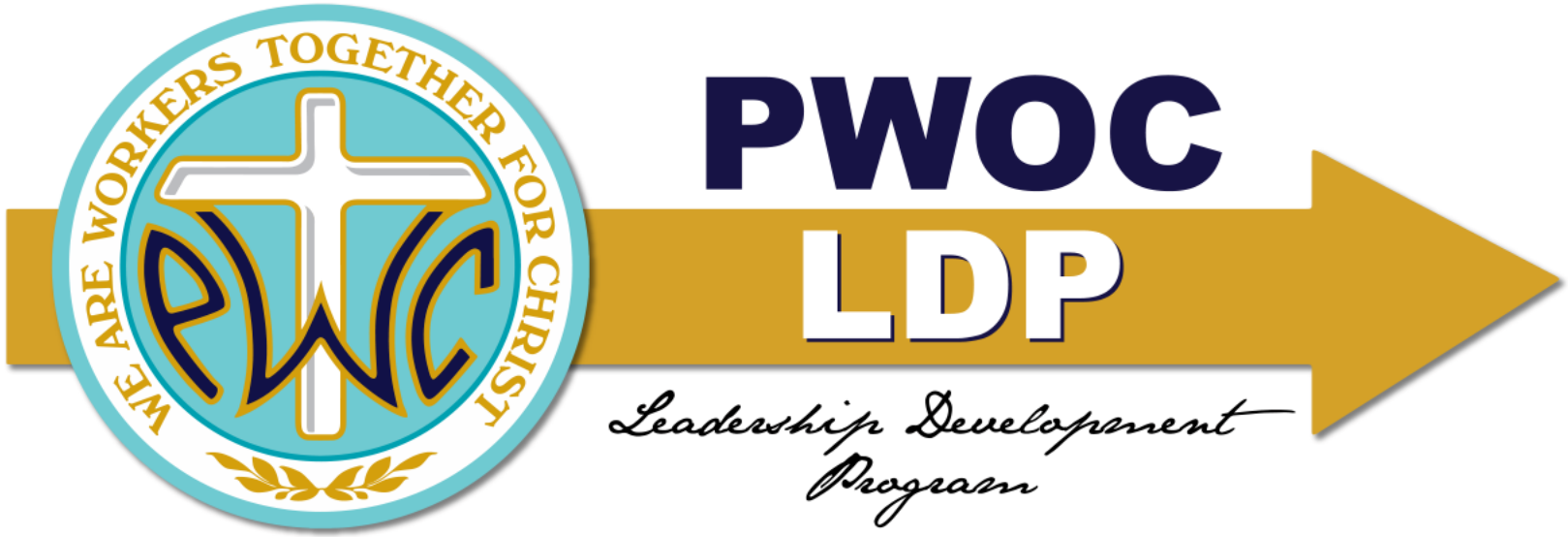
POSITION TRAINING



1st Vice President Spiritual Life

Welcome Leader,

Working on a PWOC Board can be such a delight!

This training is designed to set the correct trajectory for your position to set you up for success. Take the time to think through each element. Consider how the information applies to you and to your military installation. Ask questions! Track down answers. Be proactive.

As you are making plans for the year, be sure to include self-care. Put God and your health first—take care of yourself and your family! Your service in PWOC should be a blessing to your other areas of responsibility—if it is not, step back and make adjustments. Course corrections will be needed throughout the year.

May God bless you and direct your steps,

Your PWOC Sisters in Christ

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Summer Homework

READ **the PWOC Ministry Manual:** This will give you a great overview of the ministry of PWOC along with helpful tools and information.

CHECK OUT **theHubPWOC.net** for great resources and specifics for your position.

ASSEMBLE **a support team:** Ask 1-2 women to cover you in prayer throughout the year. It is helpful to ask non-local women so they can be objective in giving advice as needed.

COMPLETE **task items such as:** 1) Registering in a volunteer hours system, 2) Completing a Background Check for working with children, or 3) Taking a Food Handler's Course.

WATCH **the Personality Module** in this Leadership Development Program, unless your Board plans to do this training together.

A note about your Board Position Notebook:

In an ideal PWOC world, you were handed a super helpful position notebook (sometimes called a “continuity binder”) filled with everything you need to know, specific to your Board position, at your local installation. If you are one of the lucky ones, make your notebook even better by including all you learn this year. Add your own notes and resources to those of your predecessor.

If you do not have a position notebook, begin creating what you wish you would have received. Collect contact information for your key people. Record local protocol. Create event AARs. Write great Board Reports. Give the advice you wish you would have had. At the end of your term, you will have a valuable resource to hand over to your successor.

Position notebooks can be hardcopy, digital, or a hybrid. For more information and a list of items to consider including, see the section: **Keeping a Position Notebook** in Chapter 1 of the PWOC Ministry Manual.

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The 1st Vice President Spiritual Life has an amazing opportunity to spiritually guide the PWOC ministry for the year. Through developmental training, shepherding Bible Study Facilitators, devotion coaching, and spiritually encouraging the Board, you will foster an environment of growth, along with growing yourself! Be encouraged that you will be used by the Lord in a mighty way in your PWOC and your community!

The following slides will help you "unpack" your position. The first line item on each slide comes directly from your position description in the PWOC Ministry Manual, followed by suggestions, questions, and comments to help you see how each element may play out at your installation. Text that appears in gold refers to resources in the PWOC Ministry Manual (PWOC MM) or the PWOC Leadership Development Program (PWOC LDP).

1st Vice President Spiritual Life

1. **Researches and selects potential Bibles studies that align with PWOC's Four Aims, the needs of the women in the PWOC body, and the yearly theme or vision (if available). Includes the President in this decision process. Assembles a ministry team to accomplish this and other position responsibilities.**

   - Consider using the ***Bible Study Needs Assessment*** form in the PWOC Ministry Manual (PWOC MM) Appendix.
   - Pray and consult your President and team members as you ask these questions:
     1. Does this study meet the Four Aims of PWOC?
     2. Does it align with the vision?
     3. Does it meet specific needs in my community?

Bible Study Needs Assessment

What type(s) of Bible study would you be interested in? Check all that apply.

- ☐ A book of the Bible
- ☐ Basics of the Christian faith
- ☐ Prayer
- ☐ How to share your faith with others
- ☐ Deepening your relationship with Christ
- ☐ Marriage
- ☐ Parenting
- ☐ Bondage breaking
- ☐ Forgiveness
- ☐ Gratitude
- ☐ Leadership
- ☐ Personal growth—What area? _____
- ☐ Health and fitness
- ☐ Other _____

How much time are you able to commit to homework each week (5 days a week)?

- ☐ Light study (less than 15 minutes)
- ☐ Moderate study (15-45 minutes)
- ☐ In-depth study (more than 45 minutes)

Is there a specific study or author you would like to recommend? List as many as you would like.

- Authors: _____
- Studies: _____

Are you interested in leading a study? If so, please provide your contact information.

Name: _____

Email: _____

Phone: _____

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2. **Prayerfully selects potential leaders for Bible studies ("Bible Study Facilitators"). Includes the President in this decision process.**
   - Utilize the ***Bible Study Facilitator Application*** in the PWOC MM Appendix.
   - When you think of choosing a Bible study leader (facilitator), who comes to mind? Has she been a regular attendee? Can she support the diversity of PWOC? If so, ask her to fill out an application.
   - Choose Bible Study Facilitators who will uphold the Four Aims. Include your President in the decision process.
   - If you still have vacancies, keep praying! Watch for people who are moving to your installation who may have previous teaching experience in PWOC.

Bible Study Facilitator Application

Name:

Email:

Phone:

Why are you interested in facilitating a study at PWOC?

Which study or what topic do you want to facilitate and why? How does this study help us meet the Aims of PWOC?

Please describe your teaching/facilitating experience and training (if any), including classes or topics that you have led in the past.

What are three of your strengths? What are two of your weaknesses?

Briefly describe how and when you came to know Jesus Christ as your Savior and Lord.

How would you describe your current relationship with Jesus?

Please share a little bit about your family.

Please provide one reference. This should be someone you have worked with in ministry who knows you well. What is your relationship with this person?

Name of Reference:

Time Zone and Phone number:

Email:

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3. Proposes selected Bible studies and Bible Study Facilitators to the PWOC President, the PWOC Chaplain Sponsor, and the Director of Religious Education (if applicable). As a courtesy, presents approved studies to the Board for affirmation (not approval).

- It is good practice to keep your President informed as you go through the process of selecting studies and leaders.
- As you finalize the studies and facilitators, present this list for approval to the PWOC Chaplain Sponsor and the Director of Religious Education (DRE). Be prepared to give the "why" for these studies and how the Lord led you to choose them. Also be open to changes.
- Be attentive to any concerns expressed regarding proposed studies or leaders. Pray. Proceed with caution. Protect the reputations of all those involved. (Keep sensitive information to yourself.)
- Present the Bible studies and the leaders to the Board, being open again to discuss why you chose these studies. This is a courtesy; you are not asking for the Board's approval.

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4. Estimates quantity of materials and coordinates with the Financial Liaison to submit Purchase Order Requests, working within budget constraints and local guidelines.

- When is your Fall Kickoff? Coordinate with the Financial Liaison to order materials well in advance, keeping within your budgeted amount. Include any additional fees and shipping in your total price. Buffer in enough time for approval, ordering, and delivery. If you are overseas or outside the Continental U.S., allow extra time for the materials to arrive before the semester begins.
- Ask yourself which studies will meet in which rooms? What is the room capacity? This may help you determine how many books to order.
- Another option is to have women purchase their own books (hard copy or digital). This gives them some "buy-in" and eliminates the guessing game for how many books will be needed. It also offers some flexibility in what you can offer since the decision does not need to be budget-driven.

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5. Coordinates with the President and Administrative Coordinator to schedule meeting times and facilities for Bible studies.

- Where will your Bible studies meet? Discuss potential spaces with your President.
- When and where will your Facilitator Training take place?
- Ask the Administrative Coordinator to reserve the facilities through the proper channels. If your Bible studies meet in separate buildings, make sure you have room reservations for each site.

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6. Plans training opportunities for Bible Study Facilitators as needed.

- Implement a day of training before each semester that covers items such as facilitating a group discussion, shepherding women in the Word, and caring for the group as whole. See section ***Getting Started: Bible Studies*** in the PWOC MM. If your Board has a Leadership Trainer position, consider utilizing her to train your leaders. Also see Appendices—***Bible Study Facilitator Training: Adult Learning***, Leader and Participant versions.
- Provide facilitators with the forms ***Bible Study Participant Profile*** and ***Bible Study Class Guidelines and Confidentiality*** from the PWOC MM Appendices.

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7. Meets with Bible Study Facilitators (both one-on-one and as a whole group) for scheduled trainings and informal meetups that provide feedback, encouragement, and support.

- Accountability and encouragement are helpful as your Bible Study Facilitators walk through their semester. Take time to personally meet with them. Be a safe place for them to express their concerns and frustrations. Offer transparent feedback. Shepherd their hearts.
- Provide group times for your facilitators to assemble and be encouraged by one another such as hosting a “thank you” lunch, a mid-semester check-in, or an online meeting to discuss “what is and isn’t working.” Take time to affirm your leaders. Consider enlisting your PWOC Chaplain Sponsor and your President to offer them encouragement.
- Act as a liaison between the Board and your facilitators to ensure they have the information they need regarding schedule changes, facility issues or anything else that may impact their study time. Consider using a Facebook Group, Messenger chat, or a group App to communicate regularly.

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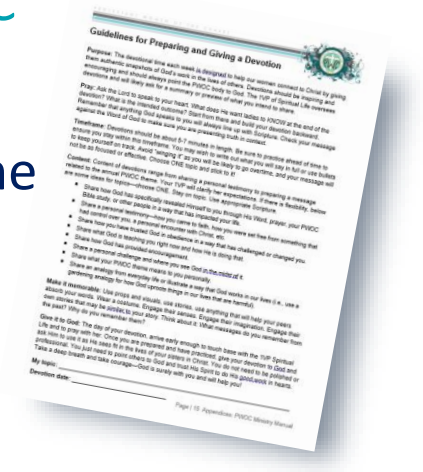
8. Schedules devotions at regular meetings—previews talking points and gives guidance to the presenter at least a day prior to the PWOC meeting. Prays for the person giving the devotion (see PWOC MM Appendix: *Devotion Guidelines*).

- Devotions are a powerful way to hear from other women, learn their story, and point the body of PWOC to Christ through testimony. Your job is to be an accountability gate. Preview the 5-7 minute presentation before an individual speaks at PWOC (a phone call is sufficient). Verify sound teaching.

- If the presenter is apprehensive, take time to practice and coach her as she presents her devotion to you first. Be encouraging in your responses.

- The day of the devotion, pray with the presenter. Invite God's Spirit to bring His peace to your sister in Christ and to speak through her.


Guidelines for Preparing and Giving a Devotion

Purpose: The devotional time each week is designed to help our women connect to Christ by giving them authentic examples of God's work in the lives of others. Devotions should be inspiring and encouraging and should always point the PWOC body to God. The TUP of Spiritual Life oversees devotions and will likely ask for a summary or preview of what you intend to share.

Pray: Ask the Lord to speak to your heart. What does He want ladies to KNOW at the end of the devotion? What is the intended outcome? Start from there and build your devotion backward. Remember that anything God speaks to you will always line up with Scripture. Check your message against the Word of God to make sure you are presenting truth in context.

Timeframe: Devotions should be about 5-7 minutes in length. Be sure to practice ahead of time to ensure you stay within this timeframe. You may wish to write out word for word if you will say it full or use bullets to keep yourself on track. Avoid "winging it" as you will be likely to go overtime, and your message will not be as focused or effective. Choose ONE topic and stick to it.

Content: Content of devotions range from sharing a personal testimony to preparing a message related to the annual PWOC theme. Your TUP will clarify her expectations. If there is flexibility, below are some ideas for topics—choose ONE. Stay on topic. Use appropriate Scripture.

- Share how God has specifically revealed Himself to you through His Word, prayer, your PWOC Bible study, or other people in a way that has impacted your life.
- Share a personal testimony—how you came to faith, how you were set free from something that had control over you, a personal encounter with Christ, etc.
- Share how you have trusted God in obedience in a way that has challenged or changed you.
- Share how God is teaching you right now and how He is doing that.
- Share a personal challenge and where you see God in the midst of it.
- Share what your PWOC theme means to you personally.
- Share an analogy from everyday life or illustrate a way that God works in our lives (i.e., use a gardening analogy for how God cultivates things in our lives that are harmful).

Make it memorable: Use props and visuals, use stories, use anything that will help your peers absorb your words. Make it creative. Engage their senses. Engage their imagination. Engage their own stories that may be similar to yours. Engage their emotions. Engage their intellect. Engage their will. How do you want them to respond? How do you remember them?

Give it to God: The day of your devotion, arrive early enough to touch base with the TUP Spiritual Life and to pray with her. Once you are prepared and have practiced, give your devotion to God and ask Him to use it as He sees fit in the lives of your sisters in Christ. You do not need to be polished or professional. You just need to point others to God and trust His Spirit to do His good work in hearts. Take a deep breath and take courage—God is surely with you and will help you!

My topic: _____

Devotion date: _____

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9. If requested by the President, schedules devotions for Board Meetings. Invites a different Board member to give a brief devotion each month (optional).

- Board Meetings are another opportunity to encourage women to share a verse, their testimony, or their thoughts on the vision or other topic. For some, this will be the first time they have ever shared a devotion in any context.
- Take time to review their devotion, if needed, or set aside time to hear them present if they are hesitant.
- Keep devotion times to around 5 minutes to allow for the proper time allotment to other elements of the Board Meeting.
- The President may prefer to handle this responsibility, so clarify expectations with her at the beginning of the PWOC year.

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10. Seeks the wisdom and guidance of the President and keeps her informed.

- Having a healthy relationship with the President is key to a successful year. The President is often privy to other issues, dynamics, and current constraints that affect the operation of PWOC. As you approach decisions or issues, seek her wisdom and guidance on handling items when you need counsel.

- Keep your President informed of situations such as book orders/arrival times, facility changes, Bible Study Facilitator challenges or other issues, devotion concerns, budgetary constraints, etc.

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11. Assumes the role of the President if it becomes vacant before the end of the leadership term.

- If for some reason the President must step down prematurely, you succeed her and finish her leadership term. This can be an intimidating thought, but God knows what you need and will be with you no matter what happens.
- Pray for your President. Be her best support. Do what you can to keep her going in her role!
- If you are unable to assume the President's duties, the 2VP Programs succeeds the President. If both of you are unable or do not desire to finish the President's term, the PWOC Chaplain Sponsor will appoint a successor based on recommendations from the Executive Board.

Blessings on you as you step forward into this key position in PWOC. Keep your heart close to the Lord; dig deep in His Word. Invite Him into all your plans. He will do great things through you!

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