

Fall Board Training—WORKSHOP 2: RSO 101

PARTICIPANT'S GUIDE: Army Version

RELEVANCE: This purpose of this workshop is to familiarize the PWOC board with the Religious Support Office (RSO) personnel, procedures, and mission to allow PWOC to deliver world-class ministry to the military community. At the conclusion of this workshop, participants will: 1) Know who helps them execute critical functions, 2) Have a broad understanding of standard operating procedures (SOP) related to planning, programming, and finances, and will 3) Have a solid approach for executing PWOC ministry in conjunction with the RSO team.

CONTEXT: This workshop is number 2 of 4 that comprise the Annual Core Training, one-day event (or two half-days) in the PWOC Leadership Development Program (LDP). Workshops 1 and 2 should be presented back-to-back, with the PWOC board, their Chaplain Sponsor, and key members of the Religious Support Team in attendance. The PWOC board is responsible for presenting Workshop 1, and the PWOC Chaplain Sponsor and RSO will present Workshop 2. The purpose of joint attendance is to build collaborative relationships that will set PWOC and the Religious Support Community up for success.

TIME: 95 minutes

INTRODUCTION (5 minutes)

Central Focus: This section provides RSO leaders an opportunity to build trust and understanding between RSO and PWOC teams. It takes a strong relationship between these ministry partners to provide impactful ministry to your community. Use your time together to instill a sense of partnership.

RSO 101 Introductory Video (2:57)

WARM-UP ACTIVITY—TWO-MINUTE INTERVIEWS (10 minutes)

Work in groups of 2 or 3, mixed with PWOC board members and RSO members. Use the questions on page 2 to interview one person in your group. Record answers on a 3x5 card. You will use these answers to introduce your interviewee to the whole group.



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➤ *Ask:*

1. What is your name?
2. What is your job on the PWOC board/RSO team?
3. Where are you from in the world?
4. How long have you been in the Army family?
5. What is one interesting fact about yourself?

1. MEET THE TEAM—Religious Support Office (RSO) Personnel (10 minutes)

Central Focus: The purpose of Point 1 is to give the PWOC leadership team an overview of the RSO in order to facilitate teamwork and caring.

The jobs listed below are all involved in running or overseeing the PWOC program from week to week. Some of these positions may or may not be relevant to your particular installation. Your PWOC Chaplain Sponsor and/or the RSO team will clarify which positions are associated with your PWOC. A wise PWOC leader will learn the names and responsibilities of these individuals and will act as a team-player.

- **Garrison Commander**
- **Senior Command Chaplain**
- **Garrison Chaplain**
- **RSO NCOIC**
- **PWOC Chaplain Sponsor**
- **56M in direct support of PWOC**
- **Chaplaincy Resources Manager**
- **Chapel Tithes and Offering Fund Manager**
- **Director(s) of Religious Education (DRE)**
- **RSO front office personnel**
- **Government Purchase Card Holder**

ACTIVITY 1: WHO DO I CONTACT IF _____? (10 minutes)

➤ *Discuss:* Work in a group of 3-4 mixed between PWOC board members and RSO members. Answer the questions below. Generate a question of your own. You will have about 5 minutes to work together before rejoining the whole group discussion.

Who do I contact if...

1. ...I cannot access the facility at the pre-coordinated time?
2. ...I need to put in a POR for supplies or equipment?
3. ...I need to put in a POR for curriculum?
4. ...there is no toilet paper in the restrooms?
5. ...the audio-visual equipment is not working?



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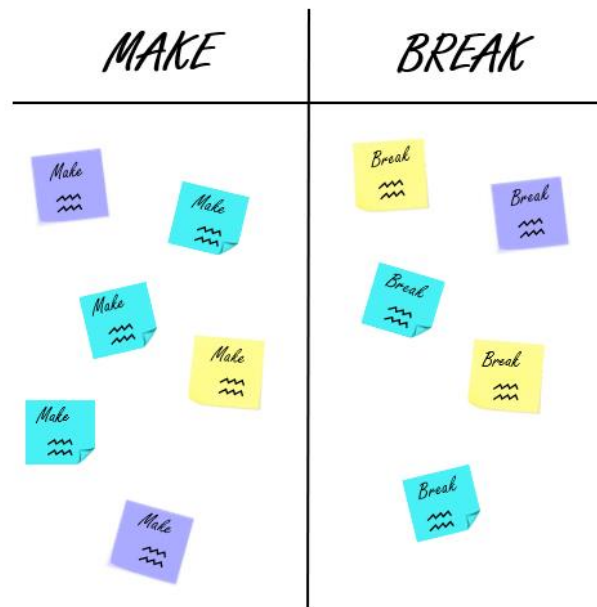
6. ...I want the status of an approved POR?
7. ...I want to know what our budget is for planning purchases?
8. ...I have an issue that I want to discuss and address?
9. Your question:

11. MAKING THE DONUTS—POCs and SOPs

Central Focus: The purpose of Point 2 is to build a shared understanding of how the RSO team helps the PWOC team execute their weekly program and special events.

ACTIVITY 2: “MAKE OR BREAK” (10 minutes)

- **Brainstorm:** Work with your same group to brainstorm issues that can *make or break* a PWOC weekly session. You will have about 5 minutes to work together. Use sticky notes to record your ideas—**one idea per sticky note**; label each idea as “Make” or “Break.” At the end of the brainstorm time, a representative from your group will share your ideas with the whole group.



PERSONNEL AND PROTOCOLS DISCUSSION (20 minutes)

- 1. RSO On-Site:** Who are the people from the RSO working PWOC week-to-week? Who are the key leaders for PWOC who will work with on-site RSO personnel? What is the protocol when one of these key people are absent? *Make sure these people have the appropriate contact information.*



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2. RSO Off-Site: Who are the people managing PWOC from a distance? Which PWOC Board members will interact with them? *Make sure these people have the appropriate contact information.*

3. Facility Use: What are the expectations for using the facility? How can PWOC gain access to needed supplies in the building? What is the standard for cleaning?

4. Social Media/Advertising—Rules and Venues: Does the RSO have social media guidelines? Who monitors content? What is considered “inappropriate?” What are OPSEC concerns? What advertising platforms are available?

5. Interpersonal Issues: What is the protocol for a PWOC leader when a situation escalates out of control? (i.e. suicidal ideations, spousal abuse, failed conflict resolution).

III. SHOW ME THE MONEY—Overview of the Financial System (20 minutes)

Central Focus: The purpose of Point 3 is to give a broad overview of the financial system and POR process. The Financial Liaison on the PWOC board will become the subject matter expert; everyone else only needs a general understanding.

➤ *Stretch & Think:* Take a 3-minute standing stretch break as you go into the home stretch of this workshop. As you are stretching, verbally brainstorm the major budget items for PWOC.



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PWOC's Major Budget Items:

The POR Process:

IV. WHERE THERE IS VISION—RSO Mission and Vision (10 minutes)

Central Focus: The purpose of Point 4 is to dialogue about how the RSO mission and vision and the PWOC mission and vision align with one another and support the Senior Commander's mission and vision.

How does PWOC's mission fit into the bigger picture within the local Command team and the RSO?

- **Senior Commander's Mission, Vision, and People/Community-related line of effort:**
- **Garrison Commander's Mission, Vision, and People/Community-related line of effort:**
- **RSO Mission, Vision, and Religious Education line of effort:**
- **PWOC's Internal Mission Statement:** PWOC equips women to flourish within the unique challenges of the military lifestyle by providing a nurturing, Christ-centered community, guided by the Four Aims, in which women associated with the military can connect socially and grow spiritually, thereby increasing readiness of individuals, families, and communities.
- **PWOC's External Mission Statement:** PWOC equips women to flourish within the unique challenges of the military lifestyle—primarily, by cultivating a positive environment for social connection and spiritual formation, and secondarily, by meeting needs in the broader military community, thereby increasing readiness of individuals and families.
- **The Local PWOC Board's Theme or Vision Statement:**



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- **DISCUSS:** Discuss as a whole group. What common threads do you see running through these Mission/Vision statements? What similarities and repeated themes do you see?

Common Threads/Themes:

A Challenge for our Board: As we close out this workshop, let’s commit to keeping a “same team” mentality with those we work with on the Army side. Let’s determine to be allies—patiently working through difficulties and misunderstandings. Let’s remember to pray for our Chaplains, Religious Affairs Specialists, our Director of Religious Education, and other staff members with whom we work. Let’s do our part to make their jobs rewarding.

