

Area Leadership Selection Team Leader Timeline

May-November

- Obtain AAR, *The Women's Ministry Manual* and other supporting materials from outgoing Leadership Selection chair.
- Become familiar with guidelines and procedures for Leadership Selection process for Area offices. Update all forms with contact information for Leadership Selection Chair and accurate dates for upcoming events.
- Compile a packet of forms for distribution to participants. This should include a Leadership Selection form, a candidate biography form, and a description of the offices to be filled.
- Write a note of introduction and encouragement to potential leaders for inclusion in Local and/or Area newsletters.
- Encourage Local and/or Area Board members to pray for and identify potential leadership in their Areas. Periodically send reminders about this.
- With President, select a Leadership Selection Committee.
- Correspond with committee members to encourage prayerful preparation for committee business.
- Distribute Leadership Selection Packets and announce open positions

November-February

- Introduce Leadership Selection Committee to the PWOC body at a general session. Ask the body for prayer support for the committee.
- Receive Leadership Selection forms from candidates.
- Contact references and follow-up until needed letters are received.
- Compile a file for each candidate to include: nomination form, candidate bio, brief family statement of support, letter of reference from local Chaplain and Local President.
- Compile folder or notebook/files for committee members. Include committee instructions, committee meeting and interview schedule, position descriptions for open positions from *The Women's Ministry Manual*, Leadership Selection Committee procedures from *The Women's Ministry Manual*, suggested interview questions, and all pertinent forms with letters of reference for each candidate.

February-March

- Hold Interviews. Open with prayer. Distribute candidates' packets to committee with time for review and questions/discussion prior to interviews.
- Greet candidates outside committee room. Pray with each lady before bringing them in to the room.
- Be the candidate's advocate in the interview. Offer the opening questions, setting a positive and friendly tone. When appropriate, ask follow-up questions to allow candidate to clarify or expand on responses.

- Pray with each candidate after they leave the interview.
- Moderate committee discussion between candidates.
- Provide ample time for discussion and deliberation. Contact candidates as needed if the committee wishes more information, or would like them to consider a different office than that for which they applied.
- Preside over vote of committee.
- Recover all candidates' packets for appropriate disposal.
- Prepare recommended Slate of Officers report to present to Local or Area Board. Remind the Board that the slate will remain confidential until officially presented to the Local or Area Body at the business meeting.
- Inform each candidate privately of the committee's decision for them. Be prepared to comfort and encourage as appropriate.
- Maintain confidentiality of the entire proposed slate until approved by the Local or Area Body.
- Announce that Leadership Selection for the filled offices are closed.
- Plan installation ceremony.
- Send an advance copy of the ceremony script to the Area PWOC Chaplain. Be prepared to make changes if requested.
- Print a copy of the ceremony for yourself, the President, and the Area PWOC Chaplain. Provide an attractive folder for the Chaplain with the ceremony script prepared. Use large, easy-to-read type. Note the flow of the ceremony and instructions to the Chaplain in different color and font. Include text of any Scripture passages to be read as part of the ceremony.

March - April

- Set up and preside over installation rehearsal. Assist the Chaplain as needed.
- Set up installation service. Pre-light new candles.
- Participate in installation service.
- Write personal note of thanks to each committee member

Immediately following installation:

Shred and dispose of all remaining candidate's documentation.