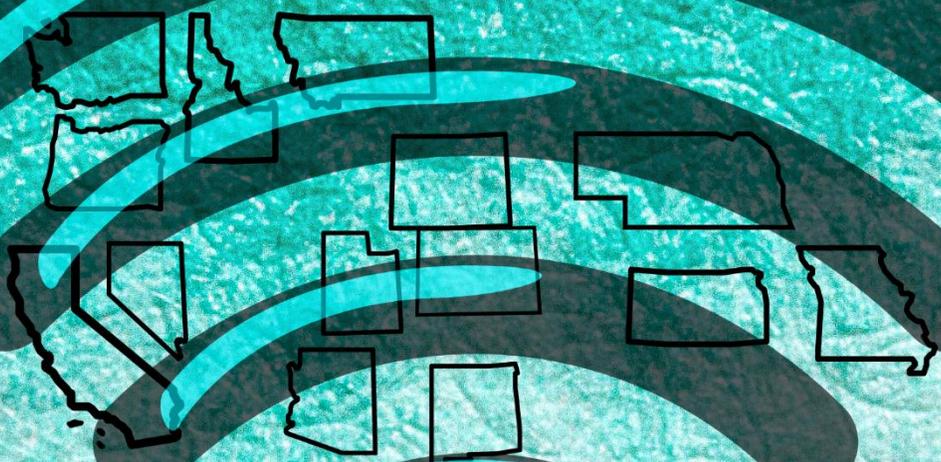


5th Episcopal District

2020 Annual Conference Series



Right Reverend
Clement W. Fugh,
Presiding Prelate



Alexia B. Fugh,
Episcopal Supervisor

TECHNICAL MANUAL

Edited by
Reverend Brandee Jasmine Mimitzraiem

5TH EPISCOPAL DISTRICT
2020 ANNUAL CONFERENCE SERIES
TECHNICAL MANUAL

The 5th District's 2020 Annual Conference webinars have been designed so that the Bishop and members of the Annual Conferences can comprise the boundaries of the Conference in a virtual context. Presiding Elders, Pastors, and components can meet, report, worship, and join together in affirming that we are yet alive and do see each other's face – albeit virtually.

Though we are incorporating technology into our meeting, the structure and expectations of Annual Conference will remain the same.

This manual serves as a resource for those attending the 6 Annual Conferences of the 5th Episcopal District. The information contained herein was previously disseminated across a variety of platforms. This manual is a support to information already provided by Bishop Fugh and subject to change at his discretion.

Virtual Conference Planning Task Force

Rev. Raichera Venning McCray, Chair

Technical Manual Committee

Rev. Brandee Jasmine Mimitzraiem, Chair

Sis. Vanessa Anderson

Rev. Dr. Karla J. Cooper

June, 2020

Annual Conference Technical Manual

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Webinar Registration



Registration

Topic 134th Desert Mountain Annual Conference
Time Aug 13, 2020 08:00 AM in Pacific Time (US and Canada)

Registration Form

Your Annual Conference leadership will disseminate a link to a registration form that is unique to your Annual Conference. Please fill out this form as you have the paper forms in the past. Please use the blue “Register” button to submit your form to registration. Please only hit the register button once per registration.

If your local congregation typically registers the members of the Annual Conference, please do not register yourself. Please only register for your Annual Conference once. You will receive an email confirming your registration and containing your personal link for attending Annual Conference. Please mark that email as “important,” move it to a specific location where you can easily retrieve it the day of Annual Conference or print it out.

* Required information

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Email Address *	<input type="text"/>	Confirm Email Address *	<input type="text"/>
Address	<input type="text"/>	City	<input type="text"/>
Zip/Postal Code	<input type="text"/>	State/Province	<input type="text" value="Choose One..."/>
Phone	<input type="text"/>		
Local Church Name *	<input type="text"/>	Presiding Elder District *	<input type="text"/>
Presiding Elder Name *	<input type="text"/>		
Church Position *	<input type="checkbox"/> Pastor <input type="checkbox"/> Clergy <input type="checkbox"/> Delegate <input type="checkbox"/> Alt Delegate <input type="checkbox"/> Youth Delegate <input type="checkbox"/> Alt Youth Delegate <input type="checkbox"/> Conference Officer <input type="checkbox"/> Lay Member <input type="checkbox"/> Special Guest		

Sample Registration Form

Registration Fee

Your Annual Conference leadership will communicate the registration fees per person with the pastors of your Annual Conference.

Attending Conference via Webinar

Getting Connected

Attending Annual Conference requires that you connect to a webinar. A webinar is, literally, a seminar hosted on the web. A webinar is a meeting, with all the rules and responsibilities of a meeting held without physical presence. To connect to your Annual Conference webinar, you need your personal, unique link OR the meeting ID.

Personal Link

The link you received upon registration is personal to you; it is assigned to your email address and your name. This unique link CANNOT be shared or exchanged with another person. Using this link OR your email address constitutes you logging in.

Join Meeting Function

You can also use the meeting ID and your email to join the meeting. Use the email you used to register so that you are admitted to the Annual Conference webinar on the correct “side” (as either a panelist or an attendee). Both panelists and attendees also have the ability to “Join Meeting” by clicking the button that says so and typing in the meeting ID. This option allows you to type in your email address. If you are a panelist and choose this option instead of using your personal link, please use the same email address you used to register so that you will be directed to the right “side” of the webinar. You can choose to mute your video upon entry via the entry screen.

Please do NOT choose to disable your audio via the entry screen. Doing so will prevent your device’s sound system from connecting to the app. You will not be able to speak and you may not be able to hear. Correcting this may require exiting the meeting and re-connecting OR simply re-connecting audio as prompted (depending on the device used).

Text of Email with Your Personal, Unique Link

You are invited to a 5th District Zoom webinar.

Date Time: May 31, 2020 07:00 PM Central Time (US and Canada)
 Topic: Annual Conference Practice
 Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Join with Meeting ID

Enter your email address

Wait to be let in

Answering Roll Call

When you log in to your Annual Conference webinar, please use your name as written on the Annual Conference Roll. No nicknames. No abbreviations. Your name, as it appears on the list of logins, constitutes your answer to the roll. Your Annual Conference meeting will open at 8:15a on the day of your annual Conference. Roll Call will be recorded at 8:45a. Please be “in place.” The record of logins will include the time as well as your name. It will also include any time you left the meeting. Together, this information will be used to determine your presence at Annual Conference. A virtual Annual Conference is still Annual Conference and members of the Annual Conference are required to be in wakeful attendance, subject to the Doctrine and Discipline of the AME Church.

Attendee vs. Panelist

There are two different ways to participate in your Annual Conference virtually: as a panelist (or participant) or as an attendee (observer).

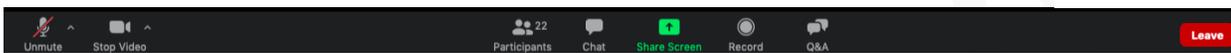
Panelists

Panelists are those who are members of the Annual Conference, who have registered, and received their own personal links. Panelists are visible to themselves, to each other, and to attendees. Panelists are able to speak. Panelists are able to use the chat function to speak with each other and the attendees. Panelists are able to see the questions and answer them.

It is important for all of those who are panelists to remember to follow leadership and that their access to the chat and Q&A doesn't mean that it is appropriate or acceptable for them to answer questions.



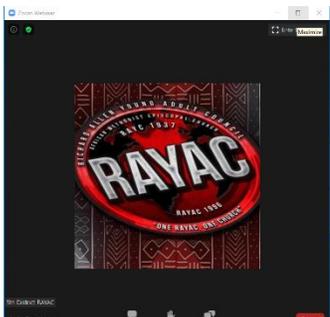
Annual Conference Attendee as Panelist



Webinar Tool Bar for Panelists



Webinar Tool Bar for Attendees



Annual Conference Attendee as an Attendee

Attendees

Attendees are unable to be seen by anyone and are unable to speak during Annual Conference. Attendees are able to engage with panelists through the chat and Q&A functions.

Only those who members of the Annual Conference, who have registered, who join via their personal webinar links will be panelists.

Differences in platforms

Your annual conference meeting is accessible through three (3) different means: Web Browser, Zoom App, Dial-In.

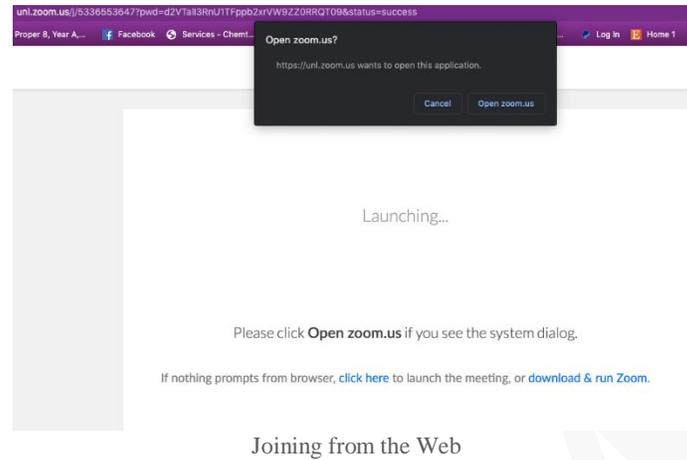
Web Browser

Attending your Annual Conference via Zoom can be done through a web browser (e.g., Google Chrome, Safari, Firefox). Locate the URL of your meeting and click it or enter it into your web browser. (If you have already downloaded the app, this action will prompt you to open the app.)

<https://unl.zoom.us/j/5336553647?pwd=d2VTall3RnU1TFppb2xrVW9ZZ0RRQT09>

You will be prompted to download the app. If you do not want to download anything, click "cancel" on the pop-up screen until you see a small line at the bottom of the screen that has the option "join meeting from browser." When you click that option, a screen will appear with a place for you to enter your name and join the meeting.

Attending via web browser requires you to allow the zoom website to connect to your audio and video before you can unmute yourself or turn on your Zoom video.



The web browser allows you to “disable receiving video.” Clicking this option will mean that you no longer see anyone who is attending Annual Conference. If you click this by mistake, simply click the three (3) little dots to the right of the chatbox and hit “enable receiving video.”

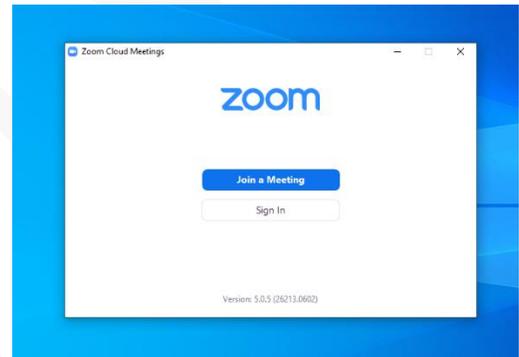
Disclaimer: When using Zoom on a MacBook Pro, please use Chrome or Firefox to connect via web browser instead of Safari. Please see the resource section below for where to download these browsers.

Zoom App

Zoom is also available as an application or “app.” Using the app allows for a greater variety of functions that may not be available on all browsers.

Connecting to your Annual Conference webinar via the Zoom app requires that you download the app *prior to* the day of Annual Conference. You do not have to sign up for anything to attend Annual Conference.

To attend Annual Conference via the app: click the link provided in your registration or informational email. You will then be re-directed from your email to open the app.



Dial-In

Connecting to the Annual Conference webinar via telephone is called “dialing in.” You may dial-in to your annual Conference using the phone number on your personal link or annual conference information flyer. When you dial-in, you are able to hear everyone who is speaking. You are unable to see anyone. When you dial-in as a panelist, your phone number is visible to every panelist and to attendees when you speak.

Bishop Fugh has asked that ONLY attendees dial-in to Annual Conference. Please use either a web browser or the Zoom app if you are a member of the Annual Conference.

“To See Each Other’s Face.”

In the Zoom app, panelists are able to choose how to see each other during the course of the meeting. These options only affect what is seen on your own personal device. Only the host can change what the attendees see. The panelists are unable to see the faces of attendees regardless of setting.

Gallery View

Gallery View is the default view for meetings. In this setting, you'll be able to see everyone who is attending Annual Conference. As each person speaks, a green box appears around their picture /video. If there are more panelists than are visible on a single screen, there will be an arrow with the number (e.g., "1/2") to the right and left of the collage of pictures. You can scroll through that to see who else is in attendance. Note that even if you do not have your window on "Gallery View," other people might and you will still be visible.

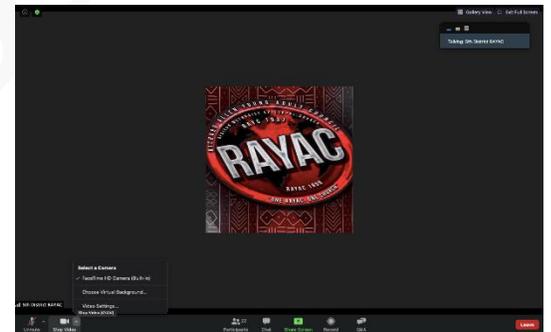
Gallery View in Full Screen



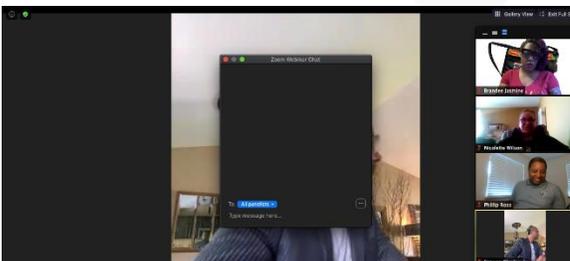
Speaker View and Pin Video

If you would like just to see the person who is speaking, you may consider switching your window to "speaker view" or clicking "pin video" in the options on a person's (e.g., Bishop Fugh's) video. Whoever is speaking (or pinned) will show upfront and center on your screen. The gallery of panelists will show up in a bar on the right as thumbnails.

By clicking the thick box, "show active speaker video," you can minimize the gallery and show only one thumbnail. By clicking the flat line, "hide thumbnail video," you can get rid of the thumbnails altogether. Practice switching back and forth, choosing which setting you prefer on your screen.



Speaker view with Hide Thumbnail



Full Screen, Speaker View, Chat in the Way

These options are important if you have the chat screen enabled as a pop-up and wish to keep track of both who is speaking and what is going on in the chat room. If you'd rather see everyone's face simultaneously, please utilize the gallery view.

Full Screen vs. Minimize

Both Gallery View and Speaker View are available with the Zoom app window minimized. Minimizing the window will allow for the chatbox discussion to be on the side of your screen. In Full Screen view, the chat is a small pop-out window. You can toggle back and forth between views, moving the chat window as needed during your Conference session.

Minimized, Gallery view, Chat affixed



Communication During Session

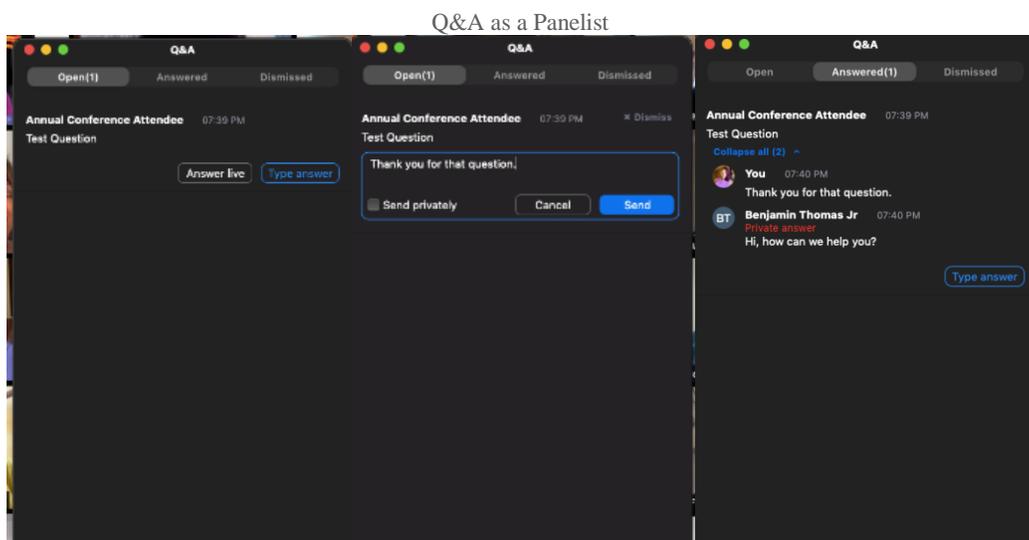
While panelists are able to hear and speak during the course of the meeting, both panelists and attendees should use the chat and Q&A function for discussions and questions related to the content of the meeting. The Q&A or “question and answer” function is reserved for asking those questions that only panelists (i.e., Bishop Fugh, Supervisor Fugh, and Presiding Elders) can answer. The chat function should be used for discussions that panelists and attendees want the entire Conference to see.

Both functions appear differently from different sides of the webinar meeting.

Question and Answer

If you have a question that can and should be answered by someone on the panel about the meeting itself, please use the Q&A function.

Questions that are appropriate for the Q&A box are questions that you would be willing to answer on the Annual Conference floor to be included in the minutes. Please remember your Robert Rules of Order. If your question is one of procedure, please note it as such by typing, first, “POINT OF ORDER” and then typing your question; likewise, for questions that are considered Personal privilege, etc.



As a panelist

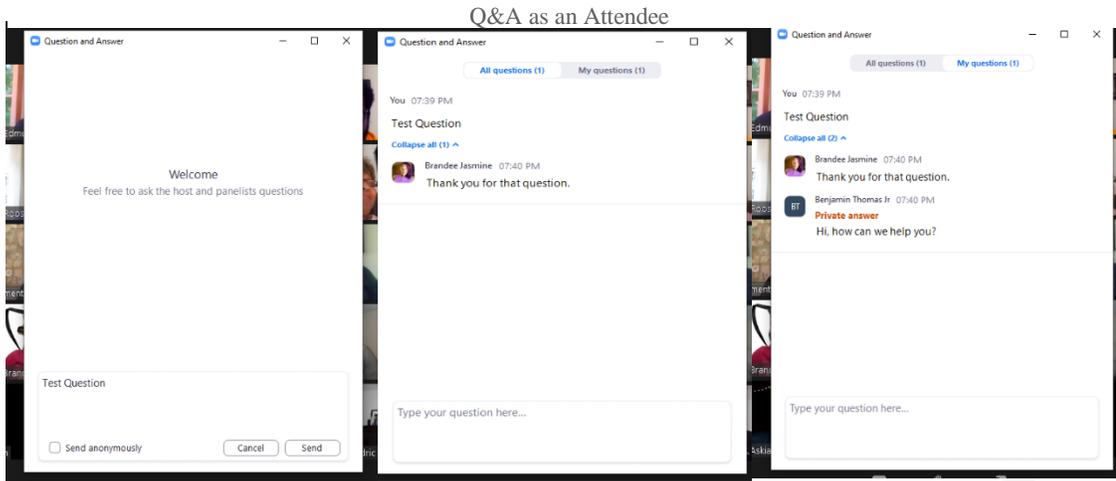
Panelists are able to ask and answer questions. To answer a question, please click “Type answer” or “Answer live.” The “Type answer” will create a box for you to type your answer in. You can choose to send your answer publicly or privately to the attendee who asked the question

Panelists are able to see who asked questions and the order in which they were asked. Panelists are also able to answer questions. Panelists can answer questions privately or publicly. Panelists can see every other private answer to every question. Panelists are also able to dismiss questions, unanswered, and to opt to answer questions live instead of in the Q&A box.

Please do not answer questions or monitor the Q&A function if you have not been designated by leadership to do so.

As an attendee

Attendees are able to ask questions. To ask a question, click the Q&A button on your toolbar. A pop-up will appear. Type your question and then hit send. All of the panelists will be able to see any question you type into the Q&A.



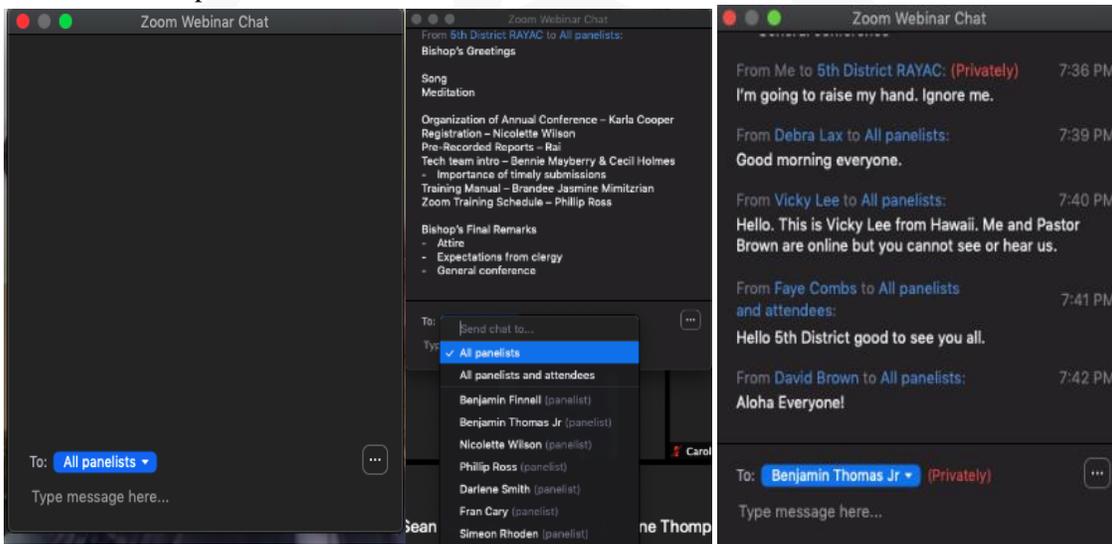
Attendees are able to see other questions asked by attendees. Attendees are able to see the public answers to everyone’s questions. Attendees are able to see private answers to only their questions.

Chat function

To chat, type in the box. When you are done, push “Enter” or “Return.”

As a panelist:

The panelists can use the chat function to speak to ONLY other panelists or to both panelists and attendees. Panelists can also use the chat function to speak directly to other panelists. Please be aware of your audience when you’re using the chat function as a panelist.



No important question should be asked in the chatbox. Please use the Q&A for questions that require answers from the panel.



As an Attendee:

You are able to see the typed messages from every other attendee, but ONLY the messages from the panel that panelists choose to share with attendees. Everyone on the panel is able to see everything you type in the chatbox.

Reports

Presiding Elders, Pastors, and Components will be responsible for submitting their reports for Annual Conference. Your report is due six (6) weeks before the date of your Annual Conference. As late submissions will not be accepted, please see the Annual Conference dates below to determine the last date to submit reports for your Annual Conference. Reports must be submitted to the submission portal at [AMESubmit.com](https://www.amesubmit.com).

Pastoral Reports

Pastoral reports will be pre-recorded. A digital device is needed to create a video of the report, save the video, and then submit the recording. The report must be between 60 to 75 seconds. The completed report must be submitted to the submission portal at [AMESubmit.com](https://www.amesubmit.com).

Reported Information

You will need to give the statistics for Conversions, Accessions, Baptisms, and total membership. If you still have time within the 60 to 75 seconds, you may use your time to show other areas of your church and ministries.

How to Film the Report

You must record your report. You may use a cell phone or other digital device, such as a tablet. If using a cell phone, please make sure in your camera settings to use the 4K or HD quality. This will help to capture the video clearly. If using a camera or webcam, please also make sure that the quality is clear and not distorted.

It is also acceptable to submit your report as a PowerPoint with a voice-over. Please make sure to change the file type (extension) to a .mp4 or .wmv

Again, you have 60 to 75 seconds to record the report.

Style and Content

Please be dressed as if you are at Annual Conference. Please make sure your background is acceptable and not distracting. Clergy should be in collars, full or vestments. You will need good lighting, such as a ring light, natural light from outside, or be in a well-lit location. This will help with viewing quality and clarity.

Sending Reports

Please send your completed, recorded report to the submission portal at [AMESubmit.com](https://www.amesubmit.com).

For assistance, please reach out to your Conference Tech Support Team or send an email to AME5Promotions@gmail.com.

Organization and Component Reports

Pre-Recorded Reports

These reports must be recorded by component heads or by a team. These can be a screen recording of a Zoom meeting or a recording of the component head.

The following reports must be submitted to the submission portal at [AMESubmit.com](https://www.amesubmit.com)

- Women in Ministry
- Women's Missionary Society
- Young People's Division
- Lay Organization
- Memorial Committee

Pre-Prepared by PowerPoint

These PowerPoint reports must be prepared and submitted ahead of time. The information in the report should be the main focus, with the reading of the report as a voice-over. These reports should be prepared with the entire committee. Please submit reports to the submission portal at [AMESubmit.com](https://www.amesubmit.com)

The following reports will be pre-prepared using PowerPoint and shared during Annual Conference.

- Board of Examiners
- Classification of Churches
- Classification of Ministers
- Retirement
- Conference Trustees
- Ministerial Efficiency Committee (with panelists only)

Live Reports

Some reports need to be delivered “on the conference floor” and will be presented during the meeting, live by the committee heads. As with in-person conferences, these reports should be completed before they are presented, but they do not need to be submitted through the submission link beforehand. The reports themselves will not be visible to the panelists or the attendees on the meeting screen.

The following reports are to be presented to the Annual Conference live.

- Finance Committee
- Summary of the Minutes
- Resolutions Committee

Virtual Conference Etiquette

Dress Code

Dress to impress. This is still a church event. Please dress as if you were physically present at Annual Conference or Sunday service. Business attire is the standard.



Clergy Men must wear ties or clergy collars. Women must wear clergy collars or vestments.

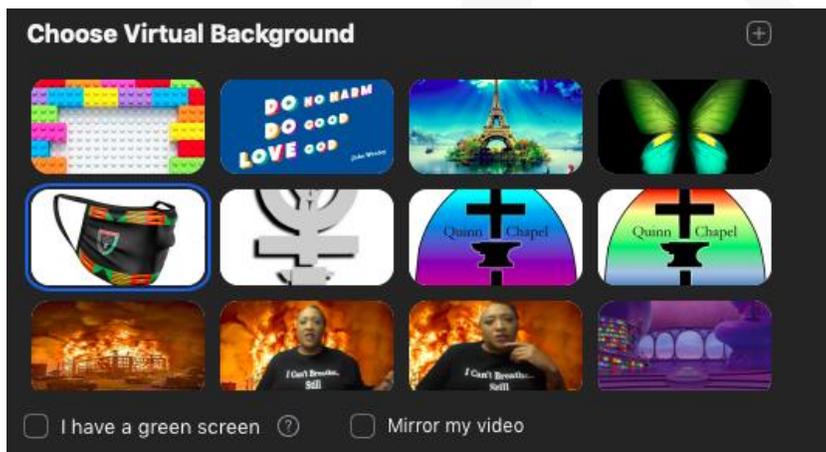
There are times, during every Annual Conference when we stand. Please dress appropriately for such instances.

Please also be mindful of the way your body interacts with clothes when you are seated.



Virtual Backgrounds

The use of virtual backgrounds can be especially helpful if you have young children at home or are unable to find a place to attend where the area behind you is uncluttered and free of distractions. It is better to use a virtual background than it is to be a distraction from the Annual Conference.



You can change this in your zoom settings, or from the Zoom app screen. Click the “up arrow” next to the camera and select “virtual background.” If you want to customize your background to an AME and Annual Conference appropriate theme, click the (+) button on the virtual background screen, search for or choose a picture from your device, click open. That picture will show up as an option to be used as a background.

Disclaimer: This feature is not available on Chrome Books, Google Chrome, MS Surface. Check if your device allows this feature. Please check if your device is compatible for virtual backgrounds

Wakeful Attendance



A simple configuration with laptop and ring light

Attending the Annual Conference requires a device to connect to Zoom (via browser or app, as noted above). The device needs to come equipped with a web camera and a microphone. It is not necessary to purchase additional equipment in order to attend Annual Conference. You can use a well-lit room and your laptop, cell phone, or tablet on a sturdy surface.

A possible arrangement of equipment for attending Annual Conference that includes a ring light, an external microphone, and a green screen.



Others may choose more elaborate set-ups, like the one pictured here. This set-up includes a ring light for studio-quality imaging, an external microphone for quality sound, and a green screen for a more pronounced virtual background.

Though these items may be useful for continued virtual meetings, please do not feel obliged to purchase these items for the sake of attending Annual Conference.

Camera

Whatever device you use to attend Annual Conference, be sure you are in a well-lit room. Front lighting is better than backlighting; a ring light, though optional, is also helpful. Make sure your device is in a stable position, and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.

Please ensure the camera on your device is clean before the start of Annual Conference. (Please clean it according to manufacturer instructions.)

Please mute your camera if you are going to be doing things that are not suitable for the entire Conference to witness or if the area from which you are attending Conference becomes distracting and busy.

If you need to turn off your camera, please have a suitable still photo of yourself or your church. This image will show when you select the option at the bottom “stop video.” You can add a still photo or “profile picture” via the settings option in the Zoom app. Please do not repeatedly change your still photo during the course of the meeting.



Microphone

To help keep background noise to a minimum, mute your microphone when you are not speaking. If you are sharing a location with someone else who is a panelist, please also mute your sound when the other person is speaking in order to prevent the feedback-echo loop.

Please test your audio before Annual Conference to ensure that your microphone and connection are free from distortion so that you are heard clearly. Before you begin speaking, make sure to unmute yourself, and give your audio a second to catch the change. While you are speaking, or when your microphone is open, avoid activities that could create additional noise, such as shuffling papers. Be mindful where you place your hands on your device so that you do not accidentally cover the microphone, and be aware of noise caused by excessive hand movements.

Presence During Session

All panelists are expected to be wakeful and present during Annual Conference. Panelists are expected to pay attention, be visible on-screen with cameras turned on (except for those moments when doing so would be an unnecessary burden or distraction to the Conference), and to be engaged in the goings-on of Conference. Remember that you are visible to all panelists and attendees unless your video is stopped. Avoid multitasking or participating in multiple activities during Annual Conference. Do not do anything in this virtual Conference that you would not do in a physical meeting. Your video presence *is* your presence at Annual Conference.



Gallery view of a Zoom panel with a variety of engagement, lighting schemes, and backgrounds.

Conference Tech Support

There is a team of professionals working behind the scenes in order to ensure the success of this Annual Conference series successful. That team will be assisted during and before the meeting by a Conference Tech Support Team.

Conference Secretaries

The Conference Secretary, at the direction of the Bishop and Presiding Elders, may need to monitor the Chat and Q&A functions. This person (best, multiple people) should be of the panelists and not an attendee.

Presiding Elder Points of Contact

Each Presiding Elder has a “Point of Contact” that is working with the behind the scenes tech team. The Point of Contact will assist with the technical aspects of the Annual Conference, ensuring its smooth functioning. Their primary function is to support the Presiding Elder. They may also be asked to help the leaders of Conference Committees and component heads, connecting the Producer and Editor with the Preacher for the Annual Sermon, assisting to monitor the Q&A and Chatbox, and troubleshoot technology as time allows.

Resources

For Questions

AME5Promotions@gmail.com

AME5.org/duty-bound/

To Submit Reports

www.AMESubmit.com

Tutorial Videos

Zoom: support.zoom.us/hc/en-us

Setting Up a Ring Light: Logitech.com/en-us/promo/streaming-content-creation-tips/use-ring-light-with-your-setup.html

To Download Browsers

Google Chrome: www.google.com/chrome

Firefox: www.mozilla.org/firefox

To Purchase Ring Lights



Sponsored ⓘ

10" Ring Light LED Desktop Selfie Ring Light USB LED Desk Camera Ringlight 3 Colors Light with Tripod Stand iPhone Cell Phone Holder and Remote Control for Photography Makeup Live Streaming

★★★★☆ > 643

\$38⁹⁹ ~~\$40.99~~

Save \$6.00 with coupon

✓prime FREE Delivery Fri, Jun 12



Sponsored ⓘ

2020 EDITION

Yesker 10.2" Selfie Ring Light Dimmable with Tripod Stand Cell Phone Holder Mini Led Camera Ringlight for Live Streaming Makeup YouTube Video Photography Compatible iPhone Android Remote Control

★★★★☆ > 569

\$45⁹⁹ ~~\$59.99~~

Save \$3.00 with coupon

✓prime FREE Delivery Wed, Jun 10

Best Seller



Neewer Ring Light Kit:18"/48cm Outer 55W 5500K Dimmable LED Ring Light, Light Stand, Carrying Bag for Camera, Smartphone, YouTube, Self-Portrait Shooting, Black, Model:10088612

★★★★☆ > 8,208

\$118⁹⁹ ~~\$133.99~~

✓prime FREE Delivery Thu, Jun 11

More Buying Choices

\$89.99 (24 used & new offers)

Best Seller



8" Selfie Ring Light with Tripod Stand & Cell Phone Holder for Live Stream/Makeup, UBeesize Mini Led Camera Ringlight for YouTube Video/Photography Compatible with iPhone Xs Max XR Android (Upgraded)

★★★★☆ > 13,591

Limited time deal

\$47⁹⁹

✓prime FREE Delivery Wed, Jun 10

Annual Conference Specifics

<http://www.ame5.org/2020-annual-conference-series/>

Dates

August 12 – 14, 2020

134th Desert Mountain Annual Conference
Host: Tanner Chapel AME Church, Phoenix, AZ

Deadline to Submit Reports: July 1, 2020

August 19 – 21, 2020

129th Pacific Northwest Annual Conference
Host: Bethel AME Church, Portland, OR

Deadline to Submit Reports: July 8, 2020

September 2 – 4, 2020

13th Midwest Annual Conference
Host: Bethel AME Church, Kansas City, MO

Deadline to Submit Reports: July 24, 2020

September 9 – 11, 2020

156th California Annual Conference
Host: First AME Church, Oakland, CA

Deadline to Submit Reports: July 29, 2020

October 14 – 16, 2020

95th Southern California Annual Conference
Host: Bethel AME Church, San Diego, CA

Deadline to Submit Reports: September 2, 2020

October 21 – 23, 2020

165th Missouri Annual Conference
Host: St James AME Church, St Louis, MO

Deadline to Submit Reports: September 9, 2020

October 26, 2020

Planning Meeting
11:00 a.m. – 2:00 p.m. CDT

Agenda

Wednesday

10:00 a.m. – 12:00 Noon

Women's Missionary Society Convention

Mrs. Alexa B. Fugh, Supervisor
Presiding

1:00 – 3:00 p.m.

Women In Ministry Convention

Annual Conference Coordinator
Presiding

4:00 – 6:00 p.m.

Conference Lay Organization

Conference Branch President,

Presiding

Thursday

8:40 – 8:45 a.m.

Host Church Greeting
(Welcome/Snippets/Montage)

8:45 – 9:00 a.m.

Devotional Service

Participants TBA

9:00 – 10:45 a.m.

Call to Order

Annual Conference Business Session I
Bishop Clement W. Fugh

Roll Call

Conf. Sec'ty via Zoom/Call-in Record
(Call in may begin at 8:15 a.m.)

Organization

Election and Appointment of Conf. Officers

(The slate of Officers is posted in categories as they are presented by Presiding Elders and acted on.)

Approval of the AGENDA

Presiding Elder Summaries *(Financial Reports made on Tuesday. Thank pastors and members for their stewardship.)*

Report of Board of Examiners *(Note: Candidates for Admissions, and for Deacon and Elder orders will be acted on in an actual assembly, not in a virtual setting.)*

Casting the Quadrennial Vision Bishop Fugh

10:45 -11:30 a.m.

(ZOOM continues for Ministers and Delegates; Observers will see pre-recorded content.)

Intermission/Proprietary Session

11:30 a.m. – 1:00 p.m.

Annual Conference Business Session II

Pastor's Annual Reports *(Pre-record Pastors reporting on Conversions, Accessions and Baptisms – 60 seconds. Post picture of Pastor or Church.)*

Reports from Essential Committees *(ALL Committees are to file reports with the Conference Secretary prior to the convening of the Conference except the Finance Committee and Ministerial Efficiency Committee.)*

Memorials *(Memorial Litany with Names of those remembered)*

Retirement (*Retirement Litany with Conference Secretary presenting names of retirees*)

Disciplinary Questions

Conference Resolution (*Resolution Committee to work with Conference Secretarial Staff to prepare and exhaustive summary.*)

1:00 – 1:30 p.m.

Intermission/Break

1:30 – 2:45 p.m.

Commissioning Activities

Worship (*See Template for Abridged Order of Service with a Sermon.*)

Announcing of Certificates

Appointments

Adjournment

Friday

5:00 – 7:00 p.m.

Young People's Department Activity

YPD Director and YPD President

(Program Coordinators)