



PWOC

Protestant Women of the Chapel

Materials:

- Blank paper for additional writing
- Extra Request for Consideration forms
- Optional: candle, music, centerpiece

WORKSHOP: LEADERSHIP SELECTION

Everything you wanted to know (but were afraid to ask)

by Rose McConnell

LEADER'S GUIDE

RELEVANCE: Sometimes leadership hits you unexpectedly -- be prepared! This workshop is for you if: you might be on a Leadership Selection Team someday, you might put your name in for consideration someday, OR you always wondered what goes on in this process. Be prepared to get questions answered and walk away with a better understanding of how we select leaders in PWOC.

CONTEXT: This workshop is especially geared toward potential members of a Leadership Selection Team or those considering a position on the Executive Board.

TIME: 60-75 minutes

Note to Trainer: You may want to bring items that will make your room feel comfortable and "safe," such as a candle, a centerpiece or a music CD (for use during quiet activities and the prayer time at the end of the workshop). These are items that could also be used during the interview process to help applicants feel more at ease. Other items may also be useful, such as bottled water or chocolate.

Also note: You may want to hand out only pages 1-6 of the Participant's Version at the beginning of the workshop and save the resources (pages 7-10) for distribution at the end of the workshop.



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HOOK YOUR AUDIENCE: (5 minutes) *Share an experience of being asked to take a leadership position (can be in PWOC or elsewhere) in which the way you were asked was unexpected/uncomfortable for you. After you have modeled this, have the participants pair off and share their own stories- either positive or negative.*

Note to Trainer: Throughout the workshop be sure to include personal stories to bring the learning process to a personal/ human level.

Also note that sharing in pairs guarantees 100% participation. You may have a few people who are hesitant to share, especially before having the chance to warm up to the idea. Be sensitive to those who are intimidated- perhaps join their conversation to facilitate a non-threatening discussion. You can float between pairs, offering your support and affirmation.

MAKE YOUR POINT 1: Why Leadership Selection? (5-7 minutes)

Note to Trainer: Depending on time and how many participants in the workshop, you may choose to cover one or more of these Scripture passages as a whole group, or perhaps assign passages to pairs or small groups to explore. Pairs/ small groups would then share their findings with the whole group.

Scriptural Selection of Leaders:

- Saul chosen by God, anointed privately, presented (selected) publicly (1 Sam 9:15-10:24)
- Matthias chosen to fill Judas' spot, required to have been a witness from the beginning, then by drawing lots (Acts 1:15-26)
- Elders who meet requirements are appointed in churches (Acts 14:23, 1 Tim 5:21-22, Titus 1:5-9, 1 Peter 5:1-7)

PWOC's Selection of Leaders:

Many organizations select leaders through nomination and voting processes, or allow/encourage leaders to continue in the same role for many years. PWOC's process is unique in that we select leaders each year; the goal is to make this a *spiritual* process. Through prayer and discussion, we try to identify women who God has already chosen to lead the group for the next year. This is a process that should not include pressure or feel the need to



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“fill every slot.” Whether a PWOC calls the process **“Nominations”** or **“Leadership Selection,”** the keys of prayer, confidentiality, and seeking God’s will above our own should be evident. Since this is a spiritual process, there should be no nominations from the floor and no need to vote to accept the new leaders- just an affirmation of the selection. Members of the body may encourage someone to prayerfully consider a certain position, but it is up to that individual to step out in faith and pursue the application/ request for consideration process. It should also be noted that we stand under our chaplains in this process – any exceptions to policy are made by the PWOC Chaplain Advisor, and the slate of new leaders must be approved by the Chaplain Advisor before making any notifications to the board or the body of PWOC.

ENGAGE YOUR LEARNERS 1: (10 minutes)

Ask the class one or more of these questions about the PWOC leadership selection process, especially in light of the Biblical examples cited:

- **What was new to you?**
- **Do you have any questions about this information?**
- **Were you aware of the chaplain’s role in the process?**
- **Have you ever been a part of a process like this?**
- **What did you like about it?**
- **What was challenging in it?**

Note to Trainer: Remember to offer plenty of affirmation and encouragement to each person brave enough to share their thoughts. Try to build on what they say, rather than offering them “correct” answers. Thank them for sharing.

MAKE YOUR POINT 2: The Request for Consideration Process

(5 minutes)

The Leadership Selection Team Leader (LSTL) makes an announcement, giving information and asking for prayer for the team and the process (usually in January). Depending on the PWOC, she may pass out full Request for Consideration (RFC) forms, or may ask all participants to fill out a short survey to find out who is available and interested in serving (examples of



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surveys are included with the resources at the end of this document). The RFC contains questions that help to provide a full picture of the applicant. By answering the questions, the applicant goes through a process of clarifying what God has been doing in her life and where she feels God is leading her. At some PWOC's, these questions may be reserved for the interview with the applicant. If that is the case, interviews may take longer than the Women's Ministry Manual's recommended 30 minutes.

A deadline is set for the RFCs to be turned in. After this time, this paperwork is read by the Leadership Selection Team (LST) and kept confidential. An interview is scheduled to ask follow-up questions or to clarify information from the Request for Consideration form. The LSTL contacts references prior to the interview to get further perspective on the applicant.

ENGAGE YOUR LEARNERS 2: (10-12 minutes)

Put yourself in the role of someone submitting a Request for Consideration. Read through all of the questions on the Request for Consideration (Participant's Version pp. 5-6; Leader's Version pp. 8-9). Begin writing your answer to question 3: "Explain what PWOC means to you personally."

Once your participants have had time to write, ask:

- Were there any items on this questionnaire that you would not include? Why?
- Are there other questions you would want to ask?
- Having written a brief reply to question 3, do you feel this would be a worthwhile process to go through for someone- even if she were not selected for a position on the Executive Board?

MAKE YOUR POINT 3: The Interview & Deliberation Process

(10-15 minutes)

The Leadership Selection Team meets together to pray. Ideally, they go through a process prior to interviews to prepare their hearts, with prayer, possibly fasting, a time of forgiveness and preparing to receive each Request for Consideration with an open and clean heart and mind. All paperwork and discussion/deliberation is kept confidential. This may even include not



discussing the number of applicants with those not on the team, both during and after the process.

Prayer continues at the interviews. Ideally, the applicant will have someone (perhaps the Titus 2 of the current board) pray with them in a nearby room before she goes in for the interview. The team may pray with the applicant either at the beginning or end of the interview.

When the applicant leaves the room, initial thoughts can be shared among the team. A brief prayer time allowing them to refocus on the next applicant should be done before the next interview (sample prayers are included in the resources at the end of this document).

Once all the interviews are conducted, the team may discuss further, or go right to written ballots. The team leader looks at the ballots and shares the results with the team. Depending on the outcome of the ballot, further discussion may ensue. An applicant can be called back for a second interview to clarify or to be asked a follow-on question. The goal of the deliberation is unanimity. If there are any exceptions to be made, they must be made by the Chaplain Advisor.

Once unanimity is reached (and the chaplain has approved the slate), all the paperwork is collected to be shredded, and the LSTL prepares to meet with all the applicants to let them know if they have been selected or not. Those who have been selected are told which position they were selected to serve in. Those who have not been selected are encouraged, ideally by drawing out something they said during the interview process or something they wrote on their Request for Consideration.

The Leadership Selection Team and all applicants- both selected and not selected- are to keep confidentiality until the slate is announced to the body. Individuals may share privately with those who have been praying for them throughout the process.

ENGAGE YOUR LEARNERS 3: (10-15 minutes)

Ask the class to put themselves in the role of a Leadership Selection Team member. Depending on time constraints, you may use one or both of the questions. After they have had time to develop some interview questions, give them the opportunity to share their thoughts.



Read the sample RFC answers and make notes of possible interview questions for this applicant. You are not determining if this applicant should be selected at this time, you are only looking for areas where you would like more information. These answers are fictional; any resemblance to answers from an actual applicant is purely coincidental.

Q1: Explain how God communicated that you should apply to serve on this board.

A1: I've been busy in other organizations, which I've stopped recently. I have been thinking about this for a while, and feel like it is time to contribute to PWOC. I have had a couple friends ask me to pray about leadership in PWOC.

A2: I was reading in Joshua to be strong and courageous, and that verse keeps showing up all over. I think I need courage to ask to be considered for the board, especially since I'm new to PWOC.

Q2: Tell us about your family. How has your husband affirmed your call to serve?

A1: We are a family of 5 with kids at each level of school from Pre-K to High School. We all enjoy being an active part of ministry within the chapel. Our youngest child has special needs. My husband sees leadership qualities in me, and always encourages me to step out of my comfort zone to allow God to grow me.

A2: My children are all grown and I feel I have more time to serve now. My husband and I have prayed over PWOC leadership and we feel strongly that the Lord is leading me to serve on the board.

APPLY IT TO LIFE: (5-7 minutes)

Give the class some time to answer the following questions on their own. Encourage them to pray with one or two people near them. Let them know they are dismissed after their group is finished praying. Make yourself available to answer questions one-on-one after the workshop has ended.



Note to Trainer: You may want to take a moment to verbally encourage the participants. Thank them for the positive elements they contributed to the workshop. Challenge them to keep their hearts open as to how God would have them serve. Reassure them that if God is calling them, He will most certainly lead and equip them...

- **Based on what you have learned today, how will you pray for the Leadership Selection Team this year?**
- **Based on what you have learned today, who will you encourage to fill out a Request for Consideration?**
- **Take a moment to pray over our Leadership Selection process – with a partner or in a small group.**



Request for Consideration for PWOC Executive Board

Name _____

Address _____

Home Phone _____ Cell Phone _____

E-Mail _____

To the PWOC Leadership Selection Committee: I am responding to God's call to offer myself for His service on the Executive Board of this PWOC. I understand that in order to serve on this board I must meet the following requirements: (please indicate that you meet these requirements by placing your initials in the space provided.)

_____ I am the wife of an active duty service member in any U.S. military component or I am a female serving on active duty in any U.S. military component

_____ I am an active participant in a military chapel

_____ I am an active participant in PWOC (I regularly attend the majority of PWOC meetings and gatherings on my installation)

_____ (If married) I am certain of my husband's affirmation and support for my service on this PWOC Board

_____ Jesus Christ is my Lord and Savior

_____ I am known to be devoted to God, dependent on Jesus Christ and led by the Holy Spirit

_____ I am known as one who possesses resourcefulness, sound judgment, humility, and respect for others

_____ I am known as one who is able to make and carry-out plans, and to persevere with God's work

_____ I understand and appreciate the diversity of PWOC

_____ I am acquainted with the history of PWOC and have a personal history with PWOC

_____ I fully support the Four Aims of PWOC

_____ I possess strong verbal and written communication skills

_____ I work well on a team, giving and asking for support as needed

_____ As a PWOC leader, I would be willing to attend Leadership Training at my chapel



Respond to the following:

1. Explain how God communicated that you should apply to serve on this PWOC board.
2. Share a testimony of how you came to know Jesus Christ as your Savior and what your relationship with Him is like today.
3. Explain what PWOC means to you personally.
4. Explain how God has been preparing you for service on a PWOC Board. What are your spiritual gifts? Indicate any previous experience with PWOC or other ministries within the chapel.
5. What other job or volunteer experience have you had that would help prepare you to work on the PWOC Board?
6. Which chapel do you attend? Why?
7. Tell us about your family. How has your husband affirmed your call to serve?
8. What is your concept of servant-leadership?
9. For which board position would you like to be considered? (President, 1st Vice President-Spiritual Life, 2nd Vice President-Programs, Administrative Coordinator, Financial Liaison/Treasurer) Why? What do you understand to be the primary responsibilities of this position? (see the PWOC Women's Ministry Manual)
10. Would you be willing to serve in any other position?
11. What is your vision for the future work of PWOC and this Board?

Complete the application by providing the following:

1. A written endorsement from the Chaplain whose service I attend, unless he is an immediate family member, in which case an endorsement of a Chaplain who is familiar with my support of chapel and PWOC.
2. The name and phone number of a PWOC leader who will recommend me for an Executive Board position. (I authorize you to contact the following):

Name _____ Phone _____

Answers to the questions listed above are complete and accurate to the best of my knowledge

Signature _____ Date _____

*Return this completed form and answers to the questions above no later than (Date) _____, to:
(Full name and address of LST Leader)*

You will be contacted to set a time for your interview with the Leadership Selection Team. If you have further questions contact the LST Leader



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Leadership Selection Resources

Refer to the 2013 PWOC Women's Ministry Manual (available online) for more information on the role of the Leadership Selection Ministry Team Leader and the Leadership Selection Process. Some key quotes follow:

- Leadership selection is the key to a healthy, successful PWOC group. Therefore, it is imperative that the current board and the Leadership Selection Team (LST) seek God's will regarding future leadership for PWOC, rather than following their own desires and choices. During the selection process, every effort is made to ensure that women accepting these positions are both competent and called to fulfill the corresponding responsibilities, and that they understand the time commitment involved.
- Ultimate responsibility for the PWOC Board is vested to the Installation/Garrison Commander. He/she normally delegates responsibility for the PWOC Board to the Installation/Garrison Chaplain, and he/she may appoint another Chaplain to act as the PWOC Chaplain for pastoral oversight and advice.
- The appointed PWOC Chaplain oversees and guides the PWOC Board and is the authority for the PWOC, having final decision-making authority over all activities.
- In start-up or very small PWOC groups, the President may be selected by the PWOC Chaplain and then any other Executive Board officers appointed by the President
- Board Terms and Term Limits: Both officers and ministry team leaders serve for one year. Board members (selected and appointed) may succeed themselves for one consecutive term. However, they should go through the leadership selection/appointment process again. A board member should not serve more than three consecutive terms in any combination of positions. After a one year sabbatical from the board, she may apply for any position. This allows new leaders an opportunity to be involved and give fresh perspective, and it allows leaders a time of restoration and renewal before further service.



PWOC Selection Team Survey

Name: _____

Bible study: _____

Email: _____

Phone(s): _____

Are you an Active Duty/Active Guard/Active Reserve wife or member? YES NO

Are you PCSing this summer? YES NO

Do you worship in Chapel? YES NO

If YES, which Chapel Service? _____

Do you believe God is calling you to serve Him as a selected board member? YES NO

If YES, do you know which office? (*President, 1VP – Spiritual Life, 2VP – Programs, Administrative Coordinator or Financial Liaison*)

Would you like to talk to a Leadership Selection Team member about serving on the board? YES NO

Is there anyone you would like to recommend for one of the above positions?



PWOC Leadership Selection Team Prayers

Prayer for just before a candidate enters the room:

- Father, we release and renounce any preconceived notions, thoughts or perceptions we might have concerning _____. We open our hearts and minds to Your will, Your plan and Your desire for _____ and our local PWOC. We ask for clarity of thought to put aside everything from the last interview, so that we can focus only on _____. In Jesus' Name, Amen

Based on a prayer contributed by Barbara Boykin, PWOC International Leadership Selection Ministry Team Leader, 2008-2010

Prayer over New Selectees when presented to PWOC body:

- Father, the PWOC body as represented here receives this new Executive Board that You have chosen and selected to lead the installation name PWOC for this season. I ask that You would activate all the gifts they bring to the table for Kingdom building and Kingdom purposes. I ask you Father to bless each of them with supernatural power, supernatural strength, discernment, wisdom, understanding and Love. And the government shall be upon His shoulders. Honor them as they honor You, Father. I seal this prayer in Jesus Name. Amen

Based on a prayer contributed by Barbara Boykin, PWOC International Leadership Selection Ministry Team Leader, 2008-2010



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Sample Announcement to Present the Slate:

Leadership Selection is a process that we do not enter into lightly. It has been bathed in prayer, and the team thanks you for joining with us in prayer during this process.

Information about this process, and the Request for Consideration forms were given out (remind the PWOC of the process and timeline of Request for Consideration forms if needed).

The Women's Ministry Manual states: Leadership selection is the key to a healthy, successful PWOC group. Therefore, it is imperative that the current board and the Leadership Selection Team (LST) seek God's will regarding future leadership for PWOC, rather than following their own desires and choices. During the selection process, every effort is made to ensure that women accepting these positions are both competent and called to fulfill the corresponding responsibilities, and that they understand the time commitment involved.

First I would like to introduce the Leadership selection team who served in this process: (announce team by name, they may stand or come forward).

And now I am honored to present the women who have stepped forward in obedience to God's call for this next year:

Your President –

Your 1st Vice President, Spiritual Life –

Your 2nd Vice President, Programs –

Your Financial Liaison –

And your Administrative Coordinator –

Please affirm these selections with your applause.

After announcement: Leadership Selection Team, Thank you for your service, I Bless you and release you. In Jesus' Name. Amen

Then LST Leader prays this prayer over New Selectees:

Father, the (post or base name) PWOC receives this new Board that You have chosen and selected to lead this PWOC for this season. I ask that You would activate all the gifts they bring to the table for Kingdom building and Kingdom purposes. I ask You Father to bless each of them with supernatural power, supernatural strength, discernment, wisdom, understanding, love and unity. Honor them as they honor You, Father. I seal this prayer in Jesus' Name, Amen.

