**EOM Convocation Committee**

**Standard Operation Procedures (SOP)**

Greetings Saints of God, thank you for your service in preparing for EOM’s upcoming 2019 Convocation. God truly blessed us during our 2018 convocation and I have great expectations on how he will bless us in 2019. It is an honor and privilege to work with saints that have a spirit of excellence. Your unified preparation will led to people being delivered and saved. There are many challenges that we are going to overcome with your persistence and prayers. I want to encourage each of you to be steadfast and unmovable, always abounding in the work of the Lord, forasmuch as ye know that your labor is not in vain in the Lord, ***1 Corinthians 15:58. EOM Chief Apostle L.C. Dunbar***

**Instructions:** I am asking everyone to attend a meeting via telephone conference call on January 9, 2016 at 8pm CST and 9pm EST. This meeting is designed to introduce sub-committee leaders to their Team Coordinators. Please send your contact information (email & phone) to the organization’s email address: eomintl@gmail.com . Once we receive this information our Chief Clerical Officer will compile a list and email it to coordinators and sub-committee leaders. During our telephone conference call, we will verify and exchange contact information to establish lines of communications to avoid misunderstanding and confusion. The ***conference call number*** is (641) 715-3650; ***access code*** 108657#. Thank you for your faithfulness.

**Duties and Responsibilities**

### EOM General Board: Responsible for approving all committee budgets; and final approval of all events scheduled for the Convocation, which may include location changes.

**Convocation Chief Overseer: Bishop Charles Sawyer** - reports directly to chief apostle. You are responsible for conducting team meetings, providing guidance, and finding out what each committee needs for the convocation. Help develop a strategy for each committee to reach its goal; listen to committees’ members' feedback and monitor committees’ progress. Assist Chief Coordinator with providing periodic progress reports in an event that he is unavailable.

**Team-1 Coordinator/Assistant Coordinator: Bishop Dietrich Butcher –** he reports directly to the convocation chief overseer. He is overall responsible for the planning and preparation of the convocation. Develop committees to share the overall workload. Negotiations for space contracts; gathers information on each committees’ program; create and revised room layouts for each event. Conduct research, make site visits as necessary; find resources to help committee leaders make decisions about event possibilities; assist committees leaders with preparing budgets and have them provide periodic progress reports; Prepare and modify event contracts as requested.

**1. Sub-Committees:**

**a. Hotel Committee:** Locate 2-3 Conference Hotels to accommodate the EOM Church Body.

**Space needed:**

(1) 1 Meeting Room accommodating 25-30 people for administrative team and general meetings

(2) 2-3 Classrooms accommodating 30-40 peoples for classes.

(3) Main general assembly room accommodating 200-300 people for worship services.

**b. Administration Committee Leader: Tasha L Butcher** – overall responsible for providing all administrative needs for the convocation. Will coordinate with regional administrative point of contact (POC) to provide additional assistance in preparing the regional administrative point of contact (POC) with administrative guidance for various committees; Assist with managing on-site production; prepare nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc. Other areas to be developed but not limited to public relations, publications, media, etc.

**c. Finance Committee Leader: Zinna Butcher** – overall will be responsible for financial affairs. Give financial guidance to hotel committee for initial contracting in selecting hotels. Once initial contracts has been established, CFO will overview and communicate to with the hotels selecting the best one. If possible CFO will visit each hotel. Additionally, develop financial documentation, track moneys collected; establish such budget tracking and reporting standards as are appropriate to the needs of the committee. Monitor Expenditures and Income and report significant variances to the board. Assist committees in developing budgets for their various needs.

**d. Audio / Visual Committee Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**overall responsible for all sound systems media recording, publicize the convocation and coordinating with musicians. Oversee technical needs for all worship services. Manage operation of live sound; work with committee leaders to plan, organize, and effectively execute audio and visual requirements for all events; recording and distribution through various media outlets. Develop hardware/ software platform for the live web-streaming of worship services and other events. Recruit and train volunteers in various roles of worship audio and video production. Design and operate house and stage lighting appropriate for each worship setting. Create a roadmap for lighting system expansion and improvements. Always seek ways to creatively present Biblical themes and ideas utilizing worship technologies. Explore future presentation platforms that will improve the worship and tech volunteer experience. Responsible for the ongoing maintenance of all equipment pertaining to the audio-visual ministry department, including scheduling the repair and or replacement of faulty equipment as needed. Research and remain current on technical products available, and keep the ministry as up-to-date as allowed by the technical ministry budget.

**Team-2 Coordinator: TBD –** reports directly to convocation coordinator. You are responsible for conducting team meetings, providing guidance, and finding out what each committee needs for the convocation. Help develop a strategy for each committee to reach its goal; listen to committees’ members' feedback and monitor committees’ progress.

**1. Sub-Committees:**

**a. Outreach Committee Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**overall responsible for all outreach events including park program. Make the necessary coordination to do one or a combination of the following of the following: having a ministering program in the park, conduct clothing and feeding program for the homeless, visit a local hospital, visit a local nursing home, witness and pass out tracks/flyer, conduct small group street prayer meetings. Obtain the necessary permit and documents for the various outreach venues.

**b. Youth Committee Leader: Elder Anthony Nunnally** – overall responsible for all youth program and coordinating with the various ministries for children/youth involvement. Chairperson or designee should be available to provide direct assistance to staff, as needed. Due diligence and care should be exercised by this committee and staff to provide adequate supervision of all youth activities. Venues, volunteers and activities associated with the youth ministry should be carefully screened by the Youth committee and/or staff to insure the safety and protection of the youth. Make recommendations to the team coordinator concerning the development of a child protection policy. Find companies to provide resources you before prepare a budget to present to team committee. Communicate and coordinate with involved EOM ministries having meetings as needed.

**c. Intercessor Committee Leader: TBD** – overall responsible for organizing prayer teams to start praying for convocation. During convocation pray one hour in the morning and one hour before services.

**Team-3 Coordinator Leader: TBD -** reports directly to convocation coordinator. You are responsible for conducting team meetings, providing guidance, and finding out what each committee needs for the convocation. Help develop a strategy for each committee to reach its goal; listen to committees’ members' feedback and monitor committees’ progress.

**1. Sub-Committees:** All committee leaders reports directly to their team coordinator.

**a. Banquets Committee Leader: TBD -** oversees the entire event by providing leadership and direction for table hosts, corporate sponsors, food, and decorations, coordinate with Administrative Committee Leader for banquet registration and name tags, banquet program, and follow up.

**b. Hospitality Committee Leader: Evangelist Gloria Currie** – Ushers for general service, pulpit, and alter call; Catering and Reception, and guest book; Prepare refreshments for church socials; Keep track of all supplies necessary for events; Develop and maintain a written log of food quantities per number of people to develop a reasonable awareness of how much food is needed for functions; Train volunteers on proper church etiquettes; Provide hospitality arrangements for EOM Chief and special invited guests

**c. Food Committee Leader: TBD -** Make all coordination for food with hotel chief for each event. Collect headcount from administrative staff and adjust food contract as needed.

**Team-4 Coordinator Leader: TBD**

 **Sub-Committees:**

**a. Security Committee Leader -- Overall responsible is for coordinating security teams for the protection of the saints.** Monitor facilities (e.g. grounds, building, parking lot) for the purpose of providing visibility and a security presence and maintaining building security. Prepare incident reports for the purpose of providing written documentation in the event of an incident. Identify, respond to and report safety and security hazards. React quickly, calmly and professionally in emergency situations as required. Cooperates and works well with staff, visitors, and the local community. Be able to walk and/or stand for lengthy periods. Interact with local law enforcement agencies as required. Perform other job related duties as assigned.

**b. Transportation Committee Leader: TBD** is responsible for finding and coordinating transportation. Present various options to include a budget for transportation.

**c. Vendor’s Committee Leader: TBD -** is responsible for developing and implementing a plan for Vendors to sign-up and pays for their table. Leader will serve as the point of contact between vendors and hotel staff. Insure that all vendors provide products and services that follow Christian values. Leader will coordinate with hotel staff for placement of table. Leader will assign vendors to their table in the hotel. Leader will report directly to Assistant Chief Coordinator.

**d.** **Protocol Committee:** Apostle Padmore or Apostle – Halstead is responsible for insure spiritual excellence for overall leadership, service setup, and ceremonies.