POSITION TRAINING

PWOC LDP

Leadership Development Program

Outreach

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

Outreach

The Outreach position coordinates ministry projects that meet physical and spiritual needs within the military community, knowing that meeting physical needs paves the way for meeting spiritual needs. The Outreach Board member represents PWOC and the Chapel as it focuses on the surrounding community, endeavoring to offer hope and help as needed.

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.

Outreach

1. **Prays over, plans, and coordinates outreach projects. Keeps the President and the Board informed.**

- The Outreach position is very flexible. It typically consists of one-time events, but could also involve a regularly occurring event, such as a monthly dinner for spouses of deployed service members in your community. Pitch your ideas to your President and Board. Be willing to receive feedback. Adjust your plans.
- Consider the annual vision or theme for your PWOC. How do your plans fit in?
- Outreach "reaches out" beyond the Chapel doors. Inreach "reaches in" to the PWOC body. Know your target audience. What does the surrounding community need?

PWOC LDP
Leadership Development Program

Outreach

2. Assembles an Outreach Ministry Team to accomplish her position responsibilities—involving and developing women from the PWOC body who have a heart for the Military Community.

- You may put together a team that serves together for the whole PWOC year. Another option is to put together a new team for each project that you do. This approach offers flexibility and caters to different interests. It is also a short-term commitment which will appeal to many.
- Be sure to listen to the ideas of your team. They have their own vantage points within the community and can give good input on the needs they see and how PWOC might be able to help.

Outreach

3. **Aligns outreach projects with the vision of the PWOC Chaplain Sponsor and local Senior Chaplain (i.e., should efforts be focused only within the military installation or expanded to the civilian sector as well?).**
   - The Outreach position represents both PWOC and the Chapel Community; it is essential to stay aligned with the vision of your Chaplains. Make sure your PWOC Chaplain Sponsor is aware of, and supportive of, your event plans. Be willing to adjust.
   - If larger projects are not an option due to funding or the preferences of your Chaplains, consider empowering the women in your PWOC body to reach out to their neighbors. What could this look like? What are some projects that would not require any funding (i.e., a community clean-up day).

PWOC LDP
Leadership Development Program

Outreach

4. Considers joining the effort of a Military Chapel congregation for an outreach project they are leading (e.g., a food drive, Christmas shoeboxes, community service, etc.).

- Joining in on a project that a Chapel is heading is a great way to show that PWOC is a team-player in the Chapel Community!
- Chapel leadership takes the responsibility of organizing the event. PWOC fits into their plans and follows their leadership, which can take some pressure off the Outreach Ministry Team.
- Make sure to clear the project with your PWOC Chaplain Sponsor, the President, and the Board.

Outreach

5. Considers outreach projects to military housing areas, possibly including military barracks, to represent God and PWOC to the community (following local guidelines and obtaining permissions).

- If you were to reach out in a meaningful way to an entire housing area, what could you do? What would be well-received?
- If you plan to hand out flyers or other materials, make sure it is legal! Check to see what your local rules are about distribution. Who approves it? What's the process?
- Think outside the box. Perhaps consider partnering with the Prayer position to do a prayer walk in the community. Maybe consider doing a community service project for a neighborhood, such as planting flowers or another beautification project.
- Make sure to clear the project with your PWOC Chaplain Sponsor, the President, and the Board.

PWOC LDP
Leadership Development Program

Outreach

6. Spaces out projects throughout the PWOC year, with consideration of other initiatives (Programs, inreach events, VBS, community events, etc.) so as not to overtax the PWOC body.

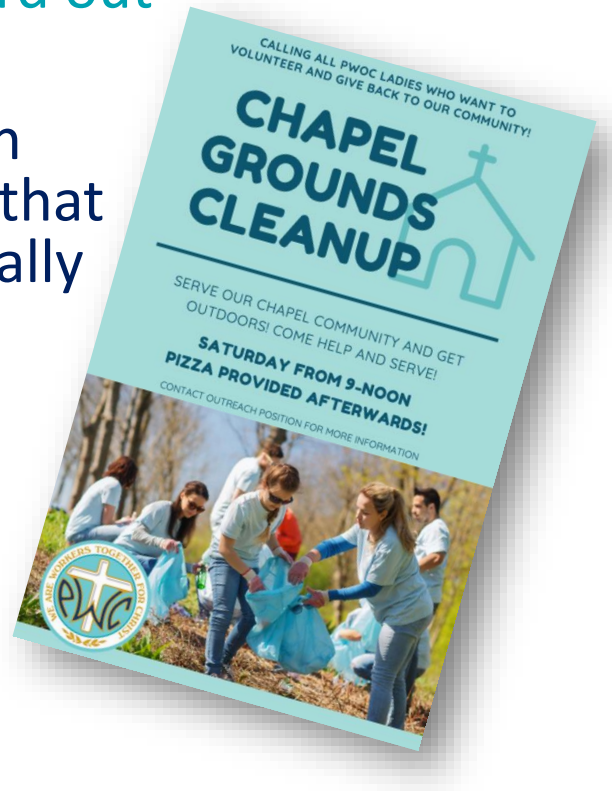
- Pay attention to the PWOC calendar, the Chapel Community calendar, the school calendar, and any other major sources of activities. Note long weekends and vacation days. Run potential outreach project dates by your team, the Board, and your PWOC Chaplain Sponsor.

- Pay close attention to other projects put on by Board members, especially 2VP Programs, Inreach, Leadership Trainer, and Retreats & Events. Make sure your events are not too close to other PWOC events.
- Consider teaming up with other Board positions, combining efforts on projects. For example, perhaps the Outreach Ministry Team would join the Programs Ministry Team in creating an invitation with a small treat or gift for PWOC members to personally invite a neighbor to the next Program Day.

Outreach

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

- As you plan events, make sure you advertise them! Work with the Publicity position to get the word out well ahead of time.
- You may also need to work with Publicity when creating a flyer, invitation, or other document that will go out to the community. Publicity is typically the subject matter expert on creating visually appealing advertisements; be sure to consult her expertise!



PWOC LDP
Leadership Development Program

Outreach

8. Works with the Financial Liaison to purchase necessary supplies for projects and events, keeping 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, a local store may be willing to donate materials for a community beautification project. Ask your team for ideas. Pray! God will meet your needs as you look to Him.

Some final thoughts...

Outreach is essential for the ministry of PWOC to be healthy. When the PWOC body is focused only inward, it becomes "a club," characterized by cliques, that is largely disinterested in outsiders. Outreach fosters a more open mindset, encouraging women to reach beyond themselves to the hurting and the lonely. It invites others in.

May God grant you His massive heart for the community your PWOC serves. May He give you wisdom on how to best work within your local budget, vision, and rules. He will make a way to reach out to those who need Him.

Blessings on your leadership!

PWOC LDP
Leadership Development Program