

**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, scarves, 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 shape 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 2VP 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.

**PWOC Chaplain Sponsor:** To commission someone means to authorize them to serve in a particular function. Today, we commission these women who will serve as the new PWOC Board for the next year.

**PWOC Body:** We are grateful that you have heard and accepted the call of Christ to lead this ministry.

**PWOC Chaplain Sponsor:** Please be seated. Would the Outgoing and Incoming Executive Boards please come forward?

*Board members line up as follows: Outgoing Executive Board to his/her right (stage left) and Incoming Executive Board to his/her left (stage right). As the Chaplain reads, Board members will step forward together at the appropriate times (i.e., Outgoing President & Incoming President) and will pass the [mantle] from the Outgoing to the Incoming Board member.*

**PWOC Chaplain Sponsor:** From the time of Exodus in biblical history, a mantle was a covering that represented a calling to service and covenant relationship with God. In the Old Testament, the transfer of the mantle from Elijah to Elisha signified both the passing of prophetic responsibility and God’s accompanying power. In our ceremony today, the [mantles] represent a transfer of responsibility and an acknowledgement that God will empower each of these new leaders as they put their trust in Him.

Would the Outgoing and Incoming Presidents please step forward?

*Outgoing and Incoming Presidents step toward the middle of the platform, facing each other.*

*Name of Outgoing President* wears the [mantle] of leadership over the ministry of PWOC. *Name of Incoming President*, accepting this [mantle] means that you believe you have been called to this position. This is a call that asks more from you than you can give on your own. It is the call that led Peter to get out of the boat and walk on water. It is the call that summoned a stammering Moses to speak for a nation. It is the call that equipped Esther for “such a time as this.” Perhaps as you answer this call, you wonder whether you are the right person to accept a mission so great and how you will accomplish all that must be done. Remember the words of James 4:10, “Humble yourselves before the Lord, and he will lift you up.” Let God be your strength and your guide. He will direct your steps and show you how to best lead the ministry of PWOC. Keep Jesus Christ as your focus and your first Love and lead from there.

*Name of Incoming President*, as President, you have been set apart by these women and by God to do what is in His plan. You are set apart, not for glory or honor, but for humble servant leadership. Do you accept your duties and this mantle of leadership to be the PWOC President at *name of military installation*, offering yourself as a living sacrifice to God? If so, please say, “With the help of God, I will do my best.”

**Incoming President:** With the help of God, I will do my best.

*Outgoing President places her [mantle] on the Incoming President and takes her seat in the PWOC body. Incoming President returns to her place.*

**PWOC Chaplain Sponsor:** Would the Outgoing and Incoming 1VP of Spiritual Life please step forward?

*Outgoing and Incoming 1VPs step toward the middle of the platform, facing each other.*

**PWOC Chaplain Sponsor:** *Name of Outgoing 1VP Spiritual Life* wears the [mantle] of leadership over the spiritual development of the PWOC body through oversight of Bible studies and devotions. *Name of Incoming 1VP Spiritual Life*, as you answer this call to leadership, you too may wonder whether you are the right person to accept a mission so great and how you will accomplish all that needs to be done. As you accept this [mantle], remember the words of our Lord from 2 Corinthians 12:9, “My grace is sufficient for you, for my power is made perfect in weakness.” As you step into your new position, choose humility and accountability. Be willing to submit to those who can advise you well.

*Name of Incoming 1VP Spiritual Life*, as 1VP Spiritual Life, it is your responsibility to keep PWOC’s second Aim at the forefront of all your decisions—to TEACH women God’s Word. You are also called to pray for and assist the President and to act in her place whenever necessary. You should be prepared to assume the position of President if she can no longer fulfill her duties. In light of such great responsibilities, do you promise to remain in Christ and to use your knowledge and experience to facilitate spiritual growth within this organization? Do you accept your responsibilities to the President and to the PWOC body? If so, please say, “With the help of God, I will do my best.”

**Incoming 1VP Spiritual Life:** With the help of God, I will do my best.

*Outgoing 1VP places her [mantle] on the Incoming 1VP and takes her seat in the PWOC body. Incoming 1VP returns to her place.*

**PWOC Chaplain Sponsor:** Would the Outgoing and Incoming 2VP of Programs please step forward?

*Outgoing and Incoming 2VPs step toward the middle of the platform, facing each other.*

**PWOC Chaplain Sponsor:** *Name of Outgoing 2VP Programs* wears the [mantle] of leadership over the spiritual enrichment of the PWOC body through special Programs. These Programs are also meant to include the broader community, giving opportunities for PWOC women to invite a friend or neighbor. For some, a Program Day may be their first experience in a church setting. *Name of Incoming 2VP Programs*, as you answer this call to leadership, you may wonder if you are the right person to foster spiritual enrichment within the PWOC body with an invitation to the broader community. Remember that it is the Spirit of God who draws people to Himself. In John 15:26, Jesus calls the Holy Spirit “the Helper” sent from the Father who “bears witness” about Christ. Verse 27 says that we also bear witness. Allow the Spirit of God, our Helper, to assist you in all your endeavors.

*Name of Incoming 2VP Programs*, as 2VP of Programs, it is your responsibility to plan and implement Programs that will inspire, encourage, and grow the women of PWOC and beyond in the grace and knowledge of our Lord Jesus Christ. Will you lean on the Holy Spirit to be your Helper and guide? Do you accept your responsibilities to the PWOC body and your community? If so, please say, “With the help of God, I will do my best.”

**Incoming 2VP Programs:** With the help of God, I will do my best.

*Outgoing 2VP places her [mantle] on the Incoming 2VP and takes her seat in the PWOC body. Incoming 2VP returns to her place.*

**PWOC Chaplain Sponsor:** Would the Outgoing and Incoming Administrative Coordinators please step forward?

*Outgoing and Incoming Admins step toward the middle of the platform, facing each other.*

**PWOC Chaplain Sponsor:** *Name of Outgoing Administrative Coordinator* wears the [mantle] of leadership over communication and organization for the ministry of PWOC—both within the body and to the broader community. These responsibilities may not seem spiritual in nature, but they are vital for the ministry to function properly. The first recorded martyr in the New Testament was Stephen, “full of faith and the Holy Spirit” (Acts 6:5). Stephen, along with six others, were chosen to provide an administrative response to the issue of daily food distribution for widows. Their vital ministry paved the way for the disciples to focus on teaching the Word of God, yet Stephen was a minister in his own right, and demonstrated the depth of his faith as he testified before the Sanhedrin in Acts chapter 7.

*Name of Incoming Administrative Coordinator*, As you endeavor to communicate clearly and represent the Lord in all you do, remember the words of David in Psalm 19:14, “May these words of my mouth and this meditation of my heart be pleasing in your sight, Lord, my Rock and my Redeemer.” It is your responsibility to coordinate communication and organization within this PWOC, for the President, the Board and the PWOC body as needed. Will you be cautious with your words, making sure they are reflective of God’s heart, and honoring to others? Will you accept this responsibility, allowing your faith in God to permeate all that you do? If so, please say, “With the help of God, I will do my best.”

**Incoming Administrative Coordinator:** With the help of God, I will do my best.

*Outgoing Admin places her [mantle] on the Incoming Admin and takes her seat in the PWOC body. Incoming Admin returns to her place.*

**PWOC Chaplain Sponsor:** Would the Outgoing and Incoming Financial Liaisons please step forward?

*Outgoing and Incoming Financial Liaisons step toward the middle of the platform, facing each other.*

**PWOC Chaplain Sponsor:** *Name of Outgoing Financial Liaison* wears the [mantle] of leadership over the financial stewardship of this PWOC. Accepting this [mantle] means that you recognize God is the true owner of everything we have or do and that we are accountable to God for the acceptable care and use of our funds. Psalm 24:1 says, “The earth is the Lord’s, and everything in it, the world, and all who live in it.” The military financial system is complicated and can be frustrating. As you navigate the rules and processes and interact with service members, remember that you represent PWOC. Treat others with respect and show great patience, keeping in mind that, ultimately, it is God who is our Provider.

*Name of Incoming Financial Liaison*, as you accept this [mantle] of leadership, remember that PWOC is an auxiliary ministry of the Chaplain Corps. As Financial Liaison, it is your responsibility to coordinate all monetary transactions according to the financial procedures of your Chapel, your Chaplains, and your military installation. You must promote good stewardship among the women of PWOC. It is imperative that you exemplify integrity, grace, and kindness as you represent PWOC and interact with service members regarding finances. Are you willing to accept these responsibilities, demonstrating a reliance on God in the area of financial provision? If so, please say, “With the help of God, I will do my best.”

**Incoming Financial Liaison:** With the help of God, I will do my best.

*Outgoing FL places her [mantle] on the Incoming FL and takes her seat in the PWOC body. Incoming FL returns to her place.*

*Note: Skip this bracketed portion for an Executive-only Board Installation*

**PWOC Chaplain Sponsor:** Would the Outgoing and Incoming Appointed Board members please come forward.

*Incoming Appointed Board members can stand in front of Executive Board members if there is not enough room on-stage.*

**PWOC Chaplain Sponsor:** Appointed Board positions are also leaders for the PWOC body who carry great responsibility. Colossians 3:12-14 (NIV) says, “Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.”

If there is disunity on the PWOC Board, there will be disunity in the body. Are you all willing to set aside your own agendas and grievances for the sake of your sisters in Christ? Will you serve selflessly and be quick to forgive? Will you promote unity on the PWOC Board and in the body? Will you love others as Christ loves you? If so, please say, “With the help of God, we will do our best.”

**Incoming Appointed Board Members:** With the help of God, we will do our best.

**PWOC Chaplain Sponsor:** Then receive your [mantles] of leadership as a symbol of the responsibility you are willing to assume.

*Outgoing Appointed Board members place their [mantles] on the corresponding Incoming Appointed Board members.*

***Note:*** *If preferred, Appointed Board members can be acknowledged by position and name and receive [mantles] one at a time. Following is a list of Appointed Board positions in alphabetical order:*

* *Hospitality*
* *Inreach*
* *Leadership Selection*
* *Leadership Trainer*
* *Outreach*
* *Participation*
* *Praise & Worship*
* *Prayer*
* *Publicity*
* *Retreats & Events*
* *Titus 2*
* *Watchcare Coordinator*

**PWOC Chaplain Sponsor:** *(to the full Board)*Each of these new Board members has accepted the call to put on the mantle of Christ in their leadership roles. He is at the center of all PWOC does and all that it is as an organization. He is the One who brings healing, new life, comfort, joy, strength, and hope to the women and families in our community. To LEAD women to Christ is PWOC’s first Aim and must remain the cornerstone of all we do. “We are workers together for Christ” is PWOC’s motto.

*(insert correct years for term of service)*

20 -20 PWOC Board members, are you ready to take on your new roles for the good of this PWOC? If so say, “With the help of God, we are.”

**All Board Members:** With the help of God, we are!!!

**PWOC Chaplain Sponsor:** *(to the PWOC body)* Are you all willing to offer your new leadership your support and prayers. If so say, “With the help of God, we are.”

**PWOC Body:** With the help of God, we are!!!

**PWOC Chaplain Sponsor:** As we close this Installation Ceremony, let us remember the words of Paul from Colossians 3:17,“And whatever you do, whether in word of deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.”

Please pray with me. Lord, we thank you for our Outgoing Board who has faithfully served you this past year. We also thank you for our Incoming Board who is willing to put on the mantle of leadership to serve this PWOC body. We ask for your blessing to rest on each Board member—to restore those who have poured out much, and to inspire those who are ready to lead. Help us to be supportive in our actions and our prayers. Let PWOC be a light in this community. May all who encounter us, encounter the hope that we have in Christ. Let your perfect will be done in this place. Amen.