

McAllister Investiture 2015

VOLUNTEERS NEEDED

We, the Eighth Episcopal District, will host the Council of Bishops and AMEC General Board Meetings as well as the Investiture of Bishop Julius H. McAllister, Sr., June 29 – July 1, 2015, at the Hilton New Orleans Riverside Hotel in New Orleans, Louisiana. The General Co-Chairpersons of the planning committee are Elder Lloyd Washington, Reverend Samuel Boyd, Mrs. Brenda Hurst and Dr. Shirley H. Davis. Elder Michele Goodloe serves as the Eighth District Executive Administrative Assistant.

Committees have been established to ensure effective planning and implementation. We need individuals who are willing to work to serve on these committees. Everyone who is willing to serve is encouraged to participate. Below is a list of committees. A description of the committees responsibilities is enclosed. Please indicate the committee(s) with which you are willing to serve. All completed forms should be emailed to mcallisterinvestiture2015@gmail.com, or send via U. S. mail to McAllister Investiture 2015, P. O. Box 14227, Jackson, Mississippi 39236.

Please place an X on the line(s) beside the committee(s) with which you are willing to serve, and sign your name on the line below.

- | | |
|-----------------------------------|-------------------------------|
| _____ Corporate Sponsorship | _____ Photography/Videography |
| _____ Shepherd's Care | _____ Holy Communion Pastors |
| _____ Holy Communion Stewardesses | _____ Clerical Support |
| _____ Mail-Outs | _____ Vendors/Exhibitors |
| _____ Correspondence | _____ Public Relations |
| _____ Choir | _____ Ushers |
| _____ Hospitality | _____ Music |
| _____ Greeters | _____ Souvenir Journal |
| _____ Decorations | _____ Security |
| _____ Health and Wellness | _____ Transportation |
| _____ Intercessory Prayer | _____ Helps |
| _____ Gifts | _____ Signs and Banners |

McAllister Investiture 2015

COMMITTEE RESPONSIBILITIES

for

HOSTING THE COUNCIL OF BISHOPS, GENERAL BOARD

and

THE INVESTITURE OF BISHOP JULIUS H. McALLISTER, SR.

JUNE 29, - JULY 1, 2015

INVESTITURE - JUNE 30, 2015

Corporate Sponsorships

This committee will solicit sponsors for Bishop McAllister's Investiture, VIP Reception, President's Reception and the hosting of the Council of Bishops and General Board.

Shepherd's Care

This committee will be responsible for placing water and juices in pulpit area during worship service and business sessions: this committee will also attend to other needs as specified.

Clerical Support

This committee will assist with clerical needs leading up to the June 29 – July 1 meeting.

Mail-Outs

This Committee is responsible for labeling and stamping envelopes and mailing correspondence.

Correspondence

This committee will compose and/or design correspondence.

Vendors/Exhibitors

This committee will solicit vendors and exhibitors and make booth assignments.

Transportation

This committee will organize a pool of drivers to provide ground transportation for Bishops/ Supervisors, General and Connectional Officers, General Board members.

Public Relations

This committee will compose and disseminate information of public interest to conferees, the religious press, and other legitimate news and social media (Facebook, Twitter, website, etc.); arrange for TV/radio stations to conduct interviews with AME Leadership.

Ushers

This committee will serve during the Investiture Worship Service 7:00 p.m. Tuesday, June 30, 2015, Thirty-two ushers are needed, eight from each conference.

Hospitality

This committee will serve as official greeters/guides during meeting; set up table in hotel to provide attendees with information (eating places, directions to various places in New Orleans). This committee will also serve as host and hostesses at the VIP and President's Receptions.

Greeters

This committee will organize to greet incoming conferees at airport and hotel.

McAllister Investiture 2015

Decorations

This committee will decorate reception halls and pulpit area.

Holy Communion Pastors

This committee will serve Holy Communion at the various stations in the “Worship Center.” Forty pastors will participate, ten from each conference. All participating pastors will wear white robes. It is the responsibility of this committee to secure communion trays, table clothes, and communion elements.

Holy Communion Stewardesses

This committee will make preparations for Holy Communion, to include – providing basins of water, soap, towels, for the celebrants and antiseptics for the communion pastors. Each table will be dressed in perfectly white linen. All participating stewardesses will wear white uniforms. A total of thirty-two stewardesses will participate, eight from each conference.

Souvenir Journal

This committee will solicit, set deadline for ad submissions, collect ads and funds; compile (format full/half pages), prepare for printing/production.

Music

This committee will form, organize and rehearse an Eighth Episcopal District 400 voice choir in preparation for the Investiture which will be held 7:00 p.m. Tuesday, June 30, 2015. This committee is also responsible for setting rehearsal dates and hours, selecting rehearsal locations and determining the attire of choir members.

Choir

Choir members must attend choir rehearsals and perform during the Investiture Worship Service, Tuesday, June 30, 2015. Some choir rehearsals will be held at central locations in every conference in the Eighth Episcopal District.

Helps

This committee should be available to assist when and where needed.

Gifts

This committee will make arrangements to purchase and package fruits, light snacks, and bottled water into fruit baskets.

Intercessory Prayer

This committee will meet regularly and be in prayer for a successful planning and hosting of the Council of Bishops, General Board Meeting and Investiture. Be in prayer for the African Methodist Episcopal Church, the Bishops, all others who make up the leadership of the church, meeting attendees, Eighth Episcopal District and Bishop and Mother McAllister. This committee will designate dates and hours when local churches within the District should be in prayer.

Security

This committee will monitor vending areas and other areas in and around the hotel where conferees may gather.

McAllister Investiture 2015

Photography/Videography

This committee will organize to have photos taken, to record for media production of specified events.

Health and Wellness

This committee will provide needed assistance to meeting attendees (preferably persons with some health training).

Signs and Banners

In consultation with the executive committee, this committee will make arrangements to purchase all signs and banners to be displayed in assembly hall, reception areas and other designated areas.