Women’s Missionary Society
African Methodist Episcopal Church

19th Quadrennial Convention
Planning Meeting
June 27th, 2019

19th Quadrennial Convention
Greater Columbus Convention Center
400 North High Street
Columbus, OH 43215
July 23 – August 1, 2019

Bishop John Franklin White,
Chairperson, Global Witness & Ministry

Dr. Shirley Cason Reed,
International WMS President

Bishop McKinley Young
Senior Bishop, Host District

Ms. Wanda Ringgold
Connectional YPD-WMS Director

Dr. Dorothy Jackson Young,
Supervisor, Host District

Mr. Chinelo Tyler
President, YPD-WMS
Women’s Missionary Society
African Methodist Episcopal Church

19th Quadrennial Convention Planning Meeting
Greater Columbus Convention Center
400 North High Street
Columbus, OH 43215

June 27th, 2019

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<td>28</td>
</tr>
</tbody>
</table>

*Forms will be sent to District Leadership via email*
19th Quadrennial Convention of the WMS-AMEC

Greater Columbus Convention Center
400 North High Street - Columbus, OH 43215

June 27, 2019 7 o'clock am - 9 o'clock am

Invocation
Mrs. Marlyce Roberson McCants

Greetings
Dr. Shirley Cason-Reed
Bishop John Franklin White

Proposed YPD Quadrennial Activity Schedule
Ms. Wanda Ringgold

Proposed Quadrennial Activity Schedule
Dr. Deborah Taylor King

Sustentation
Dr. Jeannette Harris
Mrs. Lucinda Belin, Retired Supervisor

Registration
Ms. Donna M. Lacy

Process & Procedure for Districts/Candidates’
Meal Functions/Other
Mrs. Jackie Cochran, Logistics Coordinator

Welcome/District Information
Bishop McKinley Young, Host Bishop
Dr. Dorothy Young, Host Supervisor

Credentials Committee

Nominating Committee

Banner Committee

Episcopal District Reports

Connectional Officers’ Reports/Quadrennial Publications

Banners Committee

SPECIAL EVENTS
- Making a Difference in Ohio (MOM)
- President’s Luncheon
- Quadrennial Extravaganza
- Recognition of Outgoing Episcopal Supervisors
- First Timers’ Orientation
- Election Process
- Resolutions

Q&A

Closing Prayer

Dismissal
19th Quadrennial Convention of the WMS-AMEC  
July 23 – August 1, 2019  
Greater Columbus Convention Center  
400 North High Street - Columbus, OH 43215

Important Deadlines

SUBMISSION OF DELEGATES  
DEADLINE: December 14, 2018  
Article IV, Section 3, Page 9 defines the composition of certified listing of the total voting membership that must be submitted by December 14, 2018. Please email the completed form to wmsquad19@gmail.com

COMMITTEE FORMATION  
DEADLINE: December 14, 2018  
Article VI, Section 4, Page 3 and Article IV, Section 5, Page 9 list some of the Quadrennial Convention Committees. We kindly request that each Episcopal Supervisor submit the name(s) of qualified person(s) to serve on each committee by December 14, 2018 using the provided form via email to wmsquad19@gmail.com

CONSTITUTION AND BYLAWS AMENDMENTS  
DEADLINE: January 28, 2019  
Article XIII, Sections 1 & 2, page 6, give the guidelines for submitting changes to the Constitution and Bylaws. The Episcopal District Supervisors are requested to submit proposed amendments to the Constitution & Bylaws Committee using provided form no later than January 28, 2019 via email to [INSERT EMAIL HERE]

NOMINATION PROCESS  
DEADLINE: January 28, 2019  
Article VII, Section 3, Page 13 gives the procedure for the nominating process. The call for nominations will be made no later than October 16, 2018. All candidates must submit the completed nominations form by January 22, 2019 to the Nominating Committee via mail to the WMS Headquarters 1134 11th Street NW – Washington, DC 20001  
ATTN: Nominating Committee

EPISCOPAL DISTRICT POWERPOINT PRESENTATIONS  
DEADLINE: April 30, 2019  
8 minutes, including protocol

ELECTED OFFICERS’ REPORTS  
DEADLINE: April 30, 2019  
6 minutes, including protocol
19th Quadrennial Convention of the WMS-AMEC
July 23 – August 1, 2019
Greater Columbus Convention Center
400 North High Street - Columbus, OH 43215

Tentative Agenda
(YPD: July 23-26, 2019) Transition Day: July 27, 2019
WMS Quadrennial: July 28 – August 1, 2019

Saturday, July 27, 2019  Transition Day Activities

Pre – Conference Activities
Kit Preparation
Exhibits and Vendor Set Up
First Timer’s Orientation
Associate Missionaries Session
Registration Hours: TBD
Vendors Hours: TBD

Sunday, July 28, 2019  DAY ONE

8:30 a.m.  Processional Line up
(Bishops, Episcopal Supervisors, International President, General Officers,
Connectional Officers, Episcopal District Presidents, Episcopal District YPD
Directors, Life Members)

10:00 a.m.  The Opening Worship Service
Attire: White with WMS Pearls

1:30 p.m. – 3:00 p.m.  Lunch (on your own)
Sunday, July 28, 2019  DAY ONE (continued)

3:30 p.m. – 6:00 p.m.  The Opening Business Session
Dr. Shirley Cason-Reed, International President, Presiding

Welcome and Words of Inspiration
Bishop McKinley Young, Senior Bishop
Supervisor Dorothy Jackson Young, Host Supervisor

Greetings
Bishop John Franklin White, Chair, Global Witness and Min.

Greetings
Dr. George F. Flowers, Exec. Dir. of Global Witness and Min.

Intro/Greetings from Affiliates & Ecumenical Partners
(2 minutes, please)
Mrs. Gloria Rodgers, Commission Chair

The Service of Remembrance (Tanner – Turner Memorial)
Mrs. Kathy Reid, Commission Chair

Seating of the Delegation

The Quadrennial Committee Reports
- Credentials
- Rules
- Nominating

The Connectional Officers’ Reports (PowerPoint Presentation, 5 minutes)
- Young People’s and Children’s Division
- Promotion Missionary Education
- Historiographer
- Missionary Magazine
- Young Adult Missionaries
- 3rd Vice President
- 2nd Vice President
- 1st Vice President
- Treasurer

7:30 p.m.  The Third Episcopal District Host Event
Monday, July 29, 2019       DAY TWO

6:00 a.m. – 7:00 a.m.  **Zumba (Getting Fit for Service)**

7:00 a.m. – 7:30 a.m.  **PRAYCATION**

7:30 a.m. – 9:00 a.m.  **Districts’ Breakfasts/Candidates’ Breakfasts**

9:30 a.m. – 9:45 a.m.  **Praise and Worship Experience**
Mrs. Marlyce Roberson McCants, *Conn. Worship Director*

9:45 a.m. – 12:30 p.m.  **Plenary Session II**
Dr. Deborah Taylor King, *First Vice President, Presiding*

District Reports - PPT. 8 Minutes (including protocols)

1:00 p.m. – 3:00 p.m.  **The President’s Luncheon**

3:30 p.m. – 6:30 p.m.  **Plenary Session III**
Dr. Shirley Cason-Reed, *International President, Presiding*

District Reports – PPT, 8 minutes (including protocols)

... ... ... ... * BREAK * ... ... ... ... ...

**Corporate Wellness**
(Creative Movement. Stretch, Hydrate, Stand)

**Constitution and Bylaws Amendments – 2nd Reading**
Rita Belin, ESQ., *Chair*

**Correspondence/Announcements**
Yvonne Stovall, *Corresponding Secretary*

8:00 p.m.  **An Evening of Elegance** (included in registration)
Tuesday, July 30, 2019               DAY THREE

6:30 a.m.          SUNRISE Worship Service/Holy Communion
                   (ATTIRE: White with WMS Signature pin)

9:30 a.m. – 12:15 pm     Plenary Session IV
Ms. KaDijah Brown, Second Vice-President, Presiding

Musical Moment
Mrs. Marlyce Roberson McCants, Conn. Worship Director

Presentation of the International President

The President’s Quadrennial Report
Dr. Shirley Cason-Reed, International WMS President

Self Study Report
Elizabeth McBride, Esquire

12:30 p.m. – 2:00 p.m.       LUNCH (on your own)

2:30 p.m. – 2:45 p.m.       The Praise and Worship Experience
Mrs. Marlyce Roberson McCants, Conn. Worship Director

2:45 p.m. – 6:30 p.m.        Plenary Session V
Dr. Shirley Cason-Reed, President, Presiding

District Reports – PPT. 8 minutes (including protocols)

Final Report – Self Study
Elizabeth McBride, Esquire

Constitution and Bylaws Amendments 3rd Reading
Rita Belin, ESQ., Chair

Adoption of Proposed Constitution and Bylaws Amendments

Resolutions

Correspondence/Announcements
Yvonne Stovall, Corresponding Secretary
Wednesday, July 31, 2019        DAY FOUR

6:00 a.m. – 7:00 a.m.  **Zumba (Getting Fit for Service)**

8:00 a.m. – 8:45 a.m.  **PRAYCATION**

8:45 a.m. – 9:00 a.m.  **The Praise and Worship Experience**
Mrs. Marlyce Roberson McCants, *Conn. Worship Director*

10:15 a.m. – 12:30 p.m.  **Plenary Session VI**
Mrs. Hilda Matshobo, **Third Vice President, Presiding**

**Recognitions and Awards**
- Missionary Magazine Subscriptions  
  Ida Tyree Hyche, ESQ., *Conn. Editor*
- PME Subscriptions  
  Mrs. Margaret Maske, *Connectional PME Director*
- Fistula Campaign  
  Mrs. Bertha Pitts, *Commission Chair*
- The Presidential Award  
  President Shirley Cason-Reed, *International WMS President*

**Making a Difference**  
(MOM) Missionaries On the Move Initiative

1:00 p.m. - 2:30 p.m.  **LUNCH** (on your own)

3:00 p.m. – 3:15 p.m.  The Praise and Worship Experience
Mrs. Marlyce Roberson McCants, *Conn. Worship Director*

3:15 p.m. – 6:00 p.m.  **Plenary Session VII**
Dr. Shirley Cason-Reed, **International President, Presiding**

**Committee Reports**
- Credentials Committee
- Elections Committee

**ELECTION OF WMS OFFICERS 2019 - 2023**
- Presentation of Candidates
- Election

8:00 p.m.  **Recognition of Retiring Episcopal Supervisors**
Ticket Cost: $50 “**A Celebration of Service and Sacrifice**”
Thursday, August 1, 2019  DAY FIVE

8:30 a.m. – 9:00 a.m.  **Praise and Worship Experience**  
Mrs. Marlyce Roberson McCants, *Conn. Worship Director*

9:00 a.m. – 12:00 noon  **Plenary Session VIII**  
Dr. Shirley Cason Reed, *International President, Presiding*

**The Pinning Ceremony** (New Members 2015-2019)

**Recognition of Mighty Men of Missions**

**Installation of Officers**

**Solo**  Mrs. Marlyce Roberson McCants

**Sending Forth Ceremony**

**Missionary Benediction**
WMS QUADRENNIAL SUSTENTATION

**Districts 1-13** Sustentation payments to will be paid to the Districts between June 1st – June 8th, 2019.

**Districts 14-20** Sustentation payments to will be paid at the site of the Quadrennial Convention.

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### QUADRENNIAL REGISTRATION

#### Districts 1-13

<table>
<thead>
<tr>
<th></th>
<th>DELEGATES ONLY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird</td>
<td>October 1, 2018 – November 30, 2018</td>
<td>$275.00</td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>NON-DELEGATES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>December 1, 2018 – February 28, 2019</td>
<td>$275.00</td>
</tr>
<tr>
<td>Regular Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>March 1, 2019 – May 1, 2019</td>
<td>$310.00</td>
</tr>
<tr>
<td>Late Registration</td>
<td>May 2, 2019 – June 15, 2019</td>
<td>$325.00</td>
</tr>
<tr>
<td>On-Site</td>
<td>NOT ALLOWED</td>
<td></td>
</tr>
</tbody>
</table>

#### Districts 14-20

|                    |                                                    |           |
| Regular Registration | October 1, 2018 – May 31, 2019                     | $165.00   |
| Late Registration   | June 1 – June 15, 2019                             | $175.00   |
| On-Site             | NOT ALLOWED                                        |           |

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### QUADRENNIAL EVENTS

President’s Luncheon (included in registration)

Quadrennial Extravaganza (included in registration)

District Gala (Tickets $50)
Greetings Connectional and Episcopal Leaders! I am Jacqueline Cochran and have been asked by President Shirley Cason-Reed to serve as the Chairperson of the Administrative and Support Staff Committee. It is an honor and a pleasure to serve in this capacity for the 19th Quadrennial Convention of the Women’s Missionary Society. My contact information is listed below:

<table>
<thead>
<tr>
<th>Jacqueline Cochran</th>
<th><a href="mailto:Quad2019cochran@yahoo.com">Quad2019cochran@yahoo.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>5th Episcopal District</td>
<td>(310) 259-2174</td>
</tr>
</tbody>
</table>

One of my major responsibilities is the coordination of meeting space at the hotels and convention center in Indianapolis. The purpose of this communication is to outline the process for all Episcopal and Connectional leaders.

**Goal:** To plan, assign, and coordinate the meeting space for the 19th Quadrennial Convention.

**Objectives:**
- Coordinate the meeting space needs of the Connectional Women’s Missionary Society and Young People’s and Children’s Division for the 19th Quadrennial Convention.
- Communicate with the Connectional Women’s Missionary Society Office and serve as the point person in fulfilling all of the meeting space needs of the 19th Quadrennial Convention.
- Coordinate the meeting space needs of the Episcopal Districts and Connectional Officers at the 19th Quadrennial Convention.
- Communicate with all Episcopal Districts and Connectional Officers and serve as a liaison in fulfilling of the space needs of requested events/meetings.
District Contact Information
Each Episcopal District is asked to provide email and telephone information for the Episcopal Supervisor, Episcopal President, and a contact person. The contact person will be the point person for the details associated with meeting room coordination. If the Episcopal President is serving as the contact person, please indicate that information on the form. The District Contact Information Form is due September 15, 2018.

Event Information Form
If Districts wish to hold a meal event during the Quadrennial Convention, details are to be handled directly with the Hyatt Regency, Columbus. These activities are considered “in conjunction with” events or ICW events.

Note: Please remember that district events cannot be held when the work of the 19th Quadrennial Convention is taking place.

1. The Event Information Form should be completed and emailed to Jacqueline Cochran at quad2019cochran@yahoo.com.
2. The Episcopal District must contact the Hyatt Regency, Columbus and complete all arrangements by June 1, 2019. Hotel contact information will be sent to the Episcopal Supervisors, district contact persons and all Connectional Officers by October 1, 2018.

Meeting Space Confirmation Form
Districts will receive a Meeting Space Confirmation Form indicating room assignments for scheduled district events by May 1, 2019. The Meeting Space Confirmation form will indicate the time and location of special events that have been scheduled by the district. It will also indicate the meeting room reserved for evening district meetings/caucuses.

District Delegation Profile
Districts are asked to provide information regarding the size of the delegation attending the 19th Quadrennial Convention. The grand total should include elected leadership, delegates, Life Members, and observers. Anyone traveling to the 19th Quadrennial Convention from the district should be included in this count so that the proper room size can be assigned. The District Delegation Profile is due March 1, 2019.
## Calendar of Due Dates

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
<th>To Whom</th>
</tr>
</thead>
</table>
| District Contact Information Form due          | September 15, 2018 | *From Districts to Jacqueline Cochran  
quad2019cochran@yahoo.com |
| Hyatt Regency Columbus Contact Information sent | October 1, 2018  | From Jacqueline Cochran to Districts                                    |
| Event Information Form due                     | February 1, 2019 | *From Districts to Jacqueline Cochran  
quad2019cochran@yahoo.com |
| District Delegation Profile due                | March 1, 2019   | *From Districts to Jacqueline Cochran  
quad2019cochran@yahoo.com |
| Final plans for special district events completed with the Hyatt Regency, Columbus | June 1, 2019     | *From Districts with Hyatt Regency, Columbus                             |
| Meeting Space Confirmation Form due            | May 1, 2019     | From Jacqueline Cochran to Districts                                    |

*Districts are responsible for completing these tasks.*
## District Contact Information Form

**Note:** Since districts will not have this form before it is due, please duplicate and provide the information requested. It can then be scanned and emailed.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Telephone (home and cell)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Episcopal Supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Episcopal President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Person</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Email to Jacqueline Cochran [quad2019cochran@yahoo.com](mailto:quad2019cochran@yahoo.com)

Due September 15, 2018
**WMS and YPD Quadrennial**  
**Event Information Form**  
*Please email this form back to Jacqueline Cochran at Quad2019cochran@yahoo.com*  
*no later than February 1, 2019*

<table>
<thead>
<tr>
<th>[ ] WMS</th>
<th>[ ] YPD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(check one)</strong></td>
<td><strong>(check one)</strong></td>
</tr>
</tbody>
</table>

**District(s):** ________________________  
**Connectional Event:** ________________________

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
</tbody>
</table>

**Event Information**

<table>
<thead>
<tr>
<th>Name of Event: <em>The event will be posted as written here</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type of Event: <em>(Check all that apply)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day/Date(s) of Event:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Event Start Time:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Event End Time:</th>
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</table>

<table>
<thead>
<tr>
<th>Meal Start Time:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Meal End Time:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Anticipated Attendance:</th>
</tr>
</thead>
</table>

**Final Guarantee cannot vary by more than 10%**

**Room Set-Up Special Requirements** *(Check all that apply)*

<table>
<thead>
<tr>
<th>Rounds of 10</th>
<th>U-Shape</th>
<th>Classroom</th>
<th>Conference</th>
<th>Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Additional Staging Requirements: <em>Please describe</em></th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>□ Podium</th>
<th>□ Microphone <em>(Additional Cost)</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>□ Registration Table w/2 chairs</th>
<th>□ Projector and Screen <em>(Additional Cost)</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other: <em>Please describe</em></th>
</tr>
</thead>
</table>

**Method(s) of Payment** *(Check One)*

<table>
<thead>
<tr>
<th>Credit Card <em>(Complete Credit Card Authorization Form Provided By Hotel)</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Check <em>(Full Prepayment of Anticipated Charges)</em></th>
</tr>
</thead>
</table>
## District Delegation Profile

This information will be used to assign meeting room for evening caucus/district meetings.

<table>
<thead>
<tr>
<th>Episcopal District</th>
<th>Size of Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Include elected delegation, district leadership, observers, Life Members, ministers and lay</td>
</tr>
</tbody>
</table>

Email to Jacqueline Cochran quad2019cochran@yahoo.com

Due March 1, 2019
Sample
Districts will receive this form from Jacqueline Cochran by May 1, 2019

19th Quadrennial Convention of the WMS-AMEC
July 23 – August 1, 2019
Greater Columbus Convention Center
400 North High Street - Columbus, OH 43215

Meeting Space Confirmation

Xth District

Below are the meeting room assignments for meetings or events the X District requested during the 19th Quadrennial Convention.

If you need to make changes or need additional space, please notify Jacqueline Cochran at quad2019cochran@yahoo.com.

<table>
<thead>
<tr>
<th>Schedule Event(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

All Episcopal Districts have been provided a district meeting room or caucus room for each evening following the general or plenary session. The location, with few exceptions, will remain the constant.

Dates and Times | Following the general meeting | District Meeting and Caucus | TBD
Menu Options

Hyatt Regency and Hilton Hotels

<table>
<thead>
<tr>
<th>Meals</th>
<th>Price Per Person (Inclusive of Tax and Gratuity)</th>
<th>Comments (Buffet, Sit-Down, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Breakfasts</td>
<td>$24.00</td>
<td>Plated or Buffet (Hotel's choice): Orange Juice, Coffee, Tea, Eggs, Breakfast Meat, Potatoes, Biscuit, Danish or Muffins</td>
</tr>
<tr>
<td>District Luncheons</td>
<td>2-Course: $25.00 3-Course: $27.00</td>
<td>Hot: 3 Course Plated: Salad, Hot Entrée with 2 Sides, Dessert, Iced Tea &amp; Coffee -or- Cold: 2 Course Plated – Salad or Sandwich with Side, Dessert, Iced Tea &amp; Coffee</td>
</tr>
</tbody>
</table>

Hotel will provide several options in these price ranges for groups to choose from, as several districts have multiple F&B functions and don’t want to duplicate meals.
19th Quadrennial Convention Committees

Use the spreadsheet provided to submit the names and contact information for suggested committee members. Email to wmsquad19@gmail.com no later than December 8, 2018.

Committees of the Quadrennial Convention

According to Article IV, Section 5, the Committees of the Quadrennial Convention shall be the Rules Committee, Credentials Committee, Constitution & Bylaws Committee, Memorial Committee, Nominating Committee and Program Committee. Members of these committees shall be appointed by the President.

Rules Committee shall develop and monitor the Rules of Conduct and Decorum during the sessions of the Convention. One person per district.

Credentials Committee shall collaborate with registration committee, examine credentials and provide official certification for each delegate. One person per district.

Constitution & Bylaws Committee shall review District recommendations for legislative changes. One person per district.

Memorial Committee shall develop and execute a memorial service that pays tribute to dedicated deceased Connectional Officers, Board members, Bishops, Supervisors and Life Members. Members are responsible for submitting the names before the prescribed deadline.

Nominating Committee shall compile nominations for all elected WMS officers and present nominees to the delegated body. Per page 13, Article VII, Section 3a, the President will appoint nine (9) persons.

Program Committee shall develop and facilitate the overall scope and agenda of the entire convocation. This committee will work in conjunction with all Quadrennial Committees. The District First Vice President or another appropriate delegate should serve on this committee. One person per district with additional appointees.
Special Committees of The Quadrennial Convention

Administrative Assistants and Support Staff – to be readily available for assistance to Episcopal Leaders, WMS President and Committee Chairs to perform general and unforeseen functions to allow seamless convention. 
Two persons per district

Awards – to assist with determination and presentation of awards and recognition to be given during the Convention. One person per district

Banners – to determine the placement, arrangement and security of banners during the convention. One person per district

Delegation Seating – Determine and monitor assigned seating of Episcopal District delegation. One person per district

Elections – to secure voting equipment and materials for the election of officers; assist to ensure an expedient and fair election. One person per district

Finance – to assist in collecting and counting funds during the Convention. One person per district.

First Aid & Health – to maintain first aid station and health services station during the convention. Two people per district

Information Booth – Assist with the on-site center for directions and answers to questions concerning the Quadrennial Convention activities. Two persons per district except host district

(Bridging) International Delegates/Sister to Sister – to provide individual and personal hospitality for international delegates. Two persons per district

Kit – to assist in the assembling, monitoring and distribution of all kits. Two persons per district.

Orientation – To develop an information session and/or delegate orientation booklet to familiarize each delegate with her responsibility and the overall execution of the quadrennial convention. Two persons per district

Quadrennial Pages – to assist with monitoring of delegate seating and be responsible for distributing accurate numbers of handouts for each delegation and for person seated of the dais. One person per district, YPD Director is recommended

Registration – to assist with the registration process of delegates and observers (member should be computer literate with ability to compile registration report(s). One person per district

Resolutions/Recommendations – to secure, prepare, and present substantive, mission focused, action-oriented recommendations for consideration and implementation. One person per district
# Suggested Committee Members

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WMS Credentials Committee

The Episcopal District certified roster (submitted NO LATER THAN December 14, 2018) will serve as the official document for the Credentials Committee. Each Episcopal District Committee should have a copy of the roster and work closely with the Episcopal District Registrar to reflect any changes to the certified roster.

Conference calls will be held prior to the Quadrennial Convention to ensure that the Episcopal District roster is in sync with the roster submitted to the WMS Office.

Totals for the following categories will be provided for each Episcopal District:

1. Episcopal Supervisor
2. Former Episcopal Supervisors
3. Located/Ecumenical Supervisors
4. Episcopal President
5. Episcopal YPD Director
6. Conference Branch Presidents
7. Conference Branch YPD Directors
8. Life Members
9. Elected Delegates
# Delegation Certification

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**Total Members**
FORM TO SUBMIT PROPOSED AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Article XIII, Sections 1 and 2, page 6 outline the guidelines for submitting changes to the Constitution and Bylaws. The Episcopal District Supervisors are requested to send proposed amendments to the Constitution and Bylaws Committee by January 22, 2019. Attached you will find the format to use for submitting your amendments. Episcopal Districts should submit amendments to: ritasbelin@gmail.com no later than 11:59 p.m., on January 22, 2019.

Please submit one (1) proposed change/amendment per form and complete the form in its entirety. This form is the acceptable submission format because it will facilitate the work of the Bylaws Committee.

1. Provide the current reading of the Article____ Title ______________________Section(s) ____ Page ____: (Attach additional pages if necessary for this proposed change)

________________________________________________________________________
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2. State the proposed amendment or change as it would appear when presented:

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3. Fully explain the complete rationale for the proposed change:

_________________________________________________________________________________________________________________________________________________________
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4. Will the proposed change have a financial or monetary impact on the WMS? ___Yes ___No
   Explain why there is or is not a financial impact and the describe the magnitude:

_________________________________________________________________________________________________________________________________________________________
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5. Identify the other Articles/Sections that will be impacted by the proposed change:

_________________________________________________________________________________________________________________________________________________________
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Submitted by:___________________________ Signed:___________________________
Daytime Phone Number:________________________ Email address:_________________________
Episcopal Supervisor: ___________________________________________________________________
Episcopal District: ______________________________________________________________________
19th Quadrennial Convention of the WMS-AMEC  
July 23 – August 1, 2019

Greater Columbus Convention Center  
400 North High Street - Columbus, OH 43215

QUADRENNIAL REPORTS

Due APRIL 30th, 2019

Connectional Elected Officers’ Reports

Reports should be reflective of the work from June 2015 – March 2019, using the following format:

1. Font type: Times New Roman
2. Font size: 12-pt font
3. Margins: All at 1 (one) inch
4. Content: Goals, Objectives, and Accomplishments

Episcopal District Reports

Powerpoint presentations should be Microsoft compatible, including, at minimum:

1. Name of Bishop & Supervisor
2. Name of Episcopal President
3. Name of YPD Director
4. Name of YPD President
5. Number of Conferences
6. Total number of Members
8. Total number of New Male Associates
9. Total missionaries between the ages of 18 and 40
10. Goals
11. Objectives
   • Accomplishments should be representative of 2 of the UN Sustainable Development Goals
19th Quadrennial Convention of the WMS-AMEC
July 23 – August 1, 2019
Greater Columbus Convention Center
400 North High Street - Columbus, OH 43215

BANNER
Each Episcopal District is encouraged to design one district banner.

BANNER GUIDELINES

Banner Restrictions:
- Dimensions: 3’ x 2’ (36” x 24”)
- Orientation: Landscape (horizontal) OR Portrait (vertical)
- Must include the appropriate poles and stands to carry/support or the appropriate amount of grommet holes/loops with cord/string for hanging

Convention Opening Session
- Two banner bearers should be designated from each Episcopal District
- The banner parade will lead the Worship Service
- The banners will be displayed throughout the Worship service
- After the Worship service, the banner will remain the property of the Episcopal districts; Districts will be responsible for the delivery, maintenance and the return of the banners.

QUADRENNIAL THEME SUGGESTIONS

Quadrennial theme suggestions should be submitted to WMSQuad2019@gmail.com
NO LATER THAN December 30, 2018.
No submissions received after this date will be considered.