational backgrounds of the women in attendance (contemporary, gospel, liturgical, etc.). Ensures the chapel has a CCLI license and creates slides or copies of song lyrics in compliance with CCLI license regulations. Uses a variety of ways to lead the women in worship (i.e. drama, dance, sign language, etc.). Coordinates with chapel staff for using AV equipment

**Publicity:**    Interested          Have Experience      

Coordinates with other board members to publicize PWOC activities. Works closely with the Women's Ministry Coordinators to ensure that every chapel community is receiving relevant information about PWOC activities. Follows installation and chapel guidelines in creating and distributing publicity releases. For clarity, spells out "Protestant Women of the Chapel" on all publicity releases. Works closely with Website/Social Media Ministry Team Leader to ensure all publicity information is posted in a timely manner. In the absence of a Website/Social Media MTL, those responsibilities may fall to the Publicity MTL

**Retreats/Special Events:**    Interested          Have Experience      

Plans all details of the retreats and events (such as speaker, location, schedule, supplies etc.) within budget guidelines. Works closely with the Women's Ministry Coordinators to ensure that the women from all chapel communities are invited to attend all retreats and special events. May collaborate with other PWOC's in geographic proximity to combine efforts in planning joint events. Works within guidelines to submit contracts.

**Leadership Training Coordinator:**    Interested          Have Experience      

Works closely with the PWOC Chaplain, Director of Religious Education (DRE), PWOC President and other board members to plan and coordinate leadership training events. Plans and coordinates at least one annual all-day Leadership Development event targeting incoming board members. Invites all PWOC women to training events in order to develop new leaders. Provides for continuing leadership training throughout the year, by sharing relevant resources with the board (via e-mail, Facebook, in person, at a board meeting, etc.). Familiarizes herself with a variety of books, websites, and other resources having to do with leadership development. Seeks out relevant material and formats to meet the leadership needs of their installation (workshops, whole-group, small groups, DVD-driven, guest trainer, or a combination of approaches). Invites other installations to participate in training 8. Honors copyrights on leadership materials