

African Methodist Episcopal Church Fifth Episcopal District



This is US!

Women's Missionary Society Young People's and Children's Division Policy and Procedures Handbook 2018/19

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WOMEN'S MISSIONARY SOCIETY

As women called to discipleship to grow in knowledge and experience of God through Jesus Christ, committed to support the mission of the church, and empowered by the Holy Spirit, we are challenged to help one another engage in ministry and action, grow, and respond in faith to God's redemptive plan for the church, the society and the world.

YOUNG PEOPLE'S AND CHILDREN'S DIVISION (YPD)

The YPD under the leadership of the Women's Missionary Society provides meaningful youth training programs and opportunities for leadership experience in all areas of church life. By providing training in Evangelism, Christian Social Relations, and Education programs the YPD is designed to connect youth more fully to the mission of the church and increase knowledge of the African Methodist Episcopal Church history and the Scriptures.



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A WORD FROM THE SUPERVISOR

This is US!

The television series “This Is Us” premiered on September 27, 2016. The series follows the lives of three siblings, Kevin, Kate, and Randall (also known as the “Big Three”), and their parents, Jack and Rebecca Pearson. It takes place in the present and uses flashbacks to show the family during various moments in the past.

Kevin and Kate are the two surviving members of a triplet pregnancy, born six weeks premature on Jack’s 36th birthday in 1980. The third baby, a boy, was stillborn.



Believing they were meant to have three children, Jack and Rebecca (who are white) decide to adopt Randall, an African American child born the same day and brought to the same hospital after his biological father abandoned him at the fire station.

Jack dies when his children are 17.

To summarize: this is a story about all the things a family goes through, the joys, the pains of everyday life, and the lessons learned from each experience. It shows family resilience and strength. It shows how all that binds us as “family” makes us stronger with each experience and how LOVE keeps us together, no matter how difficult the situations are that we face.

I thought “This Is Us” was an excellent theme for us, as Missionaries, during this Pentecost season. We are family. We each experience joy and pain. We help those in our family. We each gain valuable lessons learned from our various experiences and these experiences serve to strengthen us and make us better, as individuals and family members.

During this season of Pentecost, we, too, look for the Holy Spirit to perform miracles, signs and wonders, in our everyday lives, to find spiritual renewal in everyday moments that keep us focused on God. The Holy Spirit comes to teach and guide us so we can become strong, while also teaching us that we cannot make it through this life alone. Our family bonds are strengthened in the process of everyday life.

We are here to serve each other and to witness about the blessings that God, our Father bestows upon on us every single day; about the marvelous, saving GRACE of JESUS Christ, and how the HOLY SPIRIT comes into our lives to guide and direct our paths every day!!!

This is US!



This is US!

1. We are a family of believers in God the Father, Jesus Christ our Redeemer, and the Holy Spirit our comforter.
2. We each bring something (a gift / a talent) to the table – we will be the voice for those who cannot speak for themselves.
3. We work as a cohesive body – to see that all God's children know and believe in Him.
4. We will be quick to forgive each other – just as God forgives us.
5. We will seek the guidance of the Holy Spirit within our daily lives.
6. We will respect each other and treat each other with dignity.
7. This is the season of PENTECOST – finding spiritual renewal. We will be intentional about spreading the word about miracles, signs and wonders that happen in our lives.

THE YEAR OF PENTECOST 2018-2019

Season of Spiritual Renewal/Revival - Themes

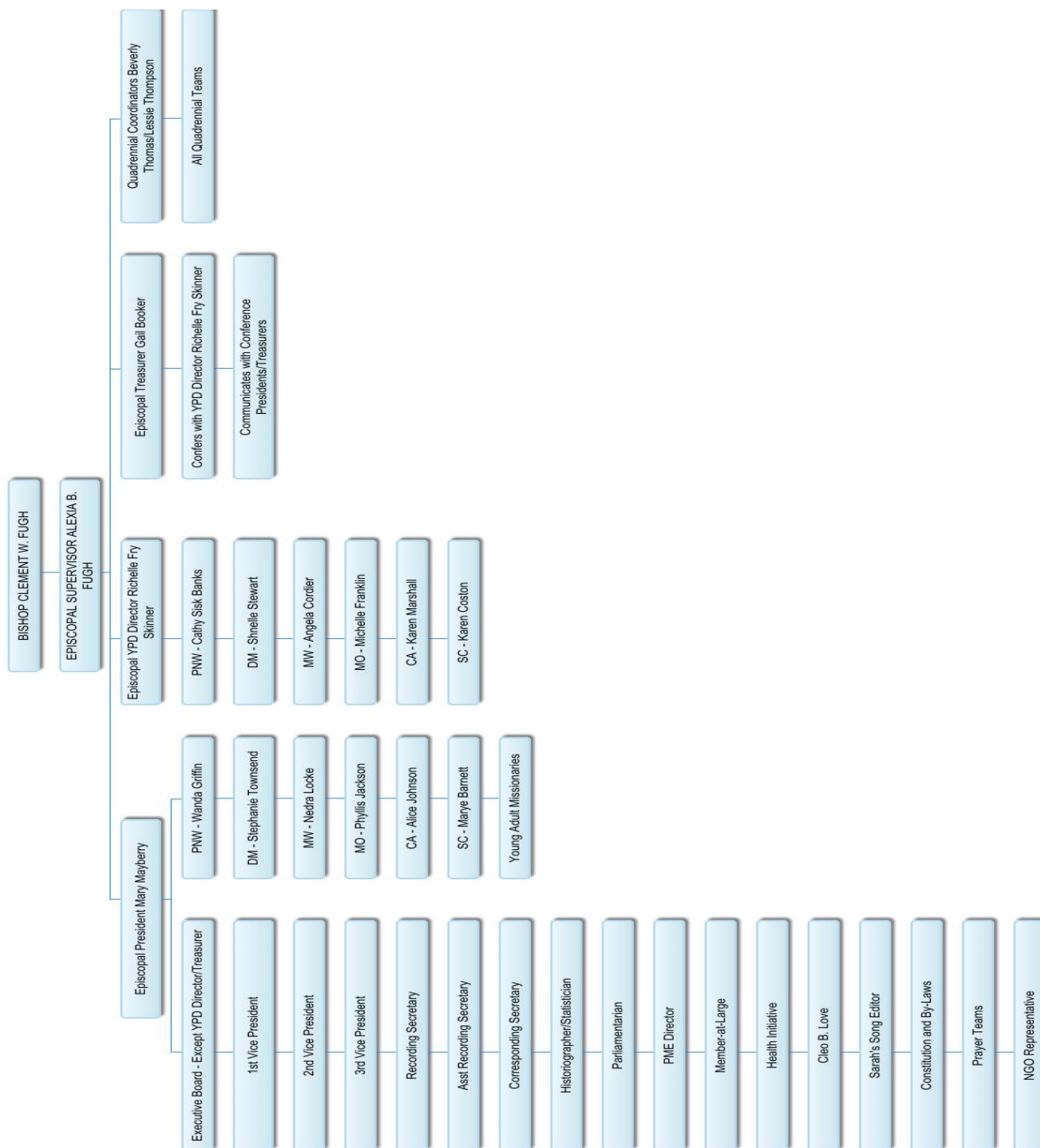
1. The Great Commission
2. The Pentecost Event
3. Paul's Missionary Enterprise
4. Seeking the Lost
5. Intentional about Evangelism

This Year's Color: Red

Logo: Wind & Fire



ORGANIZATIONAL CHART - WMS



OFFICERS - WMS CONNECTIONAL OFFICERS 2015-2019**SECOND VICE PRESIDENT**

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TBD

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QUADRENNIAL COORDINATOR

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OFFICERS - WMS EPISCOPAL LEADERSHIP RESPONSIBILITIES

Fifth Episcopal District WMS President – Mrs. Mary Mayo Mayberry

- In consultation with the Supervisor, oversees and directs the day to day activities of the Episcopal District WMS.
- Encourages women to participate in the total life and work of the Women's Missionary Society and support them in assuming positions of responsibility and leadership
- Meet the needs and interests of women, encourage and support spiritual growth, and mission outreach.
- Schedule periodic meetings with Conference Presidents to ensure programs and responsibilities of the Conferences are being carried out, and communicate to the Episcopal Supervisor.
- In cooperation with the Episcopal Supervisor, establishes partnerships with all Conference Presidents to accomplish the mission, purpose and vision of the Connectional and Episcopal District. To ensure that all programs are carried out throughout the Episcopal District.
- Encourage the financial support for the Connectional, Episcopal and Conference Organizations.
- In consultation with the Episcopal Supervisor, submits a report for each Connectional Executive Board Meeting concerning the work of the Episcopal District, which the Supervisor with present.
- Must possess a leadership style that inspires, encourages and unites.
- Ensures no Episcopal District WMS Meeting is started or "Called To Order" without the presence of the Supervisor - unless she has approved the meeting to start without her presence.
- Consult and update the Supervisor as necessary.
- Perform other duties and responsibilities appropriate for the Episcopal Level.

Fifth Episcopal District YPD Director - Mrs. Richelle Fry Skinner

- Unify, in cooperation with the Episcopal Supervisor and Episcopal President of the YPD and Children's Division, the mission program of the Episcopal District with the cooperation of the Conference Directors and Conference Presidents of the YPD and Children's Division.
- In consultation with the Episcopal Supervisor, plan and direct all YPD and Children's programs and activities.
- All communication regarding anything YPD-related, must FIRST be directed to the Episcopal District YPD Director. She will then, consult, refer, and update the Supervisor, as necessary on YPD related issues.
- Perform other duties, as appropriate for the Episcopal District.

Fifth Episcopal District Protocol Officer – Mrs. Arvella Strong

- Serve as the "authority and resource" to direct and oversee and APPROVE all Fifth Episcopal District protocol related issues.

OFFICERS - WMS CONFERENCE PRESIDENTS AND YPD DIRECTORS

	PRESIDENT	YPD DIRECTOR
PACIFIC NORTHWEST	Wanda Griffin 253-678-2621 wakemz@aol.com	Cathy Sisk Banks 206-306-6073 grnwhite@gmail.com
DESERT MOUNTAIN	Stephanie Townsend 720-331-1412 presdmc@aol.com	Shnelle Stewart 480-252-8534 ypdstewarts@outlook.com
MIDWEST	Nedra Locke 816-520-3116 midwestwmsprez@gmail.com	Angela Cordier 816-674-9123 midwestypddirector@gmail.com
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MISSOURI	Phyllis Jackson 314-650-6525 moconf.wms@gmail.com	Michelle Franklin 314-744-1714 mcypd12345@gmail.com
SOUTHERN CALIFORNIA	Marye Barnett 213-810-0363 marbar002@sbcglobal.net	Karen Coston 760-218-3482 karenlcoston@gmail.com

PROJECTS - CONNECTIONAL AND EPISCOPAL DISTRICT

Connectional Projects:

- Collect monies for the World Day of Prayer
- Collect monies for the Mother's Day Fistula Campaign

Episcopal District Project

- Birthday Envelopes – two conferences were successful in implementing this program.
- Suggestions are needed for a District wide fund-raiser that will be simple and exciting enough for every conference to implement.

PROJECTS - COMMISSION ON TRAINING OF YOUNG ADULT MISSIONARIES (YAMs)

1. A YAM Coordinator will be named at the 2019 Planning Meeting
2. Focus on re-energizing and training of Young Adult Missionaries
3. Focus on assisting societies to bringing younger women into the Missionary Society and/or assist in starting a Younger Society specifically geared to the younger women
4. Look into projects that are of interest to younger missionaries
5. Focus on identifying and 'highlighting' talented younger missionaries in Conference, District and Connectional Missionary Programs – this is the focus of the Connectional WMS.

PROJECTS - SUSTAINABLE GOALS

Each Conference will choose one or more of the 17 Sustainable Development Goals for their Conference (be creative):

1. No Poverty
2. Zero Hunger (Bread for the World) **
3. Good Health and Well-Being
4. Quality Education
5. Gender Equality **
6. Clean Water and Sanitation
7. Affordable and Clean Energy
8. Decent Work and Economic Growth
9. Industry Innovation and Infrastructure
10. Reduced Inequalities
11. Sustainable Cities and Communities
12. Responsible Consumption and Production
13. Climate Action
14. Life Below Water
15. Life on Land
16. Peace and Justice Strong Institutions **
17. Partnerships for the Goals

****PROJECT SUGGESTIONS**

- 1. Peace, Justice and Inequality Seminars**
 - (issues that affect people of color).
- 2. Hunger**
- 3. Homelessness**
- 4. Status of Women and Girls**
 - (includes self-esteem, educational opportunities, work opportunities, etc.)
- 5. Zero Hunger**

All goals must be reported to Mrs. Mary Mayo Mayberry, WMS Episcopal President. This information must also be submitted to our Fifth District NGO Representative, Sister Irma Douglas Lastra.

Reporting of sustainable goals will be included in all Conference Literary Reports – information will be extracted and placed in our District's NGO report to the United Nations.

**The 2019 United Nations NGO Conference dates have not been determined.
We will inform everyone of the dates as we get them.**

HISTORY - TANNER/TURNER MEMORIAL

President 1895-1899

Mrs. Sarah Tanner, a charter member of the Women's Parent Mite Missionary Society, was elected President in 1895 and presided over the first Connectional Convention. During her administration, Conference Branches were organized. Stipends were paid to workers in West Africa, South America, West Indies and Cuba. Her work was the care of Mission preachers and Mission churches. After her term as President, she served as Treasurer for many years. One of Mrs. Tanner's daughters, Isabelle Tanner Temple, composed the words for the Missionary Benediction. Mrs. Tanner died, August 2, 1914.



President 1908 - 1915



Dr. Laura Lemon Turner was elected the First President of the Women's Home and Foreign in March of 1908 at a meeting in her native Atlanta, Georgia. She was a teacher and principal, possessed a Doctorate Degree and was the writer of several booklets and articles. Mrs. Turner served as Editor and Manager of the Women's Missionary Recorder. This highly qualified leader was re-elected at the second Quadrennial Session in Birmingham, Alabama and again retained in 1915.

The Tanner Turner Memorial Service is recognized annually during the District Planning Meeting.

Each Conference may hold their own Memorial Service at any time during the Conference Year.

HISTORY - CLEO B. LOVE HALL OF RECOGNITION

During the October 12, 1989 Executive Board Meeting in St. Louis, MO, Episcopal Supervisor Vivienne L. Anderson announced her dream and vision of honoring Mother Cleo B. Love. Thus, the Cleo B. Love Hall of Recognition was born. A working committee was formed to establish the guidelines and programs.

The Cleo B. Love Hall of Recognition Program gives the District an opportunity to honor non-life members.

The Cleo B. Love Story



Cleo B. Love, a native of Kansas, was a member of the African Methodist Episcopal Church all of her life. At the age of 10, she was elected secretary of the Sunday School. She also served a Superintendent of the Sunday school, and was elected delegate to the Sunday School Convention at the age of 12. Mother Love joined the Senior Missionary Society at the age of eighteen. Her one desire was to go to Africa as a missionary. Being the wife of an Itinerant Minister, (Rev. C. Wayne Love) she moved often. To this union, one son was born, the late Edward James Love. Her husband was appointed Pastor of St. John A.M.E. Church in Topeka, Kansas in 1941 and Pastor of St. James in St. Louis MO in 1944. Cleo B. Love was a graduate of Western University, Kansas City, Kansas, majoring in Home Economics and Business Administration.

Mother Love held the following positions in the Women's Missionary Society:

- Executive Board member, Colorado Conference
- Area Chairperson, Nebraska Conference
- Conference Branch President of the Nebraska Conference
- Voting member of the 1939 Quadrennial Convention of the Women's Parent Mite Missionary Society in Chicago, Illinois
- President, Missouri Conference Branch in 1948
- President, California Conference Branch (6 years)
- Local President of the Artishia W. Jordan WMS of Ward AME Church Los Angeles, CA (7 years). A Unit is named in her honor.
- Seventh Vice President of the Connectional Women's Missionary Society 1951 Quadrennial Convention held in Memphis TN (At that time, a Vice President was elected for each District) Mother Love held his position for 8 years.
- Appointed Connectional Chairperson of the Foreign Missions Emergency Committee in 1969. Funds were raised to assist in the emergencies overseas.
- Appointed Fifth Episcopal District WMS President in 1969 by Bishop Harrison J. Bryant.
- Elected Connectional Parliamentarian in 1975 (served 8 years)

- General Conference 1984, appointed Interim President of the Fifth Episcopal District by Bishop Henry W. Murph
- Appointed President Emeritus of the Fifth Episcopal District by Episcopal Supervisor Vivienne Anderson.

Mother love's childhood dream was answered in 1958 when she went to Africa to attend the Diamond Jubilee Celebration of the 15th Episcopal District. She was consecrated "MOTHER" Love by the missionaries during the celebration. Episcopal Supervisor Frances Gow placed the black robe on her shoulders and the leopard skin cap on her head. During the years she also visited the 14th Episcopal District, Ghana, Liberia, Sierra Leone and Dakar with Mrs. Anne Heath. She also visited the grave of Sarah Gorham, the first women Missionary of the AME Church to serve i the 14th Episcopal District. Cleo B. Love awa active in the World Federation of Methodist Women, Church Women United, Past President of the Interdenominational Ministers Wives of Los Angeles and vicinity, and aLife member of the Maricopa Chapter No. 1 Order of the Eastern Star of Arizona.

Cleo B. Love received any awards and recognitions for her untiring service to Christian Missions. Her first love was MISSIONS.

WOMEN'S MISSIONARY SOCIETY OF THE AME CHURCH
2016-2020 CONSTITUTION AND BYLAWS
LIFE MEMBERSHIPS -- ARTICLE VIII -- PAGE 13-15

FIFTH EPISCOPAL DISTRICT

SECTION 1. Life Member

After twenty-five (25) years of continuous meritorious service in the Women's Missionary Society, a member is eligible to apply for Life Membership. An applicant for Life Membership shall:

- a. Be actively serving in the Local, Area (if applicable), Conference and Episcopal organizations at the time of submitting the application;
- b. Exemplify continuous meritorious service;
- c. Be recommended by the Local Women's Missionary Society; and
- d. Remain active at these levels of service as long as life and health permits.

SECTION 2. Continuous Meritorious Service

- a. Meritorious service may be defined as continuous significant contributions through demonstrated leadership at the Local, Conference, Episcopal, and/or Connectional levels.
- b. Continuous meritorious service may include, yet not be limited to:
 - i. Demonstrated continuous service at the Local level;
 - ii. 2. Distinguished services as an officer (elected or appointed) at one or more levels (Conference, Episcopal, Connectional)
- c. Recruited and encouraged new members;
- d. Developed or initiated programs to promote missionary education; and
- e. Directed or chaired significant missionary programs at one or more levels of the Women's Missionary Society, etc.

SECTION 3. General Information

- a. There shall be one Life Member per Conference in an Episcopal District per Quadrennium. Only deceased Life Members are to be replaced during a Quadrennium. A copy of the Obituary or Homegoing Service shall accompany the candidate's application for Life Membership.
- b. Annually, all applications for Life Membership shall be kept on the Conference roll and reported in order submitted via postmarked date of the local church recommendation. This list remains current as the new names are added to it.
- c. A Life Member who transfers from one Conference to another Conference or from one District to another District shall be entitled to all rights and privileges afforded her during her previous affiliation, upon receipt of a "Letter of Transfer: from sending Conference President, the Episcopal President, and the Episcopal Supervisor. The receiving Conference President or District President shall sign the "Letter of Transfer" and send it to the Episcopal Supervisor who will submit it to the Connectional President. A form letter should be provided by the Connectional WMS Office for this purpose.

SECTION 4. The Process

The applicant must be recommended by certified letter from the Local society, after twenty-five (25) years of meritorious service in the Women's Missionary Society. The recommendation should be sent to the Episcopal Supervisor and copied to the Episcopal President, Episcopal 3rd Vice President and the Conference President.

The following steps should be adhered to:

- a. At the start of a new Quadrennium, the Conference President notifies the next Life Member applicant, as determined by the process outlined in Section 3b above, that she is eligible for the Quadrennial Life Membership. The Life Member application shall be secured from the Headquarters Office of the Women's Missionary Society upon the request of the Conference President and the Episcopal Supervisor.
- b. Once completed by the Life Member applicant, a fee of Two Hundred Fifty dollars (\$250.00) of Districts 1-13 and One Hundred dollars (\$100.00) for Districts 14-20 shall be attached to the application.
- c. The application shall be signed by the Local President, the Pastor, the Conference President, the Episcopal President, the Episcopal Supervisor, and the Bishop and the application is sent to the Connectional President with the fee attached.

SECTION 5. Recognition Upon becoming a Life Member, the person shall receive the following:

- a. A Life Membership card;
- b. A Life Membership pin; and
- c. A Life Membership stole

SECTION 6. Use of Application Funds

Funds received for Life Memberships shall be used for the printing and production costs associated with the Life Membership cards, pins and stoles, the Hughes-Smith Life Membership Booklet, as well as other Connectional contingencies.

SECTION 7. Other

The Commission on Membership and Recruitment shall create and publish a Life Membership booklet, after review and input from the Connectional President and Commission on Administration, which booklet shall contain the following: suggested Life Membership ceremony(ies); suggested activities for each level of the organization; information on the Connectional Women's Endowment Fund, legacy bequests and gifts; and an annual report form for the Local, Conference, Episcopal organizations.

**WOMEN'S MISSIONARY SOCIETY OF THE AME CHURCH
FIFTH EPISCOPAL DISTRICT
LIFE MEMBERSHIP RECOMMENDED CRITERIA/CHECK LIST**

After twenty-five (25) years of continuous meritorious service in the Women's Missionary Society, a member is eligible to apply for Life Membership. An applicant for Life Membership shall:

Be actively serving in the Local, Area (if applicable), Conference and Episcopal District organizations at the time of submitting the application.

☐ Local ☐ Area ☐ Conference ☐ Episcopal District

Continuous Meritorious Service-(WMS Constitution and Bylaws, Page 14, Section 2)
Meritorious service may be defined as continuous significant contributions through demonstrated leadership at the Local, Conference, Episcopal, and/or Connectional levels. Continuous Meritorious Service may include, yet not be limited to:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Demonstrated continuous service at the Local Level | ☐ Yes | ☐ No |
| 2. Distinguished services as an officer (elected or appointed) at one or more levels (Conference, Episcopal, Connectional) | ☐ Yes | ☐ No |
| 3. Recruited and encouraged new members | ☐ Yes | ☐ No |
| 4. Developed or initiated programs to promote Missionary education. | ☐ Yes | ☐ No |
| 5. Directed or chaired significant missionary programs At one or more levels of the Women's Missionary Society, etc. | ☐ Yes | ☐ No |

Applicant shall:

- | | | |
|-----------------------------------|------------------------------|-----------------------------|
| Pay Local Dues, annually. | ☐ Yes | ☐ No |
| Attend meetings regularly. | ☐ Yes | ☐ No |
| Hold elected or appointed office. | ☐ Yes | ☐ No |
| Demonstrate leadership skills. | ☐ Yes | ☐ No |

Attend at least one (1) Quadrennial Convention	☐ Yes	☐ No
City: _____ Year _____		

The applicant:

Developed/initiated, directed/chaired significant Missionary programs to promote missionary education, growth, financial stability or community outreach at the:

☐ Local ☐ Area ☐ Conference ☐ Episcopal ☐ Connectional

Recruited, mentored, encouraged members and/or Organized an additional unit. ☐ Yes ☐ No

As an elected or appointed officer, did the member perform or hold the title ☐ Performed ☐ Held space

If the job was well done, how well was it done?

☐ Outstanding ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Not Done

List the number of years the applicant serve in each position:

___ Local ___ Area ___ Conference ___ Episcopal ___ Connectional

The application shall be signed by the following:

Local WMS President

Pastor

Conference WMS President

Episcopal WMS President

Episcopal Supervisor

Bishop

NOTE: Once completed by the Life Member applicant, a fee of \$250.00 shall be attached to the application. The local society, if it has the ability, should pay the \$250.00 fee. Once all signatures are obtained, the application should then be sent to the Connectional President with the fee attached.

PROTOCOL - GUIDELINES

These guidelines aim to streamline our process according to established practices. By definition though not binding, these guidelines should only be altered to address physical or unforeseen circumstances. Arvella Austin Strong, Protocol Officer

WHAT IS PROTOCOL? The most common meaning of protocol in the African Methodist Episcopal Church and Women's Missionary Society is the system of rules. These rules explain the correct conduct and procedures to be followed when introducing the church's leadership.

WHEN SHOULD PROTOCOL BE PRESENTED? A full protocol is presented by either the Presiding Officer or person introducing the event's Preacher or Speaker. The decision should be determined prior to an event. **Once the full protocol has been given, no other protocols are necessary.**

ORDER OF REMARKS. Remarks are given in ascending order with the highest ranking dignitary being the last to speak. **No other person should speak afterward without permission.**

SEATING ARRANGEMENTS. Establishing seating arrangements for leadership should be determined prior to an event. Reserved signs should be prepared and displayed prior to entrances by ushers or event coordinator. This prevents the need to ask people to be reseated. All persons sitting in the reserved sections should plan to arrive 15 minutes early to allow for established seating. Once service begins, late arrivals should sit in the first available seat.

BEGIN THE ORDER OF SERVICE WITH:

- The Prelude
- The Processional
- The Call to Worship
- The Opening Hymn
- The Prayer
- The Scripture

(Programs and Business Meetings should always begin with a prayer and a scripture.)



PROTOCOL - GUIDELINE TO ESTABLISH PROTOCOL

Bishop Clement W. Fugh (Unless he is being introduced)

Visiting Bishops by year of election

Retired Bishops by year of election

General & Retired Officers

Episcopal Supervisor Alexia B. Fugh

Visiting and Retired Episcopal Supervisors

Connectional & Retired Officers

Other Dignitaries (determined by office held)

Connectional Leadership by Occasion - WMS, Lay, Clergy Family, etc.

Presiding Elders, Ministers, Dignitaries

- Presiding Elders and Ministers should be identified as a group with the exception of the host and co-host.

Episcopal District Leadership by Occasion - WMS, Lay, Clergy Family, etc.

Conference Leadership by Occasion

PROTOCOL - SEATING FOR DISTRICT EVENTS

Row 1 - Leave vacant

Row 2

- Supervisor Alexia Butler Fugh
- Speaker's Spouse
- Active and Retired Supervisors
- Special Guests, Presiding Elders Spouses
- WMS President

Row 3 For purposes of communication with the Supervisor)

- Protocol Officer, Episcopal District Treasurer, YPD Director, First, Second, Third Vice Presidents, Conference Presidents, Conference YPD Directors

Row 4

- Other elected and appointed officers, missionaries

PROTOCOL - SEATING FOR ANNUAL CONFERENCE

Row 1 - Leave vacant

Row 2

- Supervisor Alexia Butler Fugh
- Speaker's Spouse
- Active and Retired Supervisors
- Presiding Elders Spouses
- Special Guests, Episcopal District WMS President

Row 3 For purposes of communication with the Supervisor)

- Protocol Officer, Episcopal District Treasurer, Episcopal YPD Director, Elected and appointed officers by positions

Row 4 through required number

- Missionaries

Notes:

- The above are Seating Guidelines are subject to changes when appropriate.
- Prior to event, notify usher and/or event coordinators regarding reserved seating.
- Prior to event, make every effort to determine the required rows necessary for each session.
- Reserve two rows behind Presiding Elders for Supervisor, etc. during District Meetings.
- Seating for Supervisor's special guest(s) will be determined by the Supervisor.

PROTOCOL - HOSTING LEADERSHIP AND GUESTS

For all Conference/District Meetings, the WMS President should contact Supervisor Fugh to inquire of specific needs and attendance of special guests.

LENGTH OF STAY

1. What happens during their stay?
 - a. Annual Conference
 - i. **Supervisor Fugh**
 1. The Conference WMS President will coordinate a call with Conference Component Leaders prior to the meeting to determine the hosting schedule.
 - a. Tuesday - Wednesday: WMS
 - b. Thursday - Sunday: WMS, Host Church or Clergy Family
 2. **NOTE:** Supervisor Fugh does not require an Armorbearer, but the Host should check in with Supervisor Fugh throughout day and be available.
 - ii. **WMS Guests:** Conference WMS President will assign a Host to the guests throughout the day and be available to assist if needed.
 - b. District Meetings
 - i. Follow the same procedure as Annual Conference

TRANSPORTATION

2. Obtain all travel arrangements - arrival/departure date, time, airline flight number, number of persons travelling with guest, if applicable.
 - a. Obtain guests cell number and provide your number
 - b. Arrange for transportation from/to airport, hotel and meeting site
 - c. Cars should be clean, no pets, non-smoker, no heavy air fresheners
 - i. **Supervisor Fugh:** Arrange for a welcome group at the airport
 - ii. **WMS Guests:** Meet at the closest exit point, prior to baggage claim, have signage with their name clearly printed.

HOTEL

3. If needed, make hotel reservations
 - a. **Supervisor Fugh:** Conference President will obtain key and physically survey the room prior to going to the airport for pick-up.
 - b. **WMS Guests:** If Conference is responsible for paying for room, follow the same procedure as for Supervisor.
 - c. If guest is paying for their own accommodations, verify reservation.
 - d. Gift bags should be placed in hotel rooms prior guests arrival

HOSPITALITY BAGS

4. When preparing hospitality bags remember, most guests are traveling by air. The use of a nice gift bag is a good choice to hold hospitality items.
 - a. If contact information is available, contact guest to inquire of dietary needs, **allergies** and special requests.
 - i. **Example**
 1. **Bishop Fugh:** FIJI Water (6 pack 500ml), 6 Earl Grey Tea Bags (Teavana - sold at Starbucks), One Lemon, Small Paring Knife, Fruit (Apples, Oranges, Bananas), Small Mixed Nuts or Lightly Salted Cashews
 2. **Supervisor Fugh:** FIJI Water (6 pack 500ml), Fruit (Oranges, Seedless Grapes) and Lay's Potato Chips (3 small bags)
 3. **Episcopal WMS President Mary Mayo Mayberry:** Skinny Popcorn, Sparkling Water, and Chocolate.
 4. **Episcopal YPD Director Richelle Fry Skinner:** Dasani Water, cashews. She is vegetarian, will eat fish.
 5. **WMS Guests:** Small bottled water, mints, granola bars, chips, chocolate

DISTRICT - WMS MEETINGS

PLANNING MEETING

Women's Missionary Society
Monday, October 28

Young People's and Children's Division
Friday, October 25 - Saturday, October 26

Hilton Airport Hotel
Los Angeles, California

* Episcopal YPD to meet Weekend prior to opening of Planning Meeting.

MIDYEAR

Dates and Place to be Determined

OFFICER'S TRAINING

WMS/YPD Training has been identified as a major issue within this District. Officers (from Episcopal Level to the Local Level) need to know and review their specific duties and job functions.

- Dr. Shirley Reed, International WMS President and/or Dr. Delores Kennedy Williams, Past International WMS President will be invited to come to our October 2019 Planning Meeting, to be held at the Airport Hilton Hotel in Los Angeles, CA, to and present WMS Officer Training.
- Dr. Jeanette Harris, Connectional WMS Treasurer, has agreed to come to our District's Mid-Year 2019, to be held at the Airport Hilton on March 5, 2019, to begin basic training for ALL Conference and Local Officers.

These training sessions will be mandatory for all Episcopal District, Conference and Local WMS officers.

CONFERENCE - WMS/YPD 2019 ANNUAL CONFERENCE SCHEDULE

	WMS	YPD
PACIFIC NORTHWEST	August 14 First AME Church Seattle, Washington	August 16-17
DESERT MOUNTAIN	August 21 Shorter Community AME Church Denver, Colorado	August 23-24
CALIFORNIA	September 4 Hilton, Airport Oakland, California	September 6-7
MIDWEST	September 18 First AME Church and St. Paul AME Church Hilton Airport, Kansas City, Missouri	September 20-21
MISSOURI	October 9 St. Paul AME Church St. Louis, Missouri	October 11-12
SOUTHERN CALIFORNIA	October 23 Hilton Airport Hotel Los Angeles, California	September 13 -14*

*open the Planning Meeting Weekend for the Episcopal YPD to meet.



CONFERENCE - WMS ANNUAL MISSIONARY DAY

All Annual Conference will follow this one day compressed outline on Wednesday

WEDNESDAY MORNING SESSION

- Schedule:**
- The Tanner Turner Memorial Service is recognized during the District Planning Meeting. Each Conference may hold their own Memorial Service at any time during the Conference Year.
 - The Conference Executive Board Meetings may be held during the time of the Tanner Turner Memorial Breakfast, on Wednesday morning.

Program: Each Conference will determine the WMS program for Wednesday,

Attire: Each local society will wear white with touch of blue for year 2018-2019 (or Fifth District WMS Rocks T-shirts)

NIGHT IN WHITE EXTRAVAGANZA

Program: Each Conference will determine the WMS Night Extravaganza program (may include Sustainable Goals)

Attire: Dress White with District WMS Pin

Pinning Ceremony: New Member Pinning Ceremony and Installation Service will be lead by Supervisor Fugh (Please see page ____ for details)



CONFERENCE - WMS ANNUAL DAY SAMPLE AGENDA

Supervisor Fugh will provide specifics - this outline taken from Transition Manual

Tuesday

- Registrant Check-in (no on-site registration)
- Credentials Verified
- **Candidates for Office Meeting**
 - Supervisor Fugh, Episcopal President and the Nominating Committee. Time and location determined by the Episcopal WMS President and Conference Director, in consultation with Supervisor Fugh.
- **Finance Meeting**
 - Supervisor Fugh, Episcopal Treasurer, Conference President and Conference Treasurer. Time and location determined by the Conference President, in consultation with Supervisor Fugh.
-

Wednesday

- | | |
|----------|--|
| 7:00 am | Registrant Check in (no on-site registration) |
| 8:30 am | Conference Executive Board Meeting (in place of the Tanner Turner Memorial) |
| 10:00 am | Call to Order - Episcopal Supervisor and Episcopal President |
| 10:15 am | Cleo B. Love Hall of Recognition Induction |
| 10:45 am | "WMS Year at-a-Glance" Video Report (creative) |
| | "YPD "What about the Children" Video Report (creative) |
| 11:30 am | Conference Outreach project (on-site) |
| 12:30 pm | Lunch |
| 2:00 pm | Workshop |
| 3:20 pm | Executive Board Meeting <ul style="list-style-type: none"> - Roll Call - Registration, Credential and Nominating Committee Reports - Election of Officers for 2019-2020 |
| 4:00 pm | Adjournment |
| 6:30 pm | WMS Extravaganza Line up |
| 7:00 pm | WMS Extravaganza |

CONFERENCE ROLL - WMS EPISCOPAL DISTRICT/CONFERENCE

Conference Roll

- The Conference WMS Recording Secretary, in consultation with Conference WMS President, is responsible for the Conference Roll.
- Every Conference is required to use the **Official Fifth Episcopal District Conference Roll Form**. This form is electronic.
- No new columns are to be added.
- No columns are to be deleted.
- The updated Conference Roll is due to the Episcopal Supervisor and Episcopal President at the seat of the Annual Conference.
- The Conference Roll is due **annually**, at the seat of the Annual Conference.

Who is counted as a New Member?

- A New Member is an individual that has joined the Local WMS for the first time. They have never joined or participated in any WMS activities.

Current and New Member Pinning

- Only members, added to the Conference Roll since the last Annual Conference **are counted as New Members**.
- Members already on the Conference Roll may be pinned. **They are not counted as New Members**.

Annual Conference Statistics

- Electronic report form



FORM: APPLICATION FOR EPISCOPAL DISTRICT OFFICER

ASPIRANT TO THE OFFICE OF: _____

NAME: _____

ADDRESS: _____

Street	City/State	Zip Code
--------	------------	----------

TELEPHONE: _____ E-MAIL: _____

How many years have you been a member of the WMS? _____ year (s)

List significant WMS office(s)/position(s) you have held and levels served (*Local, Area, Conference, Episcopal, Connectional*).

<i>Position</i>	<i>Level</i>
_____	_____
_____	_____
_____	_____

APPLICANT: _____

Signature	Date
-----------	------

LOCAL WMS PRESIDENT: _____

Signature	Date
-----------	------

*CONFERENCE WMS PRESIDENT: _____

Signature	Date
-----------	------

LOCAL PASTOR: _____

Signature	Date
-----------	------



Have you attended District Sexual Misconduct Training? ☐ Yes ☐ NO

Have you completed background check process? ☐ Yes ☐ NO

* Has local WMS Fair Share assessment been paid in full? ☐ Yes ☐ NO

*** Conference Treasurer Verification**_____

Signature **Date**

In a 300 word (or less) narrative, indicate why you are seeking to be elected an Episcopal Officer. Narrative should include, yet not be limited to:

- **Contributions which make you a worthy candidate**
- **How you can best serve Episcopal District**
- **Specific skills that qualify you to serve as elected/appointed officer**

****Conference Presidents to sign BUT only for those individuals on the Conference level.**

EXCEPTION: The signature of the Conference President is not applicable to those holding a DISTRICT level position.

Prepare your application and **mail four (4) copies** postmarked no later than _____.

No email submissions will be accepted.

Regina Bryels, Episcopal Nominating Committee Chairperson
2413 Elite Terrace
Colorado Springs, CO 80920

The four (4) copies will be distributed to the Episcopal Supervisor, Episcopal President, Conference President, and Chair of the Episcopal Nominating Committee.

FORMS WMS - APPLICATION FOR CONFERENCE OFFICER

ASPIRANT TO THE OFFICE OF: _____

NAME: _____

ADDRESS: _____

Street	City/State	Zip Code
--------	------------	----------

TELEPHONE: _____ E-MAIL: _____

How many years have you been a member of the WMS? _____ year (s)

List significant WMS office(s)/position(s) you have held and levels served (*Local, Area, Conference, Episcopal, Connectional*).

Position	Level
_____	_____
_____	_____
_____	_____

APPLICANT: _____

Signature	Date
-----------	------

LOCAL WMS PRESIDENT: _____

Signature	Date
-----------	------

*CONFERENCE WMS PRESIDENT: _____

Signature	Date
-----------	------

LOCAL PASTOR: _____

Signature	Date
-----------	------



Have you attended District Sexual Misconduct Training? ☐ Yes ☐ NO

Have you completed background check process? ☐ Yes ☐ NO

* Has local WMS Fair Share assessment been paid in full? ☐ Yes ☐ NO

* Conference Treasurer Verification _____

Signature Date

In a 300 word (or less) narrative, indicate why you are seeking to be elected an Episcopal Officer. Narrative should include, yet not be limited to:

- Contributions which make you a worthy candidate
- How you can best serve Episcopal District
- Specific skills that qualify you to serve as elected/appointed officer

**Conference Presidents to sign BUT only for those individuals on the Conference level.

EXCEPTION: The signature of the Conference President is not applicable to those holding a DISTRICT level position.

Prepare your application and **mail four (4) copies** postmarked no later than _____.
No email submissions will be accepted.

Conference Nominating Committee Chairperson

The four (4) copies will be distributed to the Episcopal Supervisor, Episcopal President, Conference President, and Chair of the Conference Nominating Committee.



FORMS WMS - ANNUAL CONFERENCE REGISTRATION REPORT

Conference: _____ Conference Year: _____

Registration Number from previous Year: _____

Total Number of Churches Reporting: _____ of _____ Churches in the Conference.

Registration by Area:

Area #:	_____	Registration:	_____
Area #:	_____	Registration:	_____
Area #:	_____	Registration:	_____
Area #:	_____	Registration:	_____
Area #:	_____	Registration:	_____
Area #:	_____	Registration:	_____

Total Registration: _____

Respectfully submitted,

_____, Registration Chairperson
_____, Committee Member
_____, Committee Member



FORMS WMS - ANNUAL CONFERENCE CREDENTIALS VERIFICATION

CREDENTIALS VERIFICATION REPORT

Conference: _____ Date: _____

Area #:	_____	Credentials:	_____
Area #:	_____	Credentials:	_____
Area #:	_____	Credentials:	_____
Area #:	_____	Credentials:	_____
Area #:	_____	Credentials:	_____
Area #:	_____	Credentials:	_____

Total Credentials Verified: _____

Respectfully submitted,

_____, Credentials Committee Chairperson

_____, Committee Member

_____, Committee Member

_____, Committee Member



FORMS WMS - LITERARY REPORT GUIDELINE

There is no clear definition of what a good style is. However, the purpose of a report is to convey information. So, the construction of sentences and paragraphs in a literary report must be such that the information is conveyed accurately and in an easily understandable manner. Clarity, conciseness, and directness are the keys to achieving this.

Remember Julius Caesar's "I came, I saw, I conquered." Getting your report to be so concise is impossible, but that should be the idea in your literary report. Please include the following information:

📄 Name of Conference:

📄 Name of Conference WMS President

📄 Name of YPD Director:

📄 Name of YPD President:

📄 Conference Theme:

📄 Conference Theme Scripture:

📄 Dates of Conference Executive Board Meeting:

📄 Mission Outreach:

📄 Success with Sustainable Goals

📄 Special Activities:

📄 Connecting with the YPD:

📄 Financial Accountability: Budget paid, any societies with outstanding balances and amount



FORMS WMS - LOCAL CHURCH REPORT TO AREA STATISTICIAN

Women’s Missionary Society
Conference Year ____ to ____
Date _____

Local Church Statistical Report Form

Local Society _____	Pastor _____
Church _____	City _____
President _____	YPD Director _____
Address _____	Address _____
City _____ Zip _____	City _____ Zip _____
E-mail _____	E-mail _____
Cell Phone _____	Cell Phone _____
Telephone # _____	Telephone # _____

● Membership Summary

Members on roll Last year _____	Number of Units _____
Total Local Society Membership _____	New Members _____
Young Adult Missionaries (19-39 years) _____	Cleo B. Love Members _____
Total Local YPD Membership (2 to 26 years) _____	Life Members _____
Associate Members (males) _____	Conference Officers (elected) _____
Total Deceased Members _____	Names of Deceased Members _____
_____	_____
_____	_____
_____	_____

● Society Activity Report

Describe Projects, Programs, Workshops, Activities, and Highlights that your Society has participated in or presented. (Fundraisers or Miscellaneous Information, Promotional & Missionary Education Activities)



Young People's Division Activities

● Program/Mission Outreach Summary

Home Visits	_____	Food/Clothing Donations \$ value	_____
Prison Visits	_____	Hospital/Rest Home Visits	_____
Cards/Notes, Telegrams	_____	Missionary Magazine Subscriptions	_____
Volunteer Hours	_____	Bereavement Dinners/Donations	_____
Families Assisted	_____	Phone Calls	_____
Plants/Flowers	_____	Others	_____

● Financial Summary

Fair Share Paid	\$ _____	Creative Arts (number of items)	_____
Community Outreach	\$ _____	Creative Arts	\$ _____
Area and/or Institute	\$ _____	Total Financial Outreach	\$ _____

Submitted by _____

Date _____

Please distribute five (5) copies as follows:

- Area Chairperson
- Area Secretary
- Area Historiographer-Statistician –
- Conference Historiographer-Statistician –
- Local Society File

FORMS WMS - AREA CHAIRPERSON'S REPORT TO THE CONFERENCE

CONFERENCE YEAR: _____ REPORT DATE: _____

CONFERENCE:		AREA	
Area Chair:		Phone:	
E-Mail:			
Total Churches in Area:		Total Churches Reporting:	
MEMBERSHIP SUMMARY			
Members on Roll Last Year:		New Members:	
Total WMS Area Membership:		Cleo B. Love:	
Total YPD Area Membership:		Life Members:	
YAM Members (19-39 years):		Conference Officers (elected)	
		Total Deceased Members	
ATTENDANCE SUMMARY			
Total WMS Attendance - Area Meetings:			
Total YPD Attendance-- Area Meetings:			
Area Meetings:			
Date:	Site:	City:	
Date:	Site:	City:	
Date:	Site:	City:	
FINANCIAL SUMMARY			
Total Fair Share Received:		Total Financial Outreach:	
Other:		Grand Total:	
Area and Institutes:			
PROGRAM/MISSION OUTREACH SUMMARY (List WMS Highlights for Conference Year)			
Home Visits:		Food/Clothing \$ value:	
Prison Visits:		Hospital/Rest Home Visits:	
Cards:		Planters/Flowers:	
Volunteer Hours:		Bereavement Dinners/Donations:	
Family Assisted:		Telephone Calls:	
Other:			

Area Chairperson's Signature

Date

FORMS WMS - COMMISSION REPORT FORM

CONFERENCE: _____

NAME OF COMMISSION: _____

NUMBER OF MEETINGS: _____

COMMISSION MEMBERS PRESENT: _____

GOALS ACCOMPLISHED:

DISCUSSION/EXPLANATION

Please make four (4) copies - Supervisor, President, Secretary, Records



CEREMONY WMS - CLEO B. LOVE HALL OF RECOGNITION INDUCTION

Opening: The musician will play softly: "Great is Thy Faithfulness"
Video: Play Cleo B. Love video (need computer, screen and projector)
Honorees: All Honorees should be seated together on the front row

EPISCOPAL PRESIDENT

One of the attributes of God is God's faithfulness. You can depend on God and God's word. It follows, then, that one of the greatest attributes of any missionary is faithfulness –faithfulness to God and faithfulness in service to others.

CONFERENCE PRESIDENT

This evening, we are pleased to present _____ honoree(s) for induction into the Cleo B. Love Hall of Recognition. You are deserving of honor because of your faithfulness to God, your church and the service you have rendered through the Women's Missionary Society.

COMMITTEE CHAIRPERSON, CLEO B. LOVE HALL OF RECOGNITION

Announce the name(s) of the honoree(s).

EPISCOPAL SUPERVISOR

Therefore, _____you are now duly inducted in the Cleo B. Hall of Recognition. You are among a select group of dedicated women whose lives are to be beacon lights for others. May God bless you and keep you as you continue to serve faithfully.



CEREMONY WMS - INSTALLATION OF OFFICERS

Supervisor Fugh will provide

CEREMONY WMS - NEW MEMBERS PINNING CONFIRMATION

PINNING CEREMONY

A table should be set up at the front of the room near the altar (if one is present). The table should be covered and hold a small floral arrangement, a framed picture of Sarah Allen, a candle in a candle holder to symbolize the flame of Sarah and the pins to be distributed. The Conference President will call for all those to be pinned to come forward as the Conference Third Vice President lights the candle. The Supervisor and the Episcopal President will come forward and be joined by the Conference President and the Conference Third Vice President)

(Missionaries to be pinned should line up in the center aisle and come forward when called and stand before the congregation in the following order:)

New Members, Young Adult Missionaries, Cleo B. Love Hall of Recognition Inductees

Musician softly plays "Order My Steps"

NEW MEMBERS

CONFERENCE THIRD VICE-PRESIDENT: I, _____, Third Vice President of the _____ Conference Women's Missionary Society am happy to present _____ new members for pinning and confirmation.

EPISCOPAL PRESIDENT: This pinning ceremony is a symbolic welcoming and celebration of new members into the Women's Missionary Society. The early 19th century missionary Henry Martyn stated, "The spirit of Christ is the spirit of missions. The nearer we get to Christ, the more missionary we become." Oh LORD, May You Open Wide Our Hearts!

EPISCOPAL SUPERVISOR: Romans 12:1-8 states "Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this *world* but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will. For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the measure of faith God has given you. Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member

belongs to all the others. We have different gifts, according to the grace given us. If a man's gift is prophesying, let him use it in proportion to his faith. If it is serving, let him serve; if it is teaching, let him teach; if it is encouraging, let him encourage; if it is contributing to the needs of others, let him give generously; if it is leadership, let him govern diligently; if it is showing mercy, let him do it cheerfully."

CONFERENCE PRESIDENT: Are you now ready to use your gifts to aid those less fortunate?

NEW MEMBERS (In unison): Yes, we are.

EPISCOPAL SUPERVISOR: This pin symbolizes that your life as a member in the community of missions now begins and the flame of Sarah Allen is now passed to you.

YOUNG ADULT MISSIONARIES

CONFERENCE THIRD VICE-PRESIDENT: I, _____, Third Vice President of the _____ Conference Women's Missionary Society am happy to present _____ Young Adult Missionaries for pinning and confirmation.

EPISCOPAL SUPERVISOR: In each of you rests the future of the Women's Missionary Society. We welcome and encourage your new and fresh ideas, and your willingness to do the work of missions. We pray that you will take your role with humility and reverence, fully aware of your place in the world.

EPISCOPAL PRESIDENT: Accept this pin as a symbol of your evolution as a member of the Women's Missionary Society, as you learn and progress in the ways of mission work.

YOUNG ADULT MISSIONARIES: (IN UNISON): Poised at the threshold of each new day, we wonder what it will bring and who we will become. O God, we eagerly move forward into what you have in store for us, filled not with fear but with a vibrant hope that fuels growth and gratitude.

CLEO B. LOVE HALL OF RECOGNITION INDUCTION

EPISCOPAL PRESIDENT: One of the attributes of God is God's faithfulness. You can depend on God and God's word. It follows, then, that one of the greatest attributes of any missionary is faithfulness – faithfulness to God and faithfulness in service to others.

CONFERENCE PRESIDENT: This evening, we are pleased to present _____Honoree/Honorees for induction into the Cleo B. Love Hall of Recognition. You are deserving of honor because of your faithfulness to God, your church and the service you have rendered through the Women's Missionary Society.



COMMITTEE CHAIRPERSON, CLEO B. LOVE HALL OF RECOGNITION

(Present and announce the name of the inductee)

EPISCOPAL SUPERVISOR: Therefore, _____, you are now duly inducted in the Cleo B. Love Hall of Recognition. You are among a select group of dedicated women whose lives are to be beacon lights for others. May God bless you and keep you as you continue to serve faithfully.



FINANCIAL MATTERS - FINANCE PROCEDURES

Supervisor Fugh will provide additional information

Budget/Assessment Payments

- The Supervisor, and Episcopal District Treasurer will review with the Bishop all WMS Budgets after this Planning Meeting. We will report our findings, along with proposals during the Mid-Year Meeting, 2019. At that time, all conferences should expect equity with budgets after September 2019
- All budgets are to be PAID in full at your annual conference. If not paid in full at your annual conference, it is expected these outstanding amounts are to be paid in full prior to December 15th of each year, so they will not go into the New Year with outstanding, unpaid budgets.
- Quadrennial monies paid by these conferences will be re-directed toward payment of their budgets and the conference will be responsible for all Quadrennial expenses for voting membership and delegates.
- We have a few conferences now, which are behind in their budgets. If these budgets are not paid, in full, prior to December 15, 2018, as per my earlier decision, the District will not be responsible for that conference's registration and sustentation of delegates to the Quadrennial.
- Quadrennial monies paid by these conferences will be re-directed toward payment of their budgets and the conference will be responsible for all Quadrennial expenses for voting membership and delegates.
- A quarterly system for budget payments is being reviewed. All payments will be combined, along with an increase, and will be divided into quarterly payments. The final quarterly payment for the year will be paid at the seat of the annual conference.

What happens if you cannot pay your Assessment/Fair Share?

- All assessed budgets are to be paid prior to December 15th of each year.
- If a Conference has paid into the Quadrennial budget, then these monies will be used to complete payment of Conference assessments/Fair Share FIRST.

Flow of Collection

- Conference Treasurer should receive Local Church Checks or certified funds
- Only Conference Checks are to be sent to the District

Electronic Giving

Registration for Conference WMS Presidents and Conference YPD Directors

- Conference Presidents and Conference YPD Directors will register as WMS Members at all District Meetings.

FIFTH EPISCOPAL DISTRICT WMS EXPENSE AND REIMBURSEMENT POLICIES

EPISCOPAL DISTRICT OFFICERS (Except President, YPD Director, YPD President)

A. Meetings (except on stipulated below)

Policy: There will be NO reimbursement to District Officers for travel/hotel to Annual District meetings to which Episcopal District Officers are required to attend.

Note: *All Episcopal District Officers are expected/required to attend the Episcopal District Planning Meeting and Mid-Year Conference. All officers must pay prescribed registration for these events.*

Policy: Connectional meetings that require the presence of an Episcopal District Officer, must be approved at least 30 days prior to the event. There will be no exceptions.

B. Housing

Policy: Hotel reservations must be made by the Episcopal District Officer, within the deadline period. Costs will be reimbursed only if a receipt is provided.

NOTE: *This policy is only for persons representing the Episcopal District at meetings that have prior authorization and doesn't include Planning Meeting and Mid-Year.*

C. Travel

Policy: All Airline travel must be made at least 21 days (3 weeks) prior to date of travel in order to receive lowest available airfare.

Note: *The District will reimburse only at the regular coach fare. Any upgrades to the regular coach fare (coach to first class) will be the responsibility of the individual.*

- *This policy is only for persons representing the Episcopal District at Connectional meetings that have been pre-approved and funds available.*

D. Purchases

Policy: Reimbursements to Episcopal District Officers will be paid for expenditures pre-authorized by the Episcopal Supervisor. No Exceptions! Receipts must be provided.

EPISCOPAL WMS PRESIDENT - Budgetary Allocation

I. Episcopal District WMS President

A. Annual Conference Allocation

Policy: The Episcopal WMS President's budgetary allocation for each Annual Conference is: **\$1,500.00**.

NOTE: *This amount is inclusive of travel, housing, and honorarium.*

Note: It is suggested that airline travel is made at least 14 days (2 weeks) prior to date of travel in order to receive the lowest available airfare.

B. District Meetings

For the Mid-Year and Planning Meetings the Episcopal District President's, budgetary allocation is **\$1,000** per meeting to be paid from the Episcopal District WMS Account.

NOTE: *There will be no separate reimbursements for travel, hotel, and incidentals.*

C. Connectional Meetings

Connectional Meetings that require the presence of the Episcopal District WMS President **must** have the Supervisor's authorization at least **30 days prior** to the event. The Episcopal District WMS Account will be responsible for these expenses (*subject to availability of funds*).

NOTE: All airline travel and hotel reservations for Connectional WMS Meetings, must be made 21 days (3 weeks) prior to the date of travel in order to receive the lowest available airfare and Connectional Meeting accommodation rates.

- *The District WMS Account will reimburse only at the regular coach airfare and quoted Connectional hotel rooming costs.*
- Any upgrades, coach to first class, room upgrades, or increases due to last minute reservations, will be the responsibility of the Episcopal President. *There will be NO exceptions.*

D. Purchases:

Policy: Episcopal District Officers will be paid for expenditures pre-authorized by the Episcopal Supervisor and accompanied by a store receipt. **No Exceptions!**

EPISCOPAL YPD DIRECTOR - Budgetary Allocation

II. Episcopal District YPD Director

A. Annual Conference Allocation

Policy: The Episcopal District YPD Director's budgetary allocation for each Annual Conference is **\$750.00**.

NOTE: This amount is inclusive of travel, housing, and honorarium.

Note: It is suggested that airline travel is made at least 14 days (2 weeks) prior to date of travel in order to receive the lowest available airfare.

B. District Meetings

For the Mid-Year and Planning Meetings, the Episcopal District YPD Director's budgetary allocation is **\$1,000** per meeting to be paid from the Episcopal District YPD Account.

NOTE: There will be no separate reimbursements for travel, hotel, and incidentals.

C. Connectional Meetings

Connectional Meetings that require the presence of the Episcopal District YPD Director **must** have the Supervisor's authorization at least **30 days prior** to the event.

The Episcopal District YPD Account will be responsible for these expenses (*subject to availability of funds*).

Note: Airline travel and hotel reservations for Connectional YPD Meetings, must be made 21 days (3 weeks) prior to the date of travel in order to receive the lowest available airfare and Connectional Meeting Rates.

- The District YPD Account will reimburse only at the regular coach airfare and quoted Connectional hotel rooming costs.
- Any upgrades, coach to first class, room upgrades, or increases due to last minute reservations, will be the responsibility of the Episcopal YPD Director. *NO exceptions.*

D. Purchases:

Policy: Episcopal District Officers will be paid for expenditures pre-authorized by the Episcopal Supervisor and accompanied by a store receipt.
No Exceptions!

EPISCOPAL YPD PRESIDENT - Budgetary Allocation

III. Episcopal YPD President**A. Annual Conference**

Policy: The Episcopal District YPD President's budgetary allocation for each Annual Conference is **\$500.00**.

NOTE: *This amount is inclusive of travel, housing, and honorarium.*

Note: It is suggested that airline travel is made at least *14 days (2 weeks)* prior to date of travel in order to receive the lowest available airfare.

B. District Meetings

For the Mid-Year and Planning Meetings, the Episcopal District YPD President's, budgetary allocation is **\$500.00** per meeting to be paid from the Episcopal District YPD Account.

C. Connectional Meetings

Connectional Meetings that require the presence of the Episcopal District YPD President **must** have the Supervisor's authorization at least **30 days prior** to the event. The Episcopal District YPD Account will be responsible for these expenses (subject to availability of funds).

- It is suggested that airline travel and hotel reservations for Connectional YPD Meetings, must be made 21 days (3 weeks) prior to the date of travel in order to receive the lowest available airfare and Connectional Meeting Rates.
- The District YPD Account will reimburse at the regular coach airfare.

D. Purchases:

Policy: Episcopal District Officers will be paid for expenditures pre-authorized by the Episcopal Supervisor and accompanied by a store receipt. No Exceptions!

Allocation for Episcopal WMS President, Episcopal YPD Director, Episcopal YPD President

- It is the responsibility of the respective officer to secure travel and accommodations at least 21 days in advance to receive lowest available airfare.
- Airline tickets purchased by the Conference/Episcopal District will be subtracted and reimbursed to the Conference/Episcopal District from the allocation *prior to receipt of funds*.
- Accommodations acquired using the Conference or District Master Account, will be subtracted and reimbursed from the allocation *prior to receipt of funds*.
- The Episcopal District WMS President nor the District YPD Director can enter into any contractual agreements or billing arrangements on behalf of the District. They cannot sign-off on any contracts/BEOs with hotels (rooms, classrooms, food, AV, etc) for any WMS District Meetings.

FINANCIAL MATTERS - SAMPLE GUIDE FOR INDIVIDUAL SUPPORT

1	Annual Conference Registration
	Used to cover Annual Convention Registration Expenses:
	A. Printing (Annual Book, All Programs such as Tanner Turner, Witness Night, Hour of Power)
	B. Extravaganza expenses - Musicians, Dance Coordinators, etc
	C. Workshop presenters and materials (bag, pens, tablets, etc.)
	D. Honorariums
2	Institutes - Winter and Summer
	Used to pay expenses for training based on Missionary Theme:
	A. Workshop presenters and materials
	B. Program printing
	C. Conference officers and
	Committee Chairpersons expenses
	D.Helps with District Overhead assessment of \$3500
3	Area Meeting Registration
	Used to cover cost of Area Meeting expenses:
	A. Guest speaker
	B. Program printing, etc.
	C. Helps with Quadrennial and other District Assessments
4	Missionary Magazine (Goes directly to Connection)
5	WMS Study Book (Goes directly to Connection)
6	Heart Giving Treasurers (Goes directly to Connection) \$ of Love
7	District Birthday Fundraiser for Scholarships - due
8	Foundation Membership

Does not include Fair Share Assessment of \$_____. - Divide total by number of members to obtain per member allocation. Goes directly to Fifth District . Due 1/1, 4/1, 7/1

FINANCIAL MATTERS - SAMPLE ANTICIPATED INCOME

1	Fair Share from Local Society
2	Annual Convention Registration (# of attendees x registration cost)
3	Missionary Magazine (# subscriptions x cost)
4	WMS Witness Night Offering
5	Conference Fundraiser
6	Winter and Summer Institute Registration
7	Area Registration
8	Study Books
9	Constitution & By Laws
10	Conference Directory
11	Creative Arts
12	Heart Giving Treasures
13	Mid Year Registration
14	Planning Meeting Registration 2019
15	Episcopal Training Institute Registration
16	District Birthday Fundraiser
17	Foundation Membership
18	Annual Conference Luncheon
19	Cleo B. Love Honorees
20	Life Membership
21	Bus / Transportation
22	Miscellaneous Income
	Total Anticipated Income

FINANCIAL MATTERS - SAMPLE ANTICIPATED EXPENSE

	Anticipated Expenses:
	I. Connectional and District Responsibilities
	a. Quadrennial 2019 Delegation
	b. Fair Share
	c. Study Books (735 x \$11.70 Each)
	d. Global Outreach
	e. Overhead Assessment
	f. Heart Giving Treasures
	g. Missionary Magazines
	h. Cleo B. Love Honorees
	I. Mid Year Registration 2019 - (30 X \$125.00)
	j. Planning Meeting Registration 2019 - (75 X \$125.00)
	k. District Birthday Fundraiser
	l. Foundation Membership (1,000 WMS x \$5.00 each)
	m. Constitution & ByLaws
	n. Episcopal Training Institute Registration
	Total Connectional & District Responsibilities
	II. Conference:
	a. Annual Convention(Kits, Programs, Honorarium, Speakers, etc)
	c. Annual Convention Luncheon
	d. Witness Night(Programs, Musicians, Choreographer etc.)
	e. Office Supplies
	f. Postage
	g. Printing
	h. Courtesies
	i. Institutes/Area Meetings
	j. Directory
	k. Fundraiser (5K Walk)
	l. Mission Madness
	m. Website/Media
	n. Storage
	Total Conference Expenses
	III. Officers and Committee Chairpersons:
	a. President

	b. YPD Director
	c. First Vice-President
	d. Second Vice-President
	e. Third Vice-President
	f. Secretary
	g. Corresponding Secretary
	h. Treasurer
	i. Promotion and Missionary Education Director
	1. PME Dialogue
	j. Historiographer/Statistician
	k. Worship Director
	l. Parliamentarian
	m. Area Chairpersons
IV. Commissions:	
	1. Mission Administration - President
	2. Christian Social Action - 1st Vice President
	3. Mission, Education and Interpretation - 2nd Vice President
	4. Membership and Recruitment - 3rd Vice President
	Total Officers and Committee Chairpersons Expense
V. Contributions and Dues	
	a. Church Women United Dues
	b. National Council of Negro Women Dues
	c. Bread for the World
	Total Contributions and Dues
VI. Miscellaneous:	
	a. Miscellaneous (See Attachment # 3, 2017-18 Other Expenses)
	b. Life Membership
	c. Bus to Las Vegas (Summer Institute)
	Total Other
Total Anticipated Expenses	
	Net Income (Loss)

A F R I C A N M E T H O D I S T E P I S C O P A L C H U R C H

5TH Episcopal District YPD



OFFICERS - YPD - CONNECTIONAL OFFICER 2017-2019

PRESIDENT

Chinello Tyler
314-865-9595
chinelo.tyler@gmail.com

OFFICERS - YPD - EPISCOPAL DISTRICT 2017-2019

PRESIDENT

William Cordier
816-830-3087
wmcordier1999@gmail.com

FIRST VICE PRESIDENT

Alaysha Finley
510-3347-7945
afinleyypd5@gmail.com

SECOND VICE PRESIDENT

Askia Stewart, Jr.
480-347-8953
askiachurch@gmail.com

RECORDING SECRETARY

Ashaya Stewart
623-241-3442
ashaya01@hotmail.com

ASSISTANT RECORDING SECRETARY

Chloe Rickett Gay
314-520-0171
chloerickettgay@gmail.com

COMMUNICATIONS SECRETARY

Jocelyn Iglehart
415-559-0891
jocelyniglehart@gmail.com

WORSHIP DIRECTOR

Zachary Settle
816-778-9371
zacharysettle98@gmail.com

PARLIAMENTARIAN

Rayven Brantley
951-203-2715
Zhane20th@gmail.com



OFFICERS - YPD - CONFERENCE YPD PRESIDENTS 2017-2019**PACIFIC NORTHWEST**

Mia Brown Smith
253-329-3585
mialashawn91@gmail.com

DESERT MOUNTAIN

Tori Gibson
602-250-0767
gibson.renae.tori@gmail.com

MIDWEST

Joseph Brown
816-547-9583
joseph.b11550@gmail.com

CALIFORNIA

Kaiyn Smith
916-524-1028
smithkayin157@gmail.com

MISSOURI

Kristina Eason
314-556-1359
easonkristina11@gmail.com

SOUTHERN CALIFORNIA

D'Nell Whitman
951-756-3952
dnellwypd5@gmail.com

A red geometric graphic consisting of several overlapping triangles and rectangles, located in the bottom right corner of the page.

PROGRAMMING - YPD MEETINGS AND MINISTRY EVENTS

ANNUAL MEETINGS AND MINISTRY EVENTS

CONNECTIONAL

- Connectional/Episcopal Directors Retreat
- Connectional LTI March/April
- Self Denial Study Campaign May
- Quadrennial Convention July (every 4 years)

EPISCOPAL DISTRICT

- Planning Meeting October
- MidYear Conference March
- Annual Conference Series August - October
- Planning Meeting October

MISSION OUTREACH

Focus: Agencies/Organizations who serve predominantly African American children and youth

- MLK DAY of Service January
- Souper Bowl of Caring February
- Connectional Outreach at LTI March (annually except the year of Quadrennial)
- Annual Conference Series August - October
- Planning Meeting - Episcopal LTI October

FOCUS AREAS - 2018-19

- Don't Freeze
- It's Your Time
- The World Watches
- Power UP!

PROGRAMMING - PLANNING PROCESS

In an effort to coordinate our work, we will work on our mission, ministry events, meetings and financial obligations in a timely manner. To implement a successful program, the team should ask themselves the following questions:

1. Where are we going?
2. How will we get there?
3. Who or what methods will we use?
4. What are the objectives?
5. How many people will we need to successfully complete the task?
6. What is the financial implication of each step, if any?

ACTIVITY QUARTER	ACTIVITY SEASON	PLANNING QUARTER	PLANNING SEASON
1 st	November – January	3 rd Quarter	May – July
2 nd	February – April	4 th Quarter	August – October
3 rd	May – July	1 st Quarter	November – January
4 th	August – October	2 nd Quarter	February - April

This planning rubric will guide us in coordinating our work. For example,:

1. Self Denial is held in May
2. The Activity Quarter is 3rd, the Activity Season is May - July
3. The Executive Board should be working on this Activity in the 1st Quarter, Planning Season November - January.
4. By the end of January, all details for Self Denial will be in place.
5. Publicity may begin, and the event may be successfully implemented.

This process helps with communication, coordination, and time management,

PROGRAMMING - SUPPORT FROM THE WMS

To be developed

- WMS Presidents
- Support YPD fully
- Attending Conference and District Meetings
- Responsibilities of WMS for YPD

-



CONFERENCE - YPD PROPOSED SCHEDULE

PACIFIC NORTHWEST AND DESERT MOUNTAIN

Friday

- Check-in and Campaigning
- Group Activity
- Empowerment Session
- Choir Rehearsal/Preparation for Morning Worship

Saturday

- *Morning Worship Experience
- Mission Outreach
- Empowerment Sessions
- Executive Board Meeting
- Celebration Activity

MIDWEST, CALIFORNIA, MISSOURI, SOUTHERN CALIFORNIA

Friday

- Check-in and Campaigning
- Group Activity
- Empowerment Sessions
- Worship Experience Preparation

Saturday

- Mission Outreach
- Executive Board Meeting
- Empowerment Sessions
- *Youth Night Worship Experience
- Celebration Activity

WORSHIP EXPERIENCE OFFERING

The YPD Worship Experience Offering will be shared 50/50 between the YPD and the Annual Conference. Work with the Conference Finance Committee Chair to determine whom checks should be made payable. If the YPD collects the offering, a check for 50% of the Offering must be presented to the Bishop during the General Offering of the Closing Worship Service. The Conference YPD President will make the presentation.

*YPD Morning Worship and Youth Night Worship Experience

Each Conference will plan the YPD Worship Experience based on the theme of the Episcopal District YPD.

CONFERENCE YPD - ANNUAL CONFERENCE GUIDE BOOK

Each Conference YPD President and YPD Director will submit an Annual Conference Guide Book to the Episcopal YPD President and YPD Director annually. The preliminary plan is due at the MidYear, the final document is due to the Episcopal District at least 30 days prior to the start of the Annual Conference.

Weekend Agenda

Mission Outreach details

Facilitators with bio, photo

Registration process

YPD Morning or Evening Worship Experience Outline with details

Publicity plan

Executive Board Meeting Agenda



CEREMONY - YPD INSTALLATION OF OFFICERS (Option 1)

District President:	You have accepted the office to which you have been elected or appointed. Do you promise, with the Lord as your helper, to faithfully fulfill its' duties?
Officers:	We do, and we ask all YPD members to receive us as fellow laborers with God.
Episcopal Supervisor:	God has endowed each of you with unique gifts and talents for the edification of the church and the work of youth ministry. Will you accept this church office in proportion to your faith to lead with diligence and to show love to young people, saved and unsaved?
Officers:	We accept our offices with every intention to use our talents to lead God's people according to His will.
Episcopal WMS President:	Do you promise to be obedient and respectful to your Directors and follow the YPD Constitution and By-Laws of the Women's Missionary Society. God being your help?
Officers:	I will, God being my help.
Episcopal YPD Director:	Do you promise that you will walk together in love for one another, and exercise affectionate care and watchfulness over all those within the Local, Area, Conference, District and Connectional YPD?
Officers	We will not forsake the assembling of ourselves together, nor neglect to pray for ourselves and others. We will strive to maintain the high standards of our offices so that the youth ministries of the African Methodist Episcopal Church may be strengthened.
Episcopal YPD President:	Will you, according to your abilities and opportunities, show good to all and regularly support the work of the Young People's Division?
Officers:	We will
Episcopal Supervisor:	(Addressing the Audience – You have heard your leaders promise to faithfully fulfill the duties of the offices to which you have elected them. A true leader can do only as much as faithful followers permit. Will you pledge to your officers your support and assistance as they work with you in the interest of the YPD.
Membership:	We will
Prayer of Consecration	(All) Our Heavenly Father, we have given our pledge before our friends and before You to do our work as leaders. Help us to be faithful to this pledge. We rely upon Your strength and power and You to go with each one of us as we go out to carry on the task for Your kingdom. Help us to see only Jesus Christ, our Savior, and may His desire for our lives be our great compelling force as we Grow, Glow and Go for Christ! Amen.

CEREMONY - YPD INSTALLATION OF OFFICERS (Option 2)

Prayer

Scripture Reading

Presentation of Elected Officers - Conference Nominating Committee Chair

Installation of Officers

I _____ pledge that I will uphold the office of _____ to the best of my ability, the Lord being my helper.

I will follow God's lead and keep Him as the center of my joy.

I promise to take my office seriously, ready to lead, ready to serve, and ready to do the will of God.

I will have a Christian attitude at all times.

I will behave in a manner that always represents my God, my church and my family.

I will be committed to the cause, dedicated and true.

To God be the glory. Amen

Episcopal Supervisor or appointee

You are now duly installed as officer(s) of the _____ Conference Young People's Division of the Women's Missionary Society of the African Methodist Episcopal Church.

Greeting of Officers



FORMS YPD - MONIQUE GONZALES MEMORIAL

Monique Gonzales Memorial Honoree Submission Form

Monique Danielle Gonzales

Monique was born on June 24, 1974. During her 19 years she served the Lord as a member of Prairie View African Methodist Episcopal Church in San Felipe, Texas under then pastor, Rev. Sarah Frances Davis. Monique served as President of the West Texas Conference YPD, and as the Tenth Episcopal District President. Monique participated as a Debutante in the Debutante and Masters Cotillion at the 1992 General Conference. A sophomore at the Southern Methodist University in Dallas, Texas Monique participated in the Association of Black Students, the Kappa Mu Chapter of Alpha Kappa Alpha Sorority Incorporated, and was the founder of the Society of African American Communicators. Monique was called from labor to reward on April 2, 1994.

***Annually, we honor young people who have passed over the course of the last year.
Please communicate with the young person's family for approval to submit the information.
Upon approval, please complete the requested information below.***

Name of Monique Gonzales Memorial Honoree (please type or print legibly): _____

Sunrise Date: _____ **Sunset Date:** _____

Brief Bio of Honoree (3-5 Sentences) :

Conference:

☐ Pacific Northwest ☐ Desert Mountain ☐ Midwest ☐ California ☒ Missouri ☐ Southern California

Local Church _____

Please include a digital photo of the honoree. (3 photo max)

***Please email this completed form and photos to:
Episcopal Assistant Recording Secretary - Chol'e Rickett Gay at chloerickettgay@gmail.com***

FORMS YPD - ANNUAL CONFERENCE REPORT CHECKLIST

This checklist is intended to ensure each Annual Conference YPD Report is complete and the data collected may be easily compiled for the Episcopal District Report to the Connectional YPD. Please complete each section for the Conference Year.

Please make a minimum of 5 hard copies (Bishop, Supervisor, Episcopal WMS President, Conference WMS President, Bishop's Conference Secretary). *All other reports may be submitted electronic.*

Order of Electronic Report

1. Cover Page with leadership listed
2. Letter of Greeting from the Episcopal YPD President and Conference YPD President
3. Conference Summary Report (Attachment 1) (Statistical Summary Report)
4. Focus Area Report - in order listed
5. Complete Statistical Report (This is the Local Church Summary by Conference)
6. Complete Local Church Financial Obligation Report - Assessed/Paid
7. 2018 Annual Conference Agenda (1-2 pages)
8. 2018 Annual Conference Empowerment Sessions (if not included on the Agenda)
9. Annual Conference YPD Planning Team Members (1 page)
10. List of Facilitators with Affiliation and contact information, no bios here (2 - 4 pages)
11. Monique Gonzales Memorial
12. Executive Board Meeting Agenda
13. Worship Experience Program
14. Publicity Flyer for YPD Annual Convention

FORMS YPD - ANNUAL CONFERENCE SUMMARY

CONFERENCE YEAR: _____

CONFERENCE: _____

YPD PRESIDENT: _____

WMS PRESIDENT: _____

MEMBERSHIP STATISTICS:

TOTAL CONFERENCE MEMBERSHIP: _____ NEW MEMBERS: _____

_____ MOTHER SUNBEAMS _____ ALLEN STARS
_____ YOUNG PEOPLE’S AUXILIARY _____ YOUNG ADULT DIVISION

FINANCIAL OBLIGATION TO THE DISTRICT: \$ _____ AMOUNT PAID: \$ _____

CONFERENCE STRENGTHS (MAXIMUM OF 5 BULLET POINTS)

CONFERENCE AREAS OF NEED (MAXIMUM OF 5 BULLET POINTS)

MINISTRY HIGHLIGHTS BY FOCUS AREA:

CONNECTING WITH THE WMS

WHAT STEPS HAVE BEEN TAKEN TO STRENGTHEN THE LOCAL LEVEL OF THE YPD WITHIN THE CONFERENCE?



FORMS YPD - CONFERENCE/DISTRICT OFFICER APPLICATION 2018-19**Official Nominating Form for 2019-2020 Conference Year**

NAME: _____

ASPIRANT FOR THE OFFICE OF: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE OF BIRTH: ____/____/____ AGE: ____ CELL PHONE: _____

EMAIL: _____

CONFERENCE: _____ LOCAL CHURCH: _____

OFFICES HELD ON THE EPISCOPAL, CONFERENCE, AREA AND LOCAL LEVEL (Indicate dates):

Use an extra sheet, if necessary.

OTHER LEADERSHIP EXPERIENCES: Use an extra sheet, if necessary.

SPECIAL SKILLS:

Attach your resume, a recent photo, and a brief letter stating your vision for the office you are seeking, and any additional information relevant to the office you seek.

Nominee's Signature: _____ Date: _____

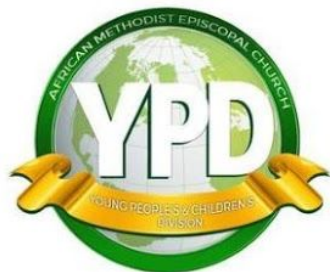
Local YPD Director's Signature: _____ Date: _____

Conference YPD Director's Signature: _____ Date: _____



FORMS YPD - CONFERENCE STATISTICAL REPORT

The YPD Statistical reports are electronic documents. The Local reports populate to the Conference Report. Following is a copy of the Conference Summary. No columns or cells are to be added to the electronic forms.



Fifth Episcopal District Young People's and Children's Division 2018 Statistical Report CONFERENCE SUMMARY

Conference: ☐ Pacific North West ☐ Desert Mountain
☐ Midwest ☐ California
☐ Southern California ☐ Missouri

Conference YPD Director: _____
 Conference YPD President: _____
 Conference WMS President: _____

Connectional YPD Officers in the Conference _____
 District YPD Officer in the Conference: _____
 District YPD Officer in the Conference: _____
 District YPD Officer in the Conference: _____
 District YPD Officer in the Conference: _____

Conference Statistical Information (Note: Only fill in # of Local Churches and Number of Areas.
 All other fields will automatically calculate from Local Church Summary.

Number of Local Churches in the Conference	Number of Areas	Number of Active YPD Divisions (including new)	Number of New YPD Divisions	Number of Local YPD Directors	Number of Advisors (Members of the WMS)
		0		0	0

Please do not type below this line. Totals will calculate from the Local Church Summary.

Youth Statistics by Age Category

Sunbeams (2-6)	Allen Stars (7-12)	Youth Auxiliary (13 - 17)	Young Adults (18 - 26)	Total Conference YPD Membership
0	0	0	0	0

Youth Statistics by Gender

Females	Females	Females	Females	Total Females
0	0	0	0	0
Males	Males	Males	Males	Total Males
0	0	0	0	0
Total Youth:				0

Summary Report and Local Church Summary are due July 15, 2018. Please save in Google Drive.

**IN THE NAME OF THE TRIUNE GOD,
MAY THE SPIRIT OF CHRISTIAN MISSIONS ENTER EVERY HEART,
THIS WE ASK IN JESUS' NAME.
AMEN**

WMS/YPD Manual Compilation Team

Alexia Butler Fugh, Episcopal Supervisor

Deborah Jarrett Rabb, Episcopal 1st Vice President

Richelle Fry Skinner, Episcopal YPD Director

Stephanie Townsend, Desert Mountain Conference WMS President

