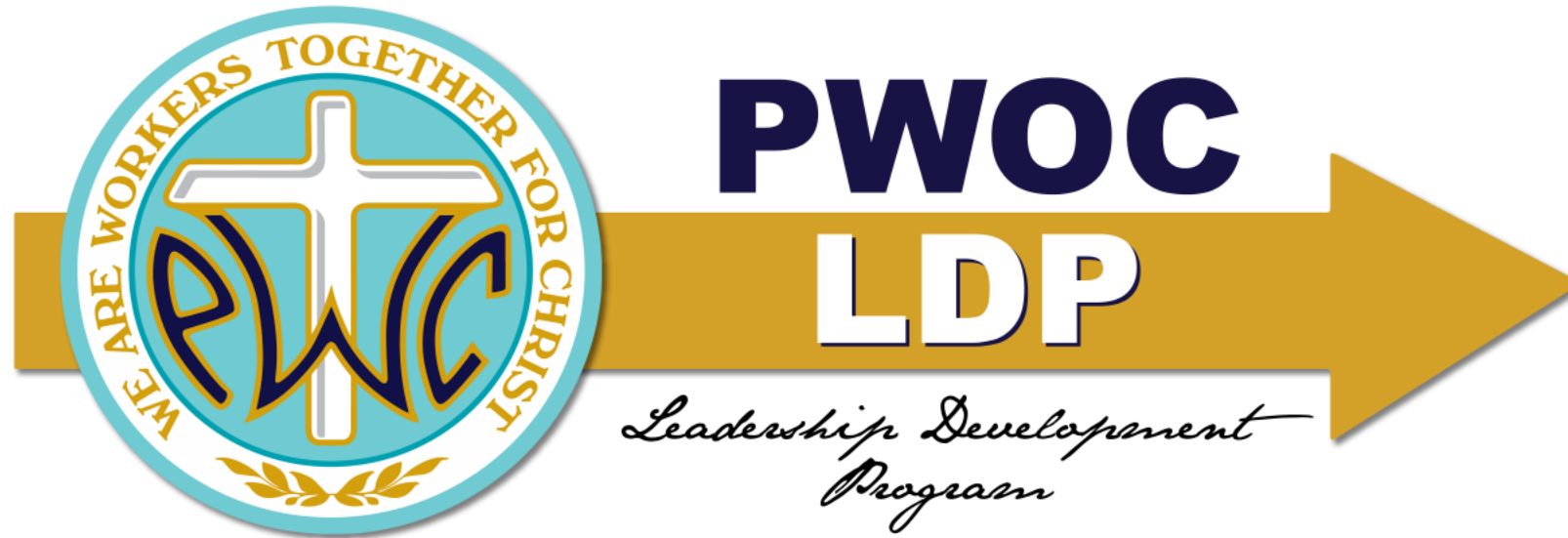


POSITION TRAINING



1st Vice President Spiritual Life

Welcome Leader,

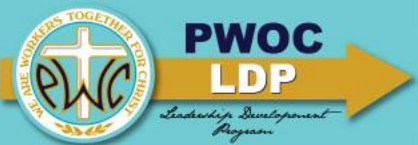
Working on a PWOC Board can be such a delight!

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



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.



PWOC
LDP

*Leadership Development
Program*

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.



1st Vice President Spiritual Life

The 1st Vice President Spiritual Life has an amazing opportunity to spiritually guide the PWOC ministry for the year. Through developmental training, shepherding Bible Study Facilitators, devotion coaching, and spiritually encouraging the Board, you will foster an environment of growth, along with growing yourself! 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).



PWOC
LDP

Leadership Development Program

1st Vice President Spiritual Life

1. Researches and selects potential Bibles studies that align with PWOC's Four Aims, the needs of the women in the PWOC body, and the yearly theme or vision (if available). Includes the President in this decision process. Considers assembling a ministry team to accomplish this and other position responsibilities.

- Consider using the *Bible Study Needs Assessment* form in the PWOC Ministry Manual (PWOC MM) Appendix.
- Pray and consult your President and team members as you ask these questions:
 1. Does this study meet the Four Aims of PWOC?
 2. Does it align with the vision?
 3. Does it meet specific needs in my community?



The image shows a 'Bible Study Needs Assessment' form. It includes sections for 'What types of Bible study would you be interested in?', 'How much time are you able to commit to homework each week?', and 'Is there a specific study or author you would like to recommend?'. It also has fields for 'Name', 'Email', and 'Phone'.



PWOC
LDP

Leadership Development Program

1st Vice President Spiritual Life

2. Prayerfully selects potential leaders for Bible studies (“Bible Study Facilitators”). Includes the President in this decision process.

- Utilize the *Bible Study Facilitator Application* in the PWOC MM Appendix.
- When you think of choosing a Bible study leader (facilitator), who comes to mind? Has she been a regular attendee? Can she support the diversity of PWOC? If so, ask her to fill out an application.
- Choose Bible Study Facilitators who will uphold the Four Aims. Include your President in the decision process.
- If you still have vacancies, keep praying! Watch for people who are moving to your installation who may have previous teaching experience in PWOC.



The image shows a 'Bible Study Facilitator Application' form. The form includes fields for Name, Email, and Phone. It also contains several questions: 'Why are you interested in facilitating a study at PWOC?', 'Which study or what topic do you want to facilitate and why? How does this study help us meet the Aims of PWOC?', 'Please describe your teaching/facilitating experience and training (if any), including classes or topics that you have led in the past.', 'What are three of your strengths? What are two of your weaknesses?', 'Briefly describe how and when you came to know Jesus Christ as your Savior and Lord.', 'How would you describe your current relationship with Jesus?', 'Please share a little bit about your family.', 'Please provide one reference. This should be someone you have worked with in ministry who knows you well. What is your relationship with this person?', 'Name of Reference:', 'Time Zone and Phone number:', and 'Email:'. The form is titled 'Bible Study Facilitator Application' and has a small logo in the top right corner.



PWOC
LDP

*Leadership Development
Program*

1st Vice President Spiritual Life

3. Proposes selected Bible studies and Bible Study Facilitators to the PWOC President, the PWOC Chaplain Sponsor, and the Director of Religious Education (if applicable), and then to the Board for affirmation.

- It is good practice to keep your President informed as you go through the process of selecting studies and leaders.
- As you finalize the studies and facilitators, present this list for approval to the PWOC Chaplain Sponsor and the Director of Religious Education (DRE). Be prepared to give the “why” for these studies and how the Lord led you to choose them. Also be open to changes.
- Be attentive to any concerns expressed regarding proposed studies or leaders. Pray. Proceed with caution. Protect the reputations of all those involved. (Keep sensitive information to yourself.)
- Present the Bible studies and the leaders to the Board, being open again to discuss why you chose these studies. This is a courtesy; you are not asking for the Board’s approval.

1st Vice President Spiritual Life

4. Estimates quantity of materials and coordinates with the Financial Liaison to submit Purchase Order Requests, working within budget constraints and local guidelines.

- When is your Fall Kickoff? Coordinate with the Financial Liaison to order materials well in advance, keeping within your budgeted amount. Include any additional fees and shipping in your total price. Buffer in enough time for approval, ordering, and delivery. If you are overseas or outside the Continental U.S., allow extra time for the materials to arrive before the semester begins.
- Ask yourself which studies will meet in which rooms? What is the room capacity? This may help you determine how many books to order.
- Another option is to have women purchase their own books (hard copy or digital). This gives them some “buy-in” and eliminates the guessing game for how many books will be needed. It also offers some flexibility in what you can offer since the decision does not need to be budget-driven.

1st Vice President Spiritual Life

5. Coordinates with the President and Administrative Coordinator to schedule meeting times and facilities for Bible studies.



- Where will your Bible studies meet? Discuss potential spaces with your President.
- When and where will your Facilitator Training take place?
- Ask the Administrative Coordinator to reserve the facilities through the proper channels. If your Bible studies meet in separate buildings, make sure you have room reservations for each site.



PWOC
LDP

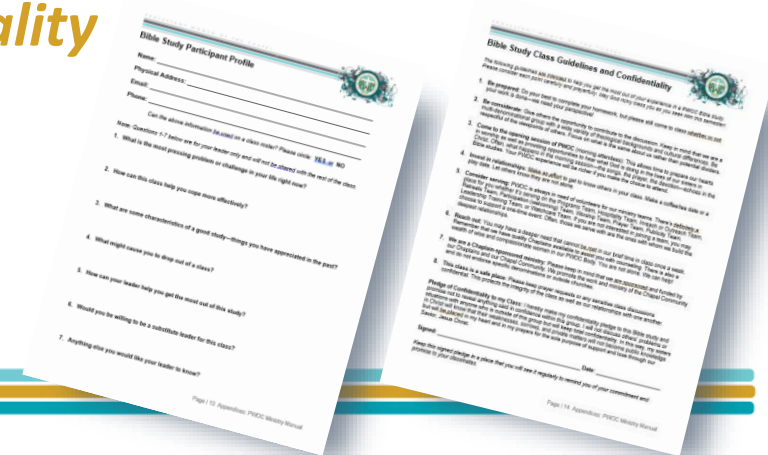
*Leadership Development
Program*

1st Vice President Spiritual Life

6. Plans training opportunities for Bible Study Facilitators as needed.



- Implement a day of training before each semester that covers items such as facilitating a group discussion, shepherding women in the Word, and caring for the group as whole. See section **Getting Started: Bible Studies** in the PWOC MM. If your Board has a Leadership Trainer position, consider utilizing her to train your leaders.
- Provide facilitators with the forms **Bible Study Participant Profile** and **Bible Study Class Guidelines and Confidentiality** from the PWOC MM Appendices.



PWOC
LDP
Leadership Development
Program

1st Vice President Spiritual Life

7. Meets with Bible Study Facilitators (both one-on-one and as a whole group) for scheduled trainings and informal meetups that provide feedback, encouragement, and support.

- Accountability and encouragement are helpful as your Bible Study Facilitators walk through their semester. Take time to personally meet with them. Be a safe place for them to express their concerns and frustrations. Offer transparent feedback. Shepherd their hearts.
- Provide group times for your facilitators to assemble and be encouraged by one another such as hosting a “thank you” lunch, a mid-semester check-in, or an online meeting to discuss “what is and isn’t working.” Take time to affirm your leaders. Consider enlisting your PWOC Chaplain Sponsor and your President to offer them encouragement.
- Act as a liaison between the Board and your facilitators to ensure they have the information they need regarding schedule changes, facility issues or anything else that may impact their study time. Consider using a Facebook Group, Messenger chat, or a group App to communicate regularly.

1st Vice President Spiritual Life

8. Schedules devotions at regular meetings—previews talking points and gives guidance to the presenter at least a day prior to the PWOC meeting. Prays for the person giving the devotion (see PWOC MM Appendix: *Guidelines for Preparing and Giving a Devotion*).

- Devotions are a powerful way to hear from other women, learn their story, and point the body of PWOC to Christ through testimony. Your job is to be an accountability gate. Preview the 5-7 minute presentation before an individual speaks at PWOC (a phone call is sufficient). Verify sound teaching.
- If the presenter is apprehensive, take time to practice and coach her as she presents her devotion to you first. Be encouraging in your responses.
- The day of the devotion, pray with the presenter. Invite God's Spirit to bring His peace to your sister in Christ and to speak through her.



PWOC
LDP

Leadership Development Program

1st Vice President Spiritual Life

9. If requested by the President, schedules devotions for Board Meetings. Invites a different Board member to give a brief devotion each month (optional).

- Board Meetings are another opportunity to encourage women to share a verse, their testimony, or their thoughts on the vision or other topic. For some, this will be the first time they have ever shared a devotion in any context.
- Take time to review their devotion, if needed, or set aside time to hear them present if they are hesitant.
- Keep devotion times to around 5 minutes to allow for the proper time allotment to other elements of the Board Meeting.
- The President may prefer to handle this responsibility, so clarify expectations with her at the beginning of the PWOC year.

1st Vice President Spiritual Life

10. Seeks the wisdom and guidance of the President and keeps her informed.

- Having a healthy relationship with the President is key to a successful year. The President is often privy to other issues, dynamics, and current constraints that affect the operation of PWOC. As you approach decisions or issues, seek her wisdom and guidance on handling items when you need counsel.
- Keep your President informed of situations such as book orders/arrival times, facility changes, Bible Study Facilitator challenges or other issues, devotion concerns, budgetary constraints, etc.

1st Vice President Spiritual Life

11. Assumes the role of the President if it becomes vacant before the end of the leadership term.

- If for some reason the President must step down prematurely, you succeed her and finish her leadership term. This can be an intimidating thought, but God knows what you need and will be with you no matter what happens.
- Pray for your President. Be her best support. Do what you can to keep her going in her role!
- If you are unable to assume the President's duties, the 2VP Programs succeeds the President. If both of you are unable or do not desire to finish the President's term, the PWOC Chaplain Sponsor will appoint a successor based on recommendations from the Executive Board.



PWOC
LDP

*Leadership Development
Program*

Blessings on you as you step forward into this key position in PWOC. Keep your heart close to the Lord; dig deep in His Word. Invite Him into all your plans. He will do great things through you!