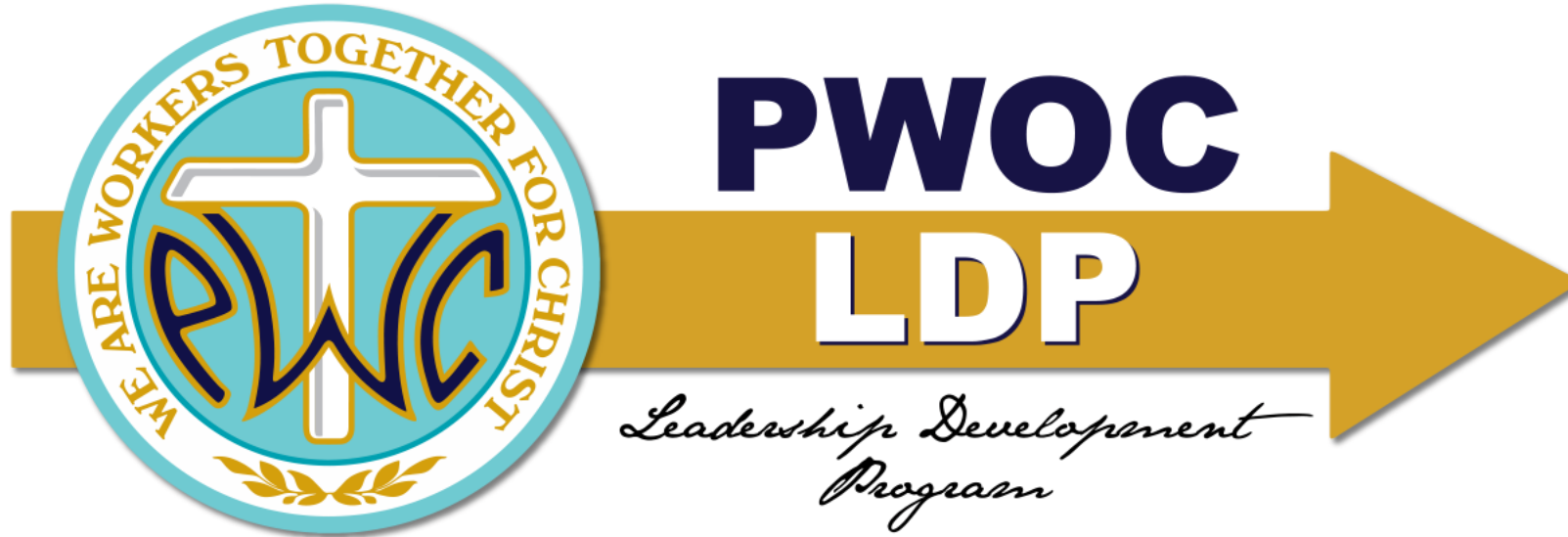


POSITION TRAINING



Retreats & Events

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.



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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.



Retreats & Events

The Retreats & Events position plans and executes events as requested by the President—from smaller events lasting only a few hours, to large-scale, multiple-day retreats. She coordinates all aspects from start to finish. She creates the space for women to break away from everyday life for intentional, spiritual development.

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).



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Retreats & Events

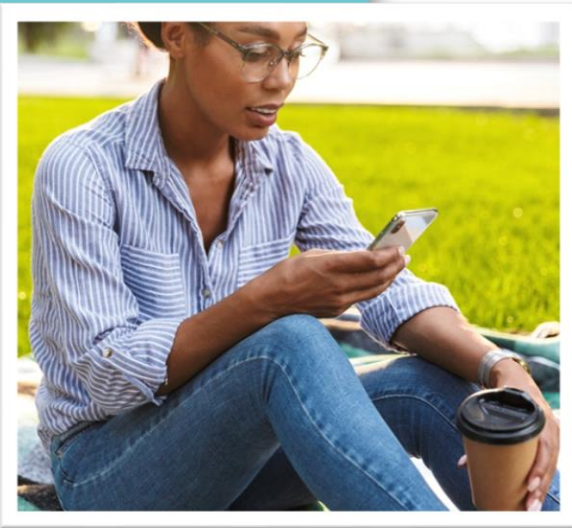
1. Assembles a Retreats & Events Ministry Team to accomplish her position responsibilities—involving and developing women from the PWOC body who enjoy event planning.

- You may choose to assemble a temporary team that is focused on a single event, depending on the needs of your PWOC, your President's preferences, and your PWOC calendar. If events are few and far between, a short-term team commitment may be best.
- The Programs Ministry Team and Hospitality Ministry Team also have an event-planning skill set. You may find that your team and these two teams have many of the same members. Keep communication open with your 2VP Programs and your Hospitality teammates. Build cooperative, supportive relationships.
- See the PWOC Ministry Manual Appendix: *Programs, Retreats, Special Events Planning Tool*.



Retreats & Events

2. Keeps the President and PWOC Chaplain Sponsor informed on the progression of planning—running major decisions by them before executing them (such as setting a date, securing a venue, recruiting a speaker, determining cost, ordering supplies, finalizing the theme, etc.).



- Clarify expectations with your President and PWOC Chaplain Sponsor before you begin planning. What information do they need? How often do they want updates?
- Avoid making major decisions quickly or on your own. Take the time to clear plans with your President and PWOC Chaplain Sponsor. Hold your plans loosely. Be willing to adjust. Keep a “same team” mentality.
- Keep your Board informed. They should have basic information to be able to answer questions about the upcoming event.

Retreats & Events

3. Coordinates with other Board members who may have a part in the event (i.e., Hospitality, Praise & Worship, Watchcare Coordinator, etc.).

- Think about which other Board members may have a role in the event. Involve them early in the planning process. Avoid making assumptions about their participation. Ask them if they are available and willing to take part in the event. Keep them informed.
- If you decide not to use one of your Board members for your event (i.e., you decide to bring in a different worship leader for a retreat) be sensitive as to how your decision may come across. Take the time to explain, encourage, and to put your sister at ease. Do not sacrifice relationship for an end-product (i.e., better sounding music by excluding your Praise & Worship Board member). Find a balanced approach that will promote health in your PWOC and on your Board.



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Retreats & Events

4. Coordinates with Publicity to advertise the event to PWOC, the Chapel Community, and perhaps the wider Military Community.

- Take the time to advertise your event well. How early you begin advertising will depend on the type of event. If it is an overnight retreat, plan to advertise months in advance so your women have time to make plans—such as arranging childcare.
- Is Publicity willing to make a flyer or advertisement? Clarify expectations.
- Who needs to see the information? It is good to invite the Chapel Community whenever possible since PWOC represents all Protestant Chapel services on the installation.



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Retreats & Events

5. Considers collaborating with other PWOCs in the geographic proximity in planning joint events.

- What military installations are nearby? Are there active PWOCs? If your event can accommodate more attendees, consider inviting your neighbors!



- Planning a regional event together, such as a retreat, can be of benefit financially. It also eases the burden of responsibility when different PWOCs can oversee portions of the event (i.e., worship, watchcare, craft, décor, A/V, setup, cleanup, etc.). Many hands make light work.
- Coming together with other PWOCs is part of our history and heritage. It reminds us that PWOC is bigger than our local installation and that we are not alone.

Retreats & Events

6. Works within budget guidelines. Coordinates with the PWOC Chaplain Sponsor and Financial Liaison for correct handling of contracts, honorariums, and to request needed supplies for the event.

- Clarify your budget early. Leave abundant time for contracts and honorariums to be approved. Follow local protocol.
- Be very careful not to “obligate the fund,” meaning, do not make any financial promises—such as telling a potential speaker how much your PWOC will pay her. Avoid making financial guarantees to individuals or companies. Learn the rules.
- Note: the Retreats & Events Board member should never sign a contract. This must be handled through the Chapel Funds/Resource office, following local guidelines.

Retreats & Events

7. The Retreats & Events Board member may offer to support events put on by other Board members (e.g., 1VP's Facilitator Training, 2VP's Program Day, Leadership Trainer's Incoming Board Training and Annual Core Training, or events put on by Inreach or Outreach). These positions may not require assistance; clear communication is key.



- Event planning is likely natural and enjoyable for you; this may not be true for some of your teammates on the Board. As you see events coming up on the PWOC calendar, consider offering your support.
- If the Board member does not need or want your support, be gracious and refuse to take offense; she may reach out at a later date. Maintain positive relationships.



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Some final thoughts...

Event planning is a skill set that not everyone has. You have the ability to create a space for women to encounter God in a fresh way. Though your job is full of details and deadlines, keep your focus on what is eternal. Make sure your priority is to carve out a sacred space for women to grow in their faith rather than to put on an impressive event. Be quick to pray. Invite God into every step and every decision. May He richly bless you as you bless others!