POSITION TRAINING

PWOC LDP

Leadership Development Program

Inreach

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 Inreach position coordinates ministry projects or activities that meet practical needs within the PWOC body and that help women make meaningful social connections—both during and outside of a normal PWOC meeting. These connections help forge friendships and foster a sense of belonging that keeps women coming back to PWOC. Meeting social needs paves the way for meeting spiritual needs.

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.

Inreach

1. **Prays over, plans, and coordinates inreach projects. Keeps the President and the Board informed.**
   - The Inreach position is very flexible. It may take you a little while to figure out which direction(s) you would like to go with your new role. Pitch your ideas to your President and Board. Be willing to receive feedback. Your way forward will become clear.

- Consider the annual vision or theme for your PWOC. How do your plans fit in?
- Inreach "reaches in" to the PWOC body. It focuses on meeting needs *within* the ministry whereas Outreach "reaches out" beyond the Chapel doors. Know your target audience. What do your women need?

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2. Assembles an Inreach Ministry Team to accomplish her position responsibilities—involving and developing women from the PWOC body who have a heart to minister to their PWOC sisters.

- Once you have identified your goals and objectives, you will have a good idea of what type of team you need to assemble. You may need specific skill sets (i.e., someone who is good at crafts) to facilitate activities.

- You will also want to have relational experts on your team. Who do you know that has a keen sense of how people are doing emotionally? Who has the ability to help women connect meaningfully with each other?

Inreach

3. Coordinates efforts with Bible Study Facilitator(s) when supporting an individual from the PWOC body (such as providing meals for a new mother).

- Part of the traditional role of Inreach within PWOC is meeting felt needs in response to life events—such as responding to an emergency (accident, surgery) or helping a new mother with meals or childcare. Bible studies also fill these types of needs.
- Determine what services your team will or will not offer and communicate that clearly and kindly to the Bible Study Facilitators. Typically, the Bible study is the first line of effort, and the Inreach Ministry Team takes a secondary support role.
- Be flexible. You may encounter circumstances that warrant bending your policies, especially if an individual class is overwhelmed with needs.

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4. Considers ways to help women connect during the regular PWOC meeting, perhaps coordinating efforts with the Hospitality Ministry Team and the Participation Ministry Team.

- The Inreach Ministry Team does not have a specific job during a regular PWOC meeting which frees them up to help fill gaps—particularly in helping women connect socially.
- The Participation Ministry Team is the first encounter as people arrive at PWOC. Part of their job is helping new women feel welcome, as well as helping with practical elements like signing up for a study or registering for watchcare. How can your team help with social connections? Can members of your team pair up with first-time visitors to show them around? Make sure the Participation Team needs and wants your help.
- The Hospitality Ministry Team oversees the fellowship time—to include facilitating social connections and fostering a sense of belonging. How can your team help?
- Simply watching for people who are alone and not connecting, whatever the context (welcome area, sanctuary, fellowship time, Bible study), is an opportunity for your team members to intervene and make a difference.

Inreach

5. Considers creating periodic special events outside of the normal PWOC meeting, for fun and fellowship (e.g., craft, movie night, games, road trip, etc.).

- What kind of social event would the women in your PWOC enjoy? What would help them make connections with each other?

- Consider teaming up with the Outreach position to put on an event that is conducive to inviting a friend or neighbor.
- Make sure to keep the President and the Board informed about your plans.

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6. Considers organizing special interest groups that meet regularly outside of the normal PWOC meeting (e.g., hiking group, travel group, baking group, exercise group, etc.). Ideally, the Inreach Board member would enlist the help of women from the body to lead these interest groups.

- Interest groups are a great way to help women make natural connections through activities they enjoy. They also provide opportunities to invite people who may not be comfortable coming to a regular PWOC meeting at the Chapel.
- See if there are volunteers in the PWOC body who have a particular hobby and might like to start an interest group. This type of leadership is more informal than being on the Board or leading a Bible study; it is one way to begin developing potential leadership for PWOC.
- Once the groups have formed, they should pretty much run themselves. Check in with your leaders to see how they are doing and what they need. Encourage them to incorporate their faith in organic ways within their interest group—what could this look like?

Inreach

7. Coordinates with Publicity for any information distribution via social media platforms and other advertising outlets.

- As you plan events for the PWOC body, make sure you advertise them! Work with the Publicity position to get the word out well ahead of time.
- If you have interest groups, be their point of contact for publicizing their events/schedule. Work with Publicity to figure out the best system for information flow to the PWOC body.

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8. Works with the Financial Liaison to purchase necessary supplies, working within budget constraints.

- Touch base with your Financial Liaison. What is your budget? Do you have funding for events? How long does it take for the Purchase Order Request process? Leave plenty of time for the financial process.

- If no funding is available, be creative! You can put on a meaningful event at very little cost. For example, you could do a movie night or game night at the Chapel, with instructions to “bring your own snack.” Focus on the social connections.

Some final thoughts...

Be encouraged as you step into your new role! Your job is so important!
If people do not make meaningful connections with each other,
it is not likely they will come back to PWOC.
Social connections open the door, not only to friendship, but to spiritual
growth, alongside other women who demonstrate
that they are invested in each other.
Be the relational expert that your PWOC needs.
Look to God for wisdom and help; He will show you the way forward.
Blessings on your leadership!

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