

# PROTOCOL

## *To Sit or Not to Sit*

They didn't call  
my name?

Who is she?

How much do I pay  
the Supervisor for  
speaking?

No one sits in  
front of the  
supervisor?

Does she wear  
a hat?

Do we give the  
Bishop  
anything?

She asked me  
to move!

Why is all this  
necessary?

You can't sit  
there!

How is she getting  
here?

Why can't I  
sit here?

Do they have a  
choice hotel?

Do we have to  
feed them?

What do they eat?

When are they  
going back?

Do we have to wear  
hats?

Do we plan a  
reception for her?

Do we buy  
a gift?

Does the Bishop  
visit whenever the  
Supervisor comes?



# PROTOCOL

## *The African Methodist Episcopal Church Hosting the Leadership*

Protocol begins from the time your guests arrive and continue until they leave you. Assure yourself that you have prayed and planned; therefore, everything will be alright. There is no need to be a "nervous wreck". Your guests are kind people and there is no need to worry.

There is no set of rules nor is there a set pattern that one must follow in hosting the Leadership in the African Methodist Episcopal Church. As long as our leaders are treated with highest respect, honor and esteem, rules are not important. Protocol is or should be second

nature to AME's. **This is what we do in African Methodism.** We believe that protocol is a natural way of showing courtesy and good manners. We further believe that protocol represents the Episcopacy, and that leadership at every level is a Divine Calling. Therefore, every effort is made to provide for the needs of our leaders when they are in our presence and every effort is made to be as gracious, affable, and accommodating as possible.

### **This Is How We Do It!**





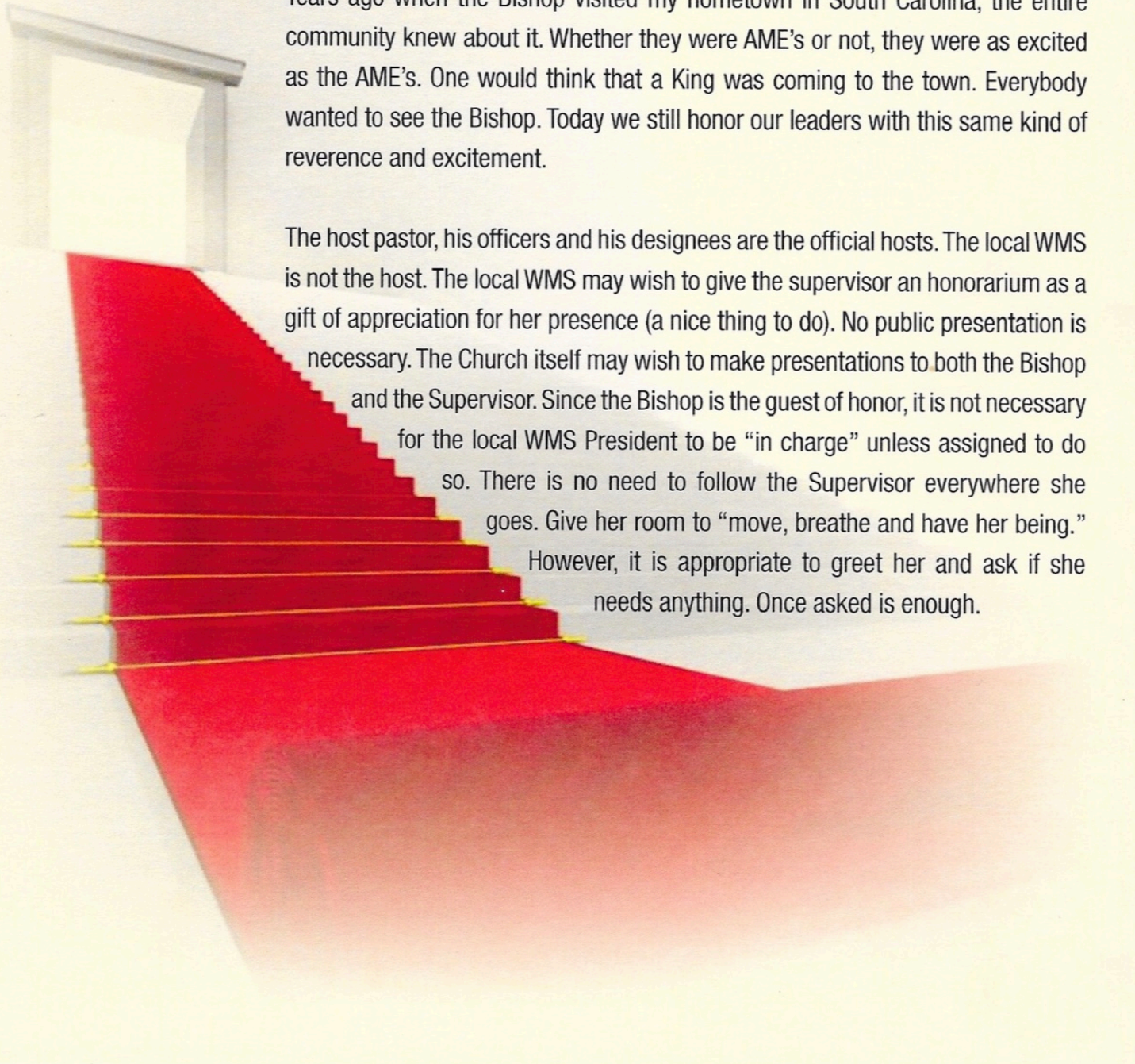
# ***THE BISHOP IS COMING TO OUR CHURCH***

When the Bishop visits a Church, the Red Carpet is always rolled out for him. If the Episcopal Supervisor comes with him, the same courtesies are extended to her.

Years ago when the Bishop visited my hometown in South Carolina, the entire community knew about it. Whether they were AME's or not, they were as excited as the AME's. One would think that a King was coming to the town. Everybody wanted to see the Bishop. Today we still honor our leaders with this same kind of reverence and excitement.

The host pastor, his officers and his designees are the official hosts. The local WMS is not the host. The local WMS may wish to give the supervisor an honorarium as a gift of appreciation for her presence (a nice thing to do). No public presentation is necessary. The Church itself may wish to make presentations to both the Bishop and the Supervisor. Since the Bishop is the guest of honor, it is not necessary for the local WMS President to be "in charge" unless assigned to do so. There is no need to follow the Supervisor everywhere she goes. Give her room to "move, breathe and have her being."

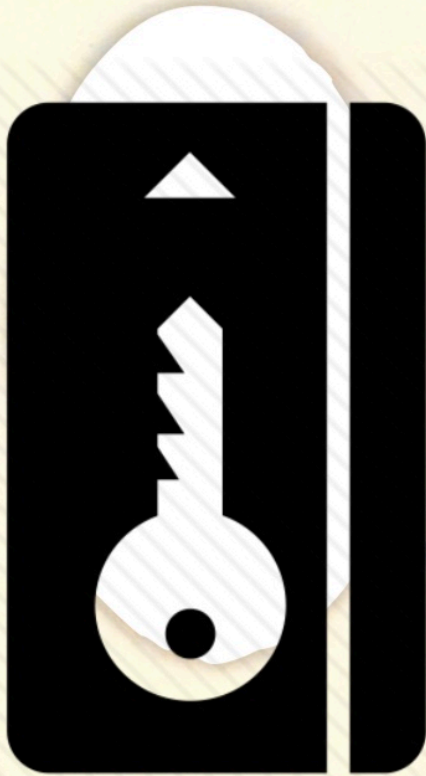
However, it is appropriate to greet her and ask if she needs anything. Once asked is enough.





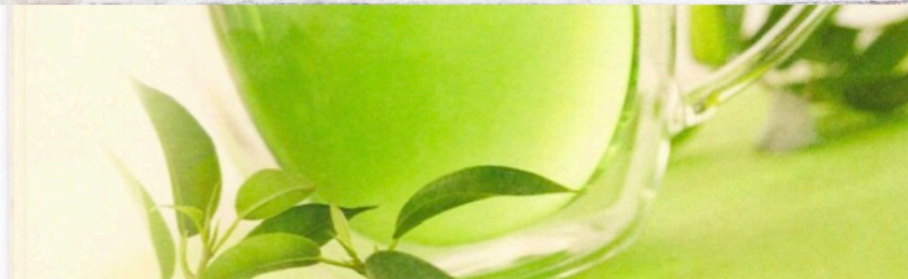
# THE SUPERVISOR AS SPEAKER

## *She is Here*



Be sure to know her mode of transportation, coming and going. The designated person will pick her up at the airport or will meet her at the hotel or wherever she desires. Room reservation is complete. She only needs her room key. Once comfortable, the Greeter may ask if she has other needs. If not, the Greeter may leave.

The room will have a welcome gift along with fruit and maybe flowers, if she is not allergic to them. Have plenty of water, juice etc. Ask ahead if there are special needs or desires. This is always helpful.







# ***THE HONORARIUM***

Make that decision before the speaker arrives. Please no taking up a "love gift" during the service. Please do not, with an envelope in your hand, make a public statement that "we just can't pay you what you deserve, so this is a token of our love and appreciation." No! Work hard and be prepared to give a gift that is commensurate with the speaker's status. Do not pay the speaker after

she has spoken. Do not ask her to wait a few minutes while you run around getting her a check. Be prepared to greet her in the office with a check upon her arrival.

If there are mission churches that would like to hear the supervisor, invite them by providing transportation to the place where she is speaking. (A nice thing to do)



# GIFTS

Please do not give oversized gifts: large mirrors, pictures, vases, etc... These gifts may not be suitable nor appropriate for the supervisor's home, nor for transporting.

The best gift would be a monetary gift or something that she may suggest.





# HEY! YOU CAN'T SIT THERE

*(I gotta seat, you gotta seat, all God's children gotta seat)*

Seating is becoming and has become a major problem. We must again revisit the reason why there is reserved seating. It is a part of our Episcopacy. We honor and respect those who are our leaders. It is our protocol. To lead means to be in the front of the line. We cannot lead from behind. Leaders who sit up front give great spiritual support to the overall service. People are watching the leaders, and their spirit and enthusiasm are contagious.

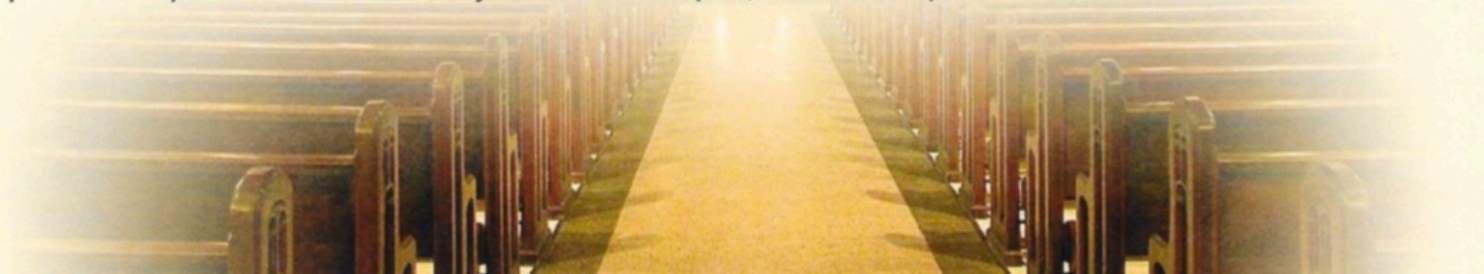
Assist our learders to their proper places. It may be helpful to assign someone for this purpose.

In the event there are several host pastors, the wives may sit as close up as possible. The important thing for all to remember is this: **Do not allow yourself to get bent out of shape because you cannot sit where you desire. Just find a seat and sit down.**

## *The Leadership*

1. The Bishop
2. The Episcopal Supervisor –
3. The International President
4. The Supervisor's Guests
5. The Episcopal President
6. The Presiding Elders and Wives
7. The Conference Presidents
8. The YPD Episcopal Director
9. The Conference YPD Director
10. The Connectional Officers
11. The Past Episcopal Presidents
12. The Visiting Conference Presidents
13. The Visiting Sisters from Conferences
14. The Ecumenical Visitors

*The Supervisor may specify her own seating preference. She also invites her guests to be with her. The wife of the preacher or speaker of the hour usually sits on the front pew, or with the supervisor.*





# ***THE SPIRIT OF AME PROTOCOL***

## *The African Methodist Episcopal Church*

1. Attitude is so important. It is the first thing your guests feel and see when they arrive. For protocol to be effective, you must enjoy what you do. Your spirit is contagious, and your guests either feel good when they arrive, or they feel uncomfortable.
2. Be Alert. Always be looking without looking and seeing with your entire being.
3. Real protocol comes from within.
4. If you do not know, ask; however, do so before your guests arrive.
5. Do what works best for your situation.
6. Follow the proper chain of command. Conference Presidents, ask your Episcopal President for help before your Annual Day. Do not ask the Supervisor before you contact your Episcopal President.
7. Handle conference business within the conference. Do not air your home problems in public, at a district meeting.
8. Never make your guests feel that they have inconvenienced you.
9. Laugh loud and laugh often. It will keep you happy, keep you healthy, and keep your attitude headed in a positive direction.
10. Relax: Don't Sweat the Big Stuff.
11. A smile is the light on your face that lets someone know you're home.
12. Calm your nerves; it's going to be fine.
13. Don't beat yourself down, wondering if you did it right.

**Shirley J. Sheares**  
*Past 2nd Episcopal District President*