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**Evanston, IL 60203**      **Bi sh op Thomas L. Hoyt, Jr., Chairman**  
**Mr. Clifford L. Harris, President Connectional Lay Council**



**REPORT OF THE DEPARTMENT OF LAY MINISTRY**

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**GENERAL CONNECTIONAL BOARD  
MEETING, MAY 6 - 8, 2008  
MEMPHIS, TN**

## **DEPARTMENT OF LAY MINISTRY**

**Mr. Chairman, College of Bishops, my fellow colleagues, Members of the Judiciary Council, College Presidents, Delegates, and my Fellow Laity – I greet you in the precious name of Jesus Christ who provides my every need.**

**It is my privilege to make this, my tenth report of my stewardship serving the people of God, the Laos!**

**Things continue to move forward in the Department of Lay Ministry thanks in many ways to the inspiration and commitment that comes from our local churches.**

### **Graham/Webb**

**W.L. Graham/Roscoe C. Webb Scholarship funds have risen to more than \$105,000. Given our starting point was zero; the Lord has blessed us mightily. We appreciate and thank the good lay people in this amazing achievement. The fund will operate for the benefit of males attending higher education institutions.**

### **Vision extended**

**We believe all local lay councils should work assiduously to develop dynamic relevant ministries and then urgently act to promote those ministries through 21<sup>st</sup> century multimedia ministries.**

**We are willing and able to assist the local churches in these matters.**

**Beginning with this year's Connectional Board meeting in Knoxville, TN, on Tuesday, September 30, we will conduct a lay ministry summit.**

**We will use email blast and all means available to promote this summit.**

**It is apparent that we must harness our collective intellect to most effectively implement best practices throughout the breadth and width of our local councils nationally and even worldwide.**

**Furthermore, we are working with President/Dean Dr. Marvin Frank Thomas to develop an online remote training ministry for pastors and lay people. We plan to leverage the goodwill and energy we build with this endeavor and the Connectional Youth & Young Adult Conferences**

to initiate powerful new ministries that resonate with our youth & young adults.

Under the effective and capable direction of Sis. Theresa Duhart, the CME website has become a leading site. She is chair of the Communications of Information Technology (CIT).

CME TV is a business created as a convention services platform developed as an audiovisual ministry within the church. It is under the very capable direction of Michael Morgan & Darran Caudle. Venues included the Women's Missionary Council, the Pastor's Conference, the General Conference, the Annual CME Convocation, the Connectional Lay Institute, and One Church One School.

Consequently, we have been able to save money for every CME convention we have worked based. Comparable market costs are multiple times higher than ours.

### *Connectional Ministries*

Since the last Connectional Lay Institute in 2005 President Clifford L. Harris has led the Connectional Lay Council.

Thanks to Cliff, the Department is publishing a monthly and now quarterly course of study. The courses are heavily demanded and reflect the extent to which training is imperative for our local churches to pursue.

We extend much gratitude to our Chairman, Bishop Thomas L. Hoyt, Jr. and the wife of the General Secretary, Mrs. Wanda F. Taylor.

### *Next Connectional Lay Institute*

Given the success in 2005 of following the 19<sup>th</sup> Annual CME Convocation with the 13<sup>th</sup> Quadrennial Connectional Lay Institute we shall once again ask the 23<sup>rd</sup> Annual CME Convocation to embrace this cooperative effort.

This was included in a resolution contained in the report of the General Secretary at the General Conference however, as earlier explained, the recommendation and the report were not considered at the General Conference.

We will initiate our committees and begin meetings this fall regarding our Institute in St. Louis, MO. Contemplated committees and their potential duties are attached.

### **1. ARRANGEMENTS & LOGISTICS**

Committee will handle any space requirements for the Connectional Lay Institute. This group will also handle any special needs for delegations associated with space and timing issues during the week of the Conference. Secure and make available instruments, audio/video equipment, chairs, tables, etc. per requests. Devise seating plans for all meetings and services. Follow up on meeting room assignments, caucus, and break out meetings. Serve as liaison for Local Committee to Adam's Mark management.

### **2. FINANCE**

Responsible for receiving Conference registration moneys, writing receipts and disbursing funds as needed to cover Conference expenses. Prepare monthly report for the Local Committee to identify all transactions for that month and the year to date. Make regular deposits into the Lay Institute account. Keep an accurate record of all transactions.

### **3. TRANSPORTATION**

Secure needed vehicles for moving VIP's, delegates, and others from the airport to hotel, as well as to citywide points of interest. Group will secure needed drivers and devise schedule to enable smooth and swift movement during the Lay Institute. Work with hotel sites to devise process to accommodate multiple bus arrivals. Secure and identify all parking for buses, vans and overflow Conference participants. Also they are to secure adequate transportation for VIP's i.e. Limo's, Caddy's, Lincoln Town Cars (Gratuities).

### **4. REGISTRATION**

Receive registration requests for all Episcopal Districts. Prepare for each person a registration receipt and other necessary confirmations. Keep an accurate count of all registered delegates as well as conference attendees. Make available registration packets, which can include, pads pencils pen, etc. for use by delegation. Putting together the packets for the delegation will also be part of the committee's responsibility. Devise a process for on site registration and completed pre-registration receipt of materials. Identify last day for registration.

## **5. RECEPTION**

This is a local committee that usually hosts a reception and it is sponsored by the host Episcopal District. Should include any and all welcoming efforts. Invitations to local officials if possible. (See logistics for space). Additionally, the Connectional Lay Institute will sponsor a reception during that week.

## **6. SOUVENIR BOOKLET**

Solicits ads, put together, publish, make available to all Conference attendees a completed booklet.

## **7. HOSPITALITY**

Takes care of comforts for Bishops and spouses, maintains refreshments, flowers, etc. for the VIP room. Makes available daily luncheon in the VIP room. Secures appropriate lounge furniture for the VIP room. Coordinates social activities, if needed, for Bishops spouses.

## **8. PUBLIC RELATIONS**

Develops, makes available the publicity package for the entire National Lay Institute. This package includes but is not limited to the following items: photos, press releases, speakers biographies, persons for interviews, billboard advertisements, Public Service Announcements, newspaper articles, TV and radio spots, welcome letter for registration packet and any other public media requests.

## **9. INFORMATION / MESSAGE CENTER**

Operate (staff) airport information booth through St. Louis Convention Bureau. Messages for any other attendees may be picked up at their convenience. Make available any appropriate city activities and Lay Institute information. Committee will make necessary contact for the use of cellular phones, walkie-talkies, and pagers. Will need map of various meeting places and points of interest, as well as, restaurant guides for the city.

## **10. HEALTHCARE/FIRST AID**

Develop Health information for distribution. Provide First Aid station coverage. Schedule Health Care workers as appropriate.

### **11.SECURITY**

**Works as a liaison for the Connectional Lay Institute to the Hotel Security Staff, Convention Center Security Staff, and St. Louis Police Department. Develops guidelines for conference attendees of some do's and don't when traveling in unfamiliar places and emergency telephone numbers which is to be placed in the registration packets. Get volunteers to act as escorts to parking areas if sessions end late.**

### **12.CLERICAL**

**Significant and major role during the Connectional Lay Institute will be to process rules changes quickly and efficiently. Responsibilities will include but are not limited to typing, copying, courier service to and from floor, transcribing meeting minutes, etc.**

### **13.GREETERS**

**Responsible for greeting delegates and friends at the St. Louis Airport. They are to point people in the right direction to the buses, vans, etc. They will be identified by a special shirt.**