

Detailed Local PWOC Leadership Selection Timeline Including the Duties of the Team Leader

Prior to November –

Team Leader/Preparation

1. Read and make copies of the following information from the PWOC web-site (pwoconline.com) to distribute to the Leadership Selection Team (LST) members
 - The **Leadership Selection Policy and Process** of the Local section on pages L-16 and L-17 of the *Women's Ministry Manual (WMM)* [LINK](#)
 - The **Board Position Information** of the Local section on pages L-6-L-11 of the *WMM* [LINK](#)
 - **Request for Consideration** forms (See Local section Appendix.) [LINK](#)
 - Any other appropriate resources from the PWOC International website
2. Prepare packets for LST members and the PWOC Chaplain that include copies of
 - material from the PWOC website (above)
 - any additional local leadership selection guidelines
 - team instructions
 - a schedule including team meeting times, deadlines for applications and dates for interview appointments, the date for presentation of candidates to the body and their installation to office
3. Prepare a small number of applicant packets that include copies of the **Board Position Information** section of the *WMM* and a **Request for Consideration** form. (See links above.)
4. Prayerfully select, with the President's approval, two or more women to serve on the LST.
5. Meet with these women to discuss their responsibilities and pray for God's direction.

The Board

1. Challenge board members and Bible study leaders to identify women with leadership qualities in their areas of influence. Encourage them to mentor these women to develop future leaders
2. Periodically remind board members, at meetings and through email, of this challenge.

The Body

1. Lead a devotion or make an announcement at a meeting of the entire body to
 - challenge members to pray about whether God is calling them into leadership for the next year.
 - introduce the LST process and timeline
 - introduce the LST to the PWOC body.
 - have the Prayer Ministry Team Leader or President lead in corporate prayer for the LST and process.
2. Prepare an email late in the month that encourages women to prayerfully consider leadership in the local PWOC. Include attachments of everything in the applicant packet. Forward the email to the Administrative Coordinator, asking her to forward it to all active participants of the local PWOC.

November through February

1. Make announcements, as needed, at PWOC sessions reminding the PWOC women about the selection process and asking for prayer.
2. Accept **Request for Consideration** forms from applicants
3. Make copies of **Request for Consideration** forms received and distribute them to the other LST members (including the PWOC Chaplain).
4. Designate a team member to contact and interview each candidate's references. Notes from the interviews should be copied and distributed to the other LST members (including the PWOC Chaplain).
5. Meet regularly to pray, discuss applications received and compose a list of questions to use in the interview process.

6. As prompted by the Holy Spirit, team members may feel led to contact specific women whom they believe God may be calling to leadership, but have not yet applied for office. Team members could ask these women to prayerfully consider submitting a **Request for Consideration**.

March

1. Meet with the LST to interview applicants.
2. Meet with the LST when all interviews have been completed to prayerfully deliberate and, by consensus, select women to serve as PWOC Board officers. (See **Board Decision Making** on Page L-5 of the *WMM*.) [LINK](#)
3. Submit the list of officers to the PWOC Chaplain for approval if he/she was not present when they were selected.
4. Inform each applicant privately and in person of the LST's decision regarding her service as an officer. Be prepared to comfort and encourage those who were not selected.
5. After receiving the PWOC Chaplain's approval, the LST Leader shares the names of the women chosen as new officers with the current President. The President keeps the information confidential.
6. Late in the month present the new officers to the local PWOC body for affirmation.
7. Remind LST members to shred all paperwork and to keep confidential all deliberations related to the LST work.

May

The new officers are installed in May at a meeting of the entire PWOC.