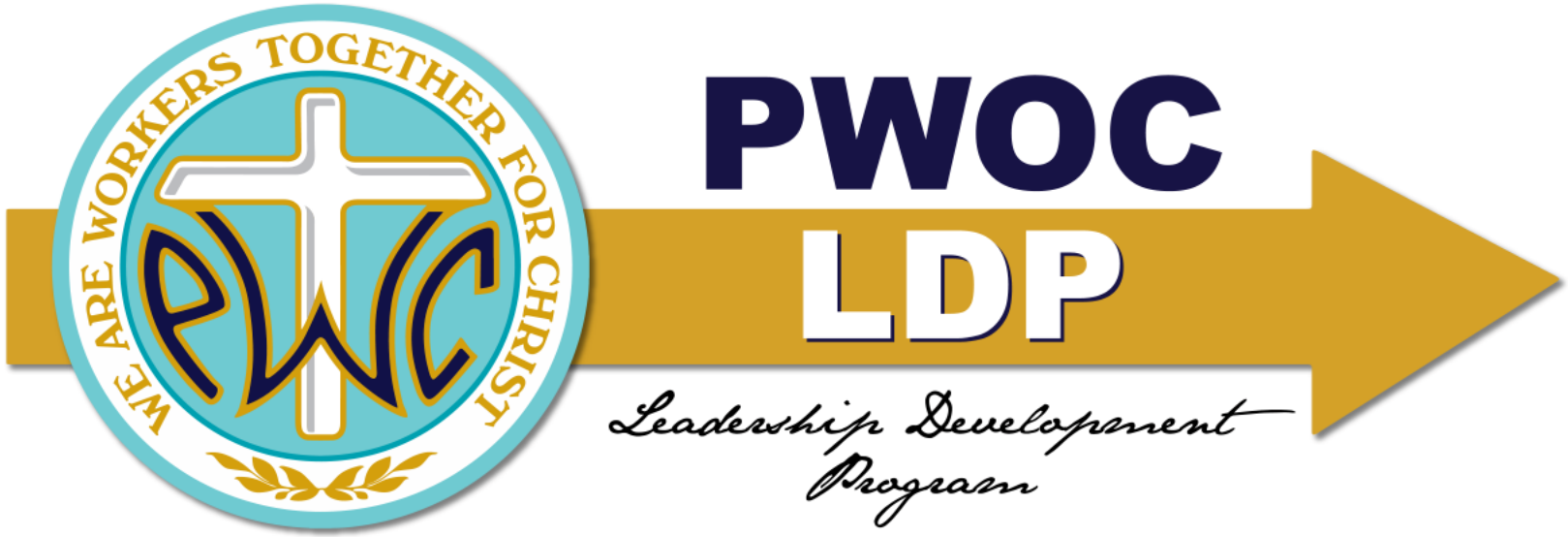
POSITION TRAINING



2nd Vice President Programs

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

PWOC LDP
Leadership Development Program

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.

PWOC LDP
Leadership Development Program

2nd Vice President Programs

The 2nd Vice President Programs has the opportunity to plan and execute Programs in line with the Four Aims and the yearly theme or vision. This position fosters an environment of spiritual growth and enrichment of PWOC participants and their guests on Program Day. 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).

2nd Vice President Programs

1. **Plans the year's Programs, taking into account the yearly theme or vision, the Four Aims of PWOC, the needs of the women in the PWOC body, and the annual budget.**
   - Creatively draw women in who may not attend PWOC on a regular basis but will come with a friend to an event. What type of event would they come to?
   - Think outside the box. Programs do not need to follow a **worship ⇨ ice breaker ⇨ speaker ⇨ craft ⇨ food** format. Your Program could be a community service project, a workshop (or variety of workshops), or anything else—so long as it follows the vision/theme, is in line with the Four Aims, meets needs within the PWOC body, and stays within the budget.
   - Be sure to complete an Event AAR (After Action Review) after each Program Appendix: ***Event AAR*** in the PWOC MM. Submit your AAR with your Board Report keep a copy in your Position Notebook.

Event After Action Report

Date:

Name of Event:

Submitted by (name, position)

Number Anticipated:

Number that Participated:

Volunteers and Volunteer Hours:

Cost:

1. What was the purpose of the event?
2. How was the event planned and promoted?
3. Describe the event:
4. What went well?
5. What could have gone better?
6. Would you recommend a similar event for next year? Why or why not?

2nd Vice President Programs

2. Assembles a Programs Ministry Team to accomplish her position responsibilities—involving and developing women from the PWOC body who enjoy event planning.

Programs, Retreats, Special Events Planning Tool

My PWOC's Annual Theme:

Theme Scripture:

Event Overview
Event Date(s) and Time:
Event Objective:
Location/Venue:
Budget:
Event Theme:
Supporting Scripture:
Speaker & Topic:
Food/Catering:
Music:

Budget Items	Amount	# Needed Families
Venue:		
Speaker Honorarium/Gift:		
Food/Refreshments:		
Décor:		
Craft/Project supplies:		
Favors/Swag:		
Advertisement:		
Childcare:		

Notes:

Board members I need to connect with:

Key Responsibility	Who will take the lead?

- See the PWOC MM Appendix: ***Programs, Retreats, Special Events Planning Tool.***
- Let your team help you creatively brainstorm ideas for Program Days, tapping into their talents and interests. Encourage individuals to take the lead on certain aspects of the Program.
- As you work together invest in your team. How can you help them bond with each other? How can you help them grow in their faith?

2nd Vice President Programs

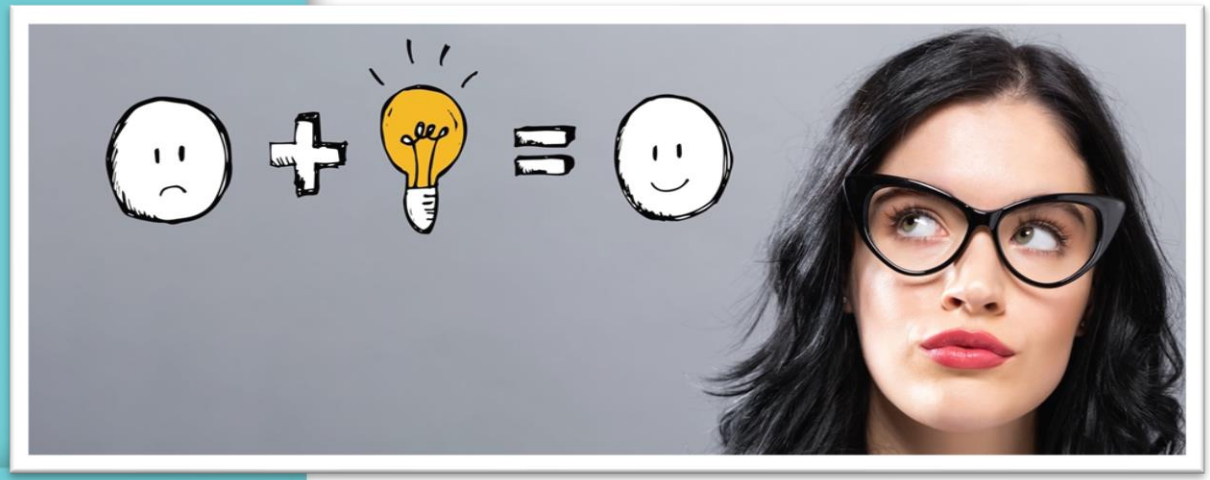
3. Keeps the President informed of ideas, potential speakers, funding needs, general plans, and progress for upcoming Programs.

- The President has a broad scope on the ministry of PWOC. She might know of calendar conflicts or budget constraints, so keeping her informed is helpful in all aspects.
- Include your President in key conversations or big picture items, such as cc'ing her on an email to the Financial Liaison for purchase orders.
- The President and other members of the Board might be able to recommend speakers from prior PWOCs or within your own PWOC body.

PWOC LDP
Leadership Development Program

2nd Vice President Programs

4. **Shares her Program plans with the Board. Adjusts plans according to their feedback.**
   - The Board is a great asset to any planning event. There is a diversity in the PWOC body that is like none other. As you share your vision for the Program, be open to points of view that reflect the diversity of your PWOC. Make tweaks to your plans as necessary.



- Be proactive in rallying the Board around your events. You will need their encouragement and help. Encourage them to attend and promote the Program Day to their friends, unit members, and neighbors.

PWOC LDP
Leadership Development Program

2nd Vice President Programs

5. Utilizes local talent and other resources in varied Program formats.

- What local talent do you have in your PWOC body or in your community? Could a Program be formed around what they know or what they can do?

- Could your Program be a service project? How could you impact your Military Community? Be sure to choose a project that is in line with your PWOC Chaplain Sponsor's vision for reaching out to the community.

- As you plan, keep the vision and the Four Aims in mind. Keep the main thing the main thing.

2nd Vice President Programs

6. Cooperates with the Financial Liaison to submit Purchase Order Requests, working within budget constraints.

- The purchase order submission and approval process can take several weeks. Be proactive. Allow ample time; submit Purchase Order Requests early.
- Be mindful of the budget for each Program Day and for the year while working with the Financial Liaison and those approving agents who monitor the PWOC account.
- Be flexible! Your requests may be denied. Choose to keep your focus on what is eternal. Be gracious. Be kind.

2nd Vice President Programs

7. **Works closely with Publicity to advertise the event to the Military Community, extending a special invitation to women of all Protestant Chapel services.**

   - Promote your Program Day well! Work with the Publicity position to create videos, flyers, and advertisements to promote the Program through all available channels—especially social media.
   - Work with the Publicity position to promote the event within the Protestant Chapel services. It may be nice to have a hard-copy flyer to hand out at the various services. You and your team members or Board members may be able to make an announcement in each service.
   - Ask the Bible Study Facilitators to promote the Program in their classes.

PWOC LDP
Leadership Development Program

2nd Vice President Programs

8. Encourages members of the PWOC body to bring a friend or neighbor for Program Day.

- Personal invitation is still the best way to bring new people in to PWOC. Program Day is a fabulous opportunity to invite women who typically do not attend church or who might feel insecure coming to a Bible study.
- Consider creating an invitation or flyer, maybe along with a treat, to help PWOC women invite a neighbor, friend, co-worker, or unit battle buddy.
- As you plan, how can you ensure visitors will encounter Christ in a genuine way? When the Program Day has a non-threatening, spiritually warm tone, the first-time attendee can feel a sense of belonging and may choose to become more involved in PWOC.

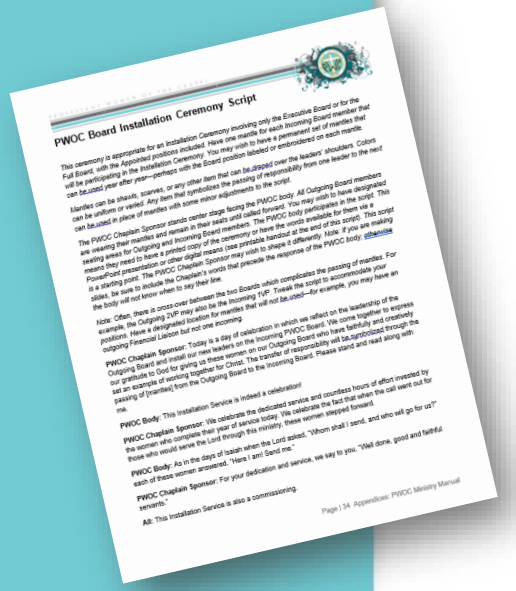
2nd Vice President Programs

9. Coordinates all aspects of each Program with the appropriate Board members (especially Praise & Worship, Hospitality, Participation, Prayer, and the Watchcare Coordinator).

- Talk to your Board early about your plans for the upcoming Program. Communicate your vision for the event and ask for any specifics you would like to have—such as songs around a particular theme from the Praise & Worship team. You may want to consult the 1VP Spiritual Life regarding the Scriptural integrity of your Program content.
- What will the schedule look like? Will watchcare happen at the normal time? When will food be served? Think through how the timeline may affect different Board responsibilities.
- Ask the Prayer position to back you, your team, and the upcoming Program in prayer. Consider whether you would like to have prayer as an element of the Program Day.
- Encourage and thank those Board members who invest in the Program Day. Applaud the team effort of the Board.

PWOC LDP
Leadership Development Program

2nd Vice President Programs


PWOC Board Installation Ceremony Script

This ceremony is appropriate for an Installation Ceremony involving only the Executive Board or for the Full Board, with the Appointed positions included. Have one mantle for each Incoming Board member that will be participating in the Installation Ceremony. You may wish to have a permanent set of mantles that can be used year after year—perhaps with the Board position labeled or embroidered on each mantle.

Mantles can be shawls, sashes, or any other item that can be draped over the leaders' shoulders. Colors can be uniform or varied. Any item that symbolizes the passing of responsibility from one leader to the next can be used in place of mantles with some minor adjustments to the script.

The PWOC Chaplain Sponsor stands center stage facing the PWOC body. All Outgoing Board members are wearing their mantles and remain in their seats until called forward. You may wish to have designated seating areas for Outgoing and Incoming Board members. The PWOC body participates in the script. This means they need to have a printed copy of the ceremony or have the words available for them via a PowerPoint presentation or other digital means (see printable handout at the end of this script). This script is a starting point. The PWOC Chaplain Sponsor may wish to adapt it differently. Note: If you are making slides, be sure to include the Chaplain's words that precede the response of the PWOC body, otherwise the body will not know when to say their line.

Note: Often, there is cross-over between the two Boards which complicates the passing of mantles. For example, the Outgoing 1VP may also be the Incoming 1VP. Tweak the script to accommodate your positions. Have a designated location for mantles that will not be used—for example, you may have an outgoing Financial Liaison but not one incoming.

PWOC Chaplain Sponsor: Today is a day of celebration in which we reflect on the leadership of the Outgoing Board and install our new leaders on the Incoming PWOC Board. We come together to express our gratitude to God for giving us these women on our Outgoing Board who have faithfully and creatively set an example of working together for Christ. The transfer of responsibility will be symbolized through the passing of [mantles] from the Outgoing Board to the Incoming Board. Please stand and read along with me.

PWOC Body: This Installation Service is indeed a celebration!

PWOC Chaplain Sponsor: We celebrate the dedicated service and countless hours of effort invested by the women who complete their year of service today. We celebrate the fact that when the call went out for those who would serve the Lord through this ministry, these women stepped forward.

PWOC Body: As in the days of Isaiah when the Lord asked, "Whom shall I send, and who will go for us?" each of these women answered, "Here I am! Send me."

PWOC Chaplain Sponsor: For your dedication and service, we say to you, "Well done, good and faithful servants."

All: This Installation Service is also a commissioning.

10. Plans the Installation Ceremony for Incoming Board members (see PWOC MM Appendices: ***PWOC Board Installation Ceremony Script*** and ***Installation Script for the PWOC Body***).

- This position's final Program Day is coordinating the changeover from the Outgoing Board to the Incoming Board. A sample Installation Ceremony is in the Appendix; use it as a starting point.
- Coordinate with the President, PWOC Chaplain Sponsor, and appropriate Board members to rehearse the Installation Ceremony. This will help things go smoother for Program Day.
- Allot time for worship, speeches from the Outgoing and Incoming Presidents, gift giving, the Installation Ceremony, slideshow, and any other element your team wants to include. Your 1VP of Spiritual Life may also need time to thank the Bible Study Facilitators.
- Explore creative ways to make this not only an impactful day for the two Boards, but also the attendees.

PWOC LDP Leadership Development Program

May God richly BLESS you as you build a team
and start planning Programs.
Your work will reach women's hearts in a unique
and powerful way.
Keep your eyes on Jesus
and walk forward in confidence.

PWOC
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