

HISTORIC

TANNER

AFRICAN METHODIST EPISCOPAL CHURCH

P.O.T.U.S.

Power of Teamwork = *Unified Success*

Tanner's Leadership Training Seminar

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GOALS

**Understand the
Importance of
Leadership and
Teamwork for a
Unified Success of
All We Do for the
Glory of God.**

P.O.T.U.S.

Power of Teamwork = *Unified Success*

Tanner's Leadership Training Seminar

GOALS

**Understanding
Tanner's Policies and
Procedures for
Planning and Bringing
to Fruition a
Successful Activity |
Event | Meeting |
Program, etc.**

P.O.T.U.S.

Power of Teamwork = *Unified Success*

Tanner's Leadership Training Seminar

GOALS

**How to Access and
Complete Online
Forms**

**How to Prepare a
Budget**

P.O.T.U.S.

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Humble Service in the Body of Christ

³ For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the faith God has distributed to each of you. ⁴ For just as each of us has one body with many members, and these members do not all have the same function, ⁵ so in Christ we, though many, form one body, and each member belongs to all the others. ⁶ We have different gifts, according to the grace given to each of us. If your gift is prophesying, then prophecy in accordance with your faith; ⁷ if it is serving, then serve; if it is teaching, then teach; ⁸ if it is to encourage, then give encouragement; if it is giving, then give generously; if it is to lead, do it diligently; if it is to show mercy, do it cheerfully.

Romans

12:3-8

NEW INTERNATIONAL VERSION

¹² Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. ¹³ Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you.

Colossians

3:12-13

NEW INTERNATIONAL VERSION

P.O.T.U.S.

KITCHEN BAKE

A TANNER REVIVAL



POTUS LEADERSHIP BAKE DIRECTIONS

This is a game to initiate understanding of the importance of planning and teamwork. It is also designed to help you understand Tanner's policies and procedures process.

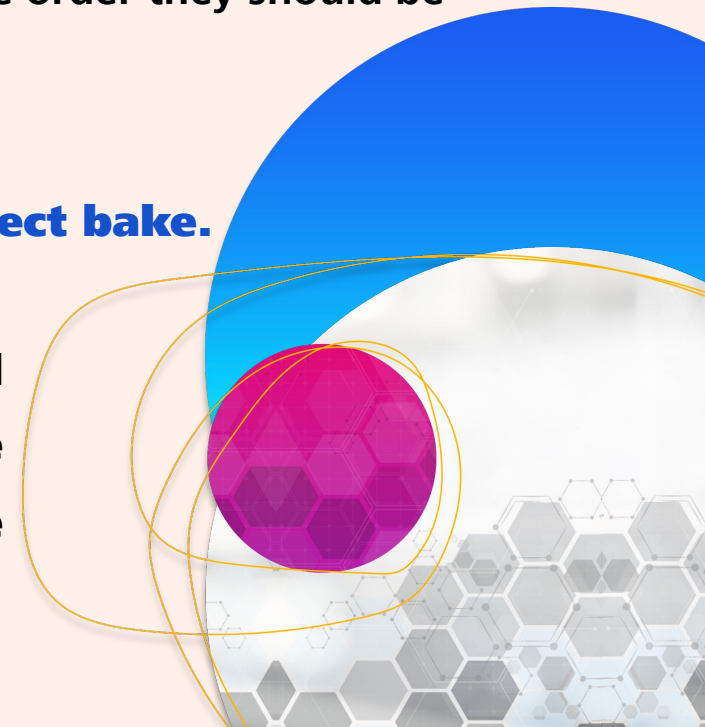
On the next 3 slides you will find a list of 29 "TO DO" items which are the ingredients for your bake – to host a 3-day Revival.

Take 3 to 5 minutes to review the 29 items and put together a list in the order they should be done to plan a successful revival.

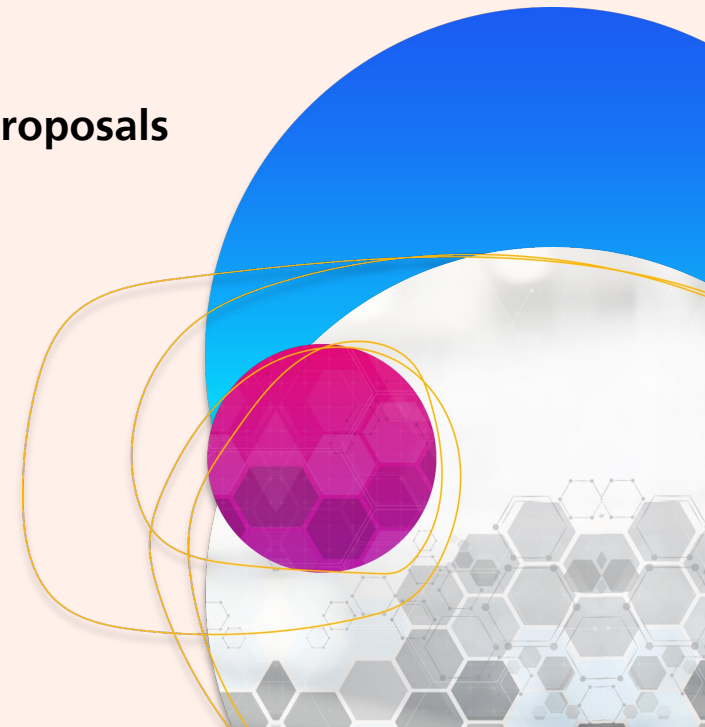
TIP: There are 15 items needed to make a correct bake.

**At the end of the presentation, you will
find the RIGHT ORDERED LIST for the
P.O.T.U.S. Kitchen Bake**

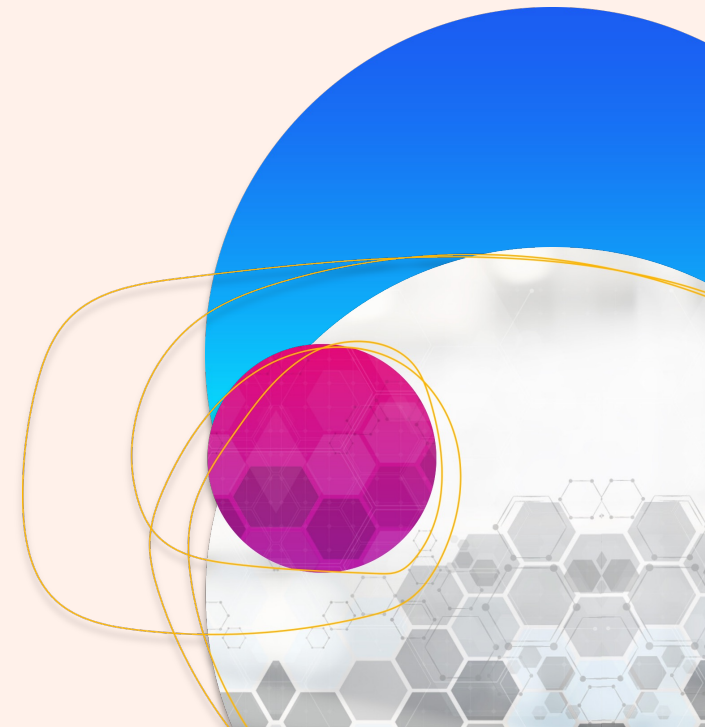
P.O.T.U.S.
KITCHEN BAKE A TANNER REVIVAL



1. Secure Offsite Event Meeting Space
2. Secure use of Office Building with L.C. DeMon Carey
3. Sign Contracts for Offsite Meeting Space, Catering, Food Truck, Etc.
4. Submit Budget Vouchers for Purchases and Payments to Monique John
5. Discuss Proposed Ideas With Planning Committee
6. Schedule Meeting with Planning Committee
7. Create and Design Artwork for Event
8. Have a Conversation with Pastor Thomas about Event Planning on Sundays
9. Create Proposed Budget Outline
10. Submit Calendar Request & Budget Forms for Event & Budget Proposals
11. Email | Call Rev. Bills to Secure Visual and Equipment Needs



12. Complete and Submit Annual Report
13. Meet with Administrative Team
14. Secure a Parking Lot Fundraising Date with Luther Patton Sr.
15. Review Calendar Request Follow-up Form with Rev. Bills
16. Secure use of Church Facility & Office Building with Pastor Thomas
17. Order & Purchase Food and Supplies
18. Create Outline of Proposed Events with Date & Time Options
19. Gather Information for Annual Report
20. Send out Email with Date and Time of Event
21. Initiate Event Plan
22. Secure Photographer for Special Worship Service Events

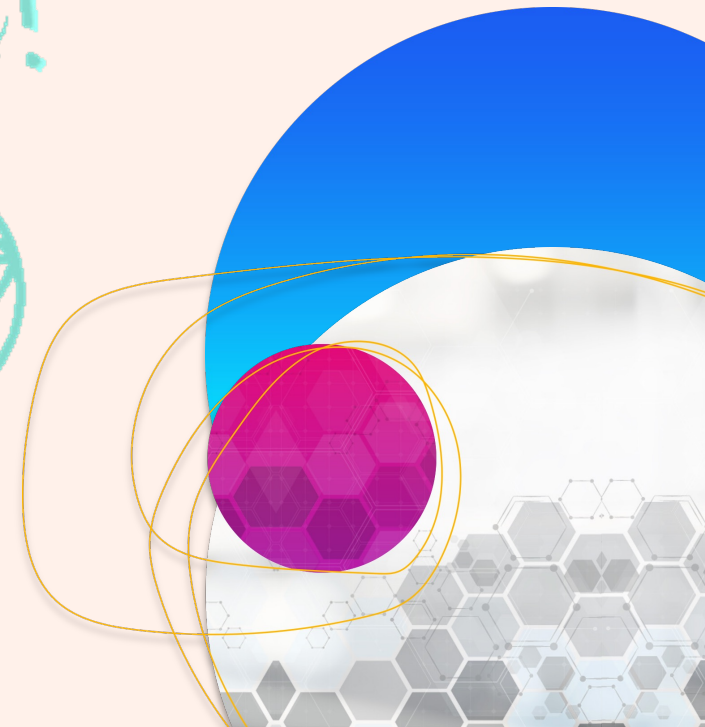


- 23. Meet with Planning Committee
- 24. Secure Guest Speaker | Preacher
- 25. Schedule Event Recap Meeting with Planning Committee
- 26. Call Phyllis Rodriguez to Secure Audio Needs
- 27. Discuss Plan & Secure Event Date, Location, and Time with Pastor Thomas
- 28. Setup Fundraising Event and Receive Monies
- 29. Host Meetings at Church or Office Building

Let's Bake!



P.O.T.U.S.
KITCHEN BAKE A TANNER REVIVAL



GOOD P.O.T.U.S. LEADERSHIP

PASTOR THOMAS



LEADERSHIP

Leadership is a set of behaviors used to help people align their collective direction, to execute strategic plans, and to encourage continual growth and renewal.

CHURCH LEADERSHIP

Church leadership is about serving others in accordance with Christ's interests so that they can see and accomplish God's purpose for them in the world.

POOR LEADERSHIP

LEADS TO:

Lack of Vision, Engagement, & Motivation

Lack of Communication

**Misalignment with Others | Organizations |
Administrative Team**

High Leadership Turnover

Lack of Contribution to Church Culture



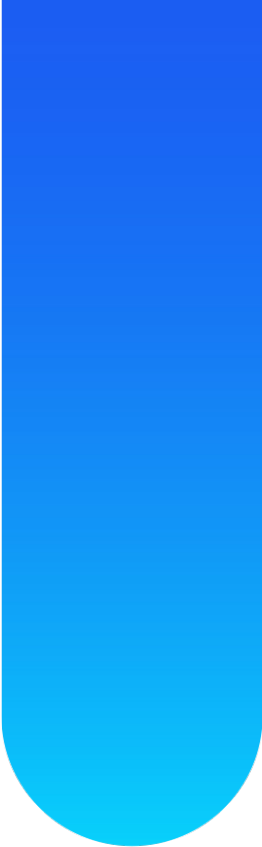
Uh-oh

Unauthorized decisions that are made without the assistance of the administrative team can affect Tanner's insurance policies, budget, facility and space usage, security coverage, and other calendared events, etc.


IMPACT OF STRONG LEADERSHIP

Successful leaders understand the importance of teamwork and how to incorporate everyone's skills and can work with other people to achieve a shared goal, to gain trust and respect.

Leadership qualities that help leaders build influence and trust with team members are **accountability, adaptability, authenticity, good communication, compassion, self-awareness, and flexibility**. These qualities enable leaders to forge strong connections that result in exceptional performance. With these qualities Leaders are able to:



**STRONG
LEADERSHIP IS
POSITIVE,
PRODUCTIVE,
AND VOID OF
NEGATIVITY**



IMPACT OF STRONG LEADERSHIP

MODEL THE WAY

INSPIRE A SHARED VISION

CHALLENGE AND ENABLE OTHERS TO ACT

ENCOURAGE THE HEART

STRONG LEADERS CAN:

MODEL THE WAY

Leaders create standards of excellence and set an example for others to follow. They put up signposts when people feel unsure of where to go or how to get there. Leaders create opportunities for victory.

STRONG LEADERS CAN:

INSPIRE A SHARED VISION

Leaders passionately believe they can make a difference. They envision the future and create an ideal and unique image of what the organization can become. Through their magnetism and persuasion, leaders enlist others in their dreams. They breathe life into their visions and get people to see exciting possibilities for the future.

STRONG LEADERS CAN:

CHALLENGE AND ENABLE OTHERS TO ACT

Leaders foster collaboration and build spirited teams. They actively involve others. Leaders understand that mutual respect sustains extraordinary efforts. They strive to create an atmosphere of trust and human dignity. They strengthen others, making each person feel capable and powerful.

STRONG LEADERS CAN:

ENCOURAGE THE HEART

Accomplishing extraordinary things in organizations is hard work. To keep hope and determination alive, leaders recognize the contributions that individuals make. In every winning team, the members need to share in the rewards of their efforts, so leaders celebrate accomplishments. They make people feel like heroes.

CURRENT 2024 LIST OF TANNER'S

Auxiliaries, Boards, Ministries,
Music Department, Neighborhood Bible Study
Groups,
and Organizations
And Names of the Officers and Leaders

Current 2024

ANOINTED VESSELS DANCE MINISTRY | [Jacqueline Jack](#)

BEREAVEMENT COMMITTEE | [Ruth Louis](#), [Rev. Ruth Young](#)

CARE LEADER COUNCIL | [Deanne Adams](#)

CELEBRATE RECOVERY | [Rev. Kevin Floyd](#)

CHOIR DIRECTORS & PRESIDENTS | [Adora Griffin](#), [Cassandra Frierson](#), [Ronald Moore](#)

CHILDREN'S CHURCH | **TBD**

CHURCH SCHOOL | [Vernon & Zina Goode](#)

COMMISSIONS

- Christian Education | [Vernon Goode](#)
- Membership & Evangelism | [Joy Louis](#)
- Mission & Outreach | **TBD**
- Public Relations | [Kerwin Brown](#)
- Stewardship & Finance | [Deborah Turnbo](#)

CUB & BOY SCOUTS | [Rev. Richard Holmes](#)

EXPERIENCE TANNER MINISTRY | [Rev. Sylvia Bills](#)

FOOD PANTRY | [Dr. Toni Rodriguez](#)

GIRL SCOUTS | [Mercedes Williams](#), [Diamond Williams](#)

GRADUATION SUNDAY TEAM | [Joi Fletcher](#) & [Rev. Askia Stewart Jr.](#)

GREETERS & HOSPITALITY MINISTRY | **TBD**

HEALTH & WELLNESS MINISTRY | [Tracy Dixon](#)

INTERCESSORY PRAYER MINISTRY | [Rev. Dorothy Thomas](#)

LATINO MINISTRY | [Rev. Dr. Grisselle Velez](#)

LAY ORGANIZATION | [Harold Mackey III](#)

MANNA – A MINISTRY OF HOPE | [Dr. Toni Rodriguez](#)

MARRIED & COUPLES MINISTRY | [Rev. Gordon V. Gordon II](#)

MEN OF TANNER MINISTRY | [Rev. Alan Daw](#), [Rev. Kevin Floyd](#), [Rev. Ralph Hamilton](#)

MEN'S DAY 2024 TEAM | [Askia Stewart Sr.](#), [Rev. Askia Stewart Jr.](#), [Rev. Gordon II](#)

MENTORSHIP PROGRAM | [Dr. Michael Little](#), [Robert Motley](#)

MUSIC MINISTRY | [Dr. Jerome Garrison Sr.](#)

NEIGHBORHOOD BIBLE STUDY GROUPS | [Rev. Sylvia Bills](#), [Valerye Boyer-Wells](#), [Loren Grizzard](#), [Jennifer Jasper](#), [Rev. Charlesetta Lee](#), [Theatis McKissack](#), [Rev. Dr. Grisselle Velez](#), [Sam Rodriguez](#), [Evg. Randy & Rev. Tonya Taylor](#), [Rev. Dorothy Thomas](#), [Rev. Dr. Benjamin Thomas](#)

PARKING LOT | [Luther Patton Sr.](#)

SAFETY & SECURITY MINISTRY | **TBD**

SIGN LANGUAGE MINISTRY | **TBD**

SOUND ROOM | [Phyllis Rodriguez](#) & [Askia Stewart Sr.](#)

STEWARDSHIP BOARD | [Robert Young Jr.](#)

STEWARDESS BOARD | [Cora Duncan](#), [Barbara Carr](#)

THEOLOGICAL DISCUSSION GROUP | [Rev. Sylvia Torrey](#)

TRUSTEE BOARD | [L. C. DeMon Carey](#)

USHER BOARD | [Harold Mackey III](#)

VACATION BIBLE SCHOOL | [Victoria Garrison](#)

WOMEN OF TANNER MINISTRY | [Lic. Nancy Hamilton](#)

WOMEN'S DAY 2024 TEAM | [Beverly Thomas](#), [Renee Billups-Jones](#), [Jackie Foggie](#), [Pat Nance](#)

WOMEN'S MISSIONARY SOCIETY | [Stephanie Gordon-Long](#)

YOUNG ADULT MINISTRY | [Rev. Quantá Crews](#)

YOUNG PEOPLE'S DEPARTMENT | [LaShonda Leonard](#)

YOUTH MINISTRY | [Rev. Askia Stewart Jr.](#) & [Rev. Angela Miller](#)

TEAMWORK



TEAMWORK

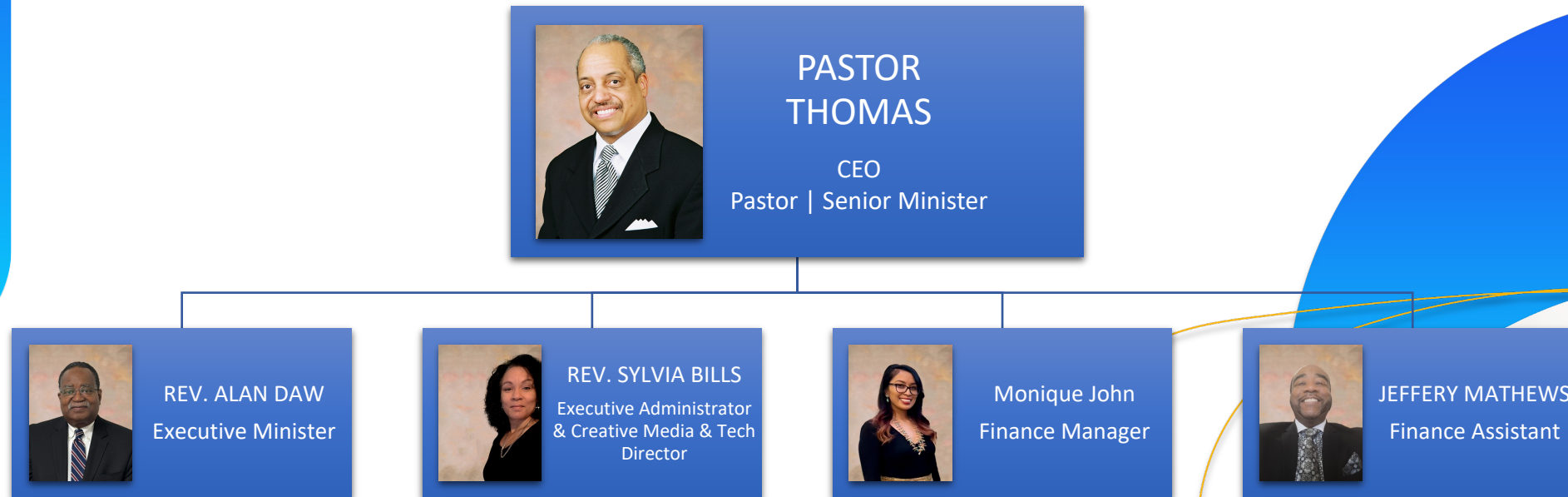
The combined action of a group of people especially when affective and efficient.

TEAMWORK

Christian ministry is teamwork that makes a difference – a difference in what is produced and in how people feel about their work. Christians are called to be hard workers, optimistic workers, and fruitful workers. They are to labor because they want to, not because they have to. They are to work together cooperatively, enthusiastically, and positively. When they faithfully do these things, it makes a big difference in what the team is able to accomplish – in what God is able to accomplish.

TEAMWORK @ TANNER is the . . .

ADMINISTRATIVE TEAM



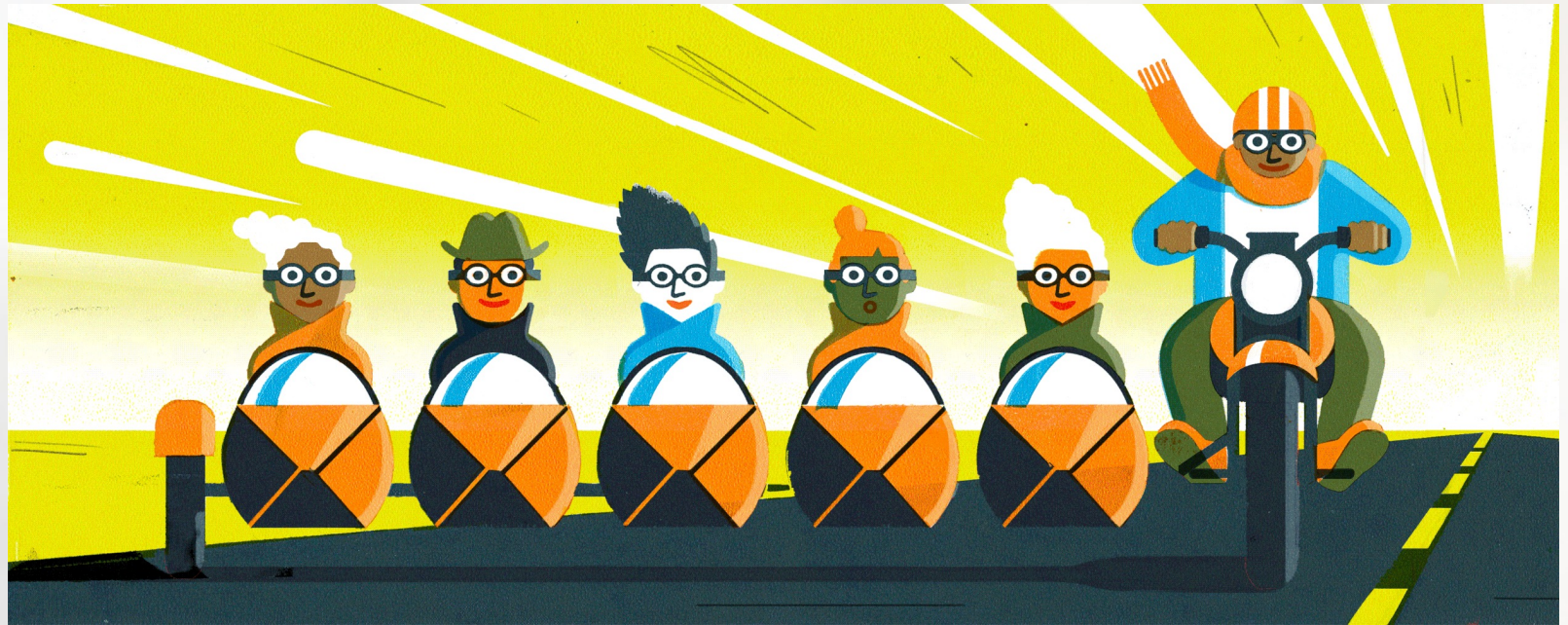
WORKING WITH Tanner's Auxiliaries, Boards, Commissions, Ministries, Music Department, Neighborhood Bible Study Groups, and Organizations of Tanner

TEAMWORK MAKES THE DREAMWORK!



EXECUTIVE LEADERSHIP

PASTOR THOMAS



Pastor Thomas is the senior member of the TEAM. He is the CEO, Pastor, and Senior Minister – Head of all Departments. He is the final decision and approval maker as well as the spiritual leader.

- **DECIDES & APPROVES ALL Financial Decisions**
- **Signs ALL Contracts (no exceptions)**
- **APPROVES ALL REQUESTS TO CHANGE OR ALTER THE Tanner's Policies and Procedures**
- **COORDINATES AND SCHEDULES: Weddings, Funerals, Special Requests from outside Tanner for music department, preachers, licentiates, etc.**
- **OFFICIATES Elections of Officers**



**PASTOR
THOMAS**

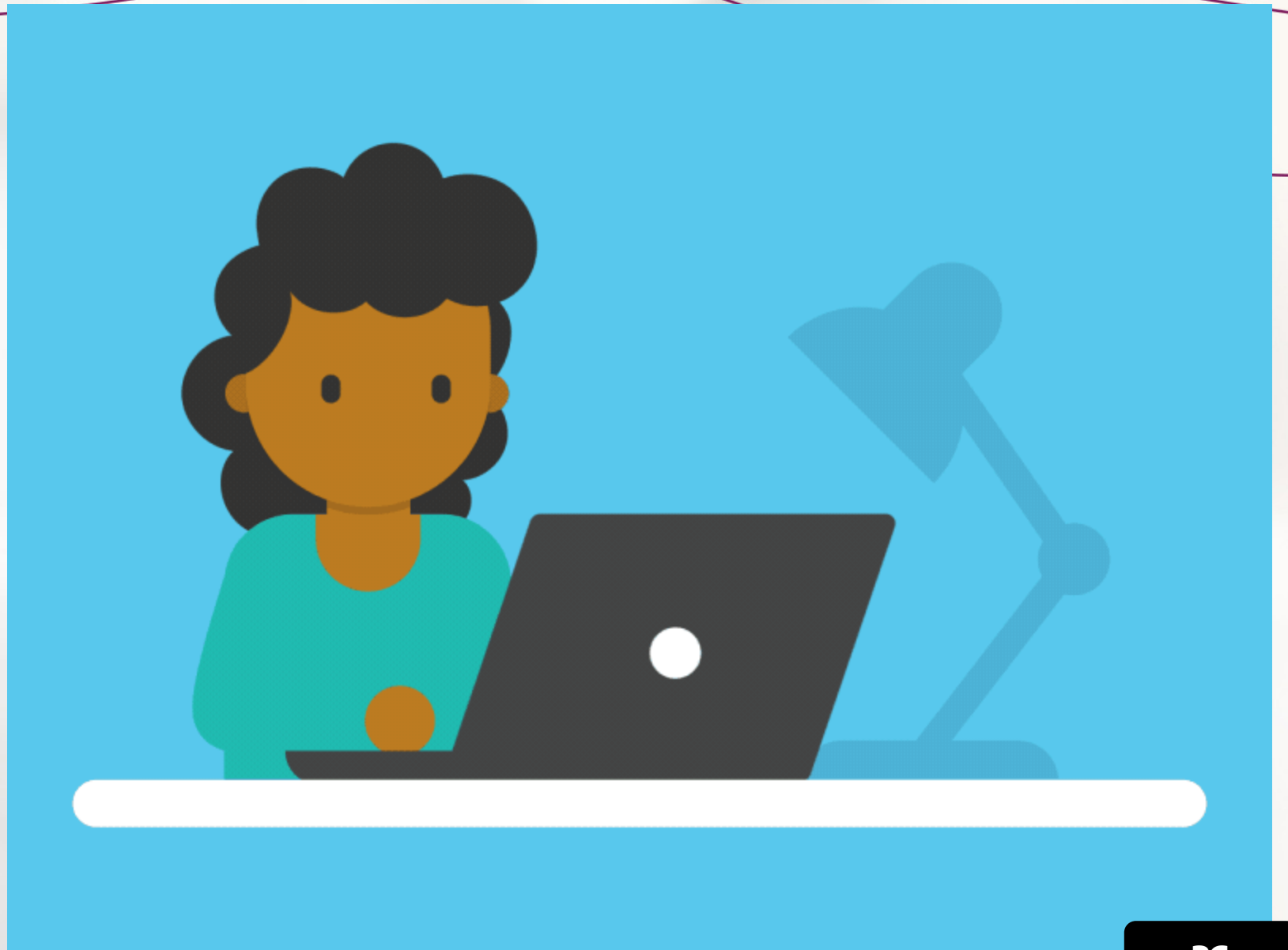
CEO

Pastor | Senior Minister

FOR ALL TANNER PROGRAMS AND EVENTS, Pastor Thomas

- **Reviews suggestions by organizations | ministries for Special Guest(s) (and/ or suggests/selects, if necessary)**
- **Is Responsible for initial contact and subsequent correspondence with Special Preacher(s) | Guest(s)**
- **Reviews and approves suggested and submitted themes, scriptures, artwork or graphic design, programs, activities, verbal announcements, etc.**
- **Reviews Calendar Scheduling requests**
- **Reviews requests for special Sunday verbal announcements**

ADMINISTRATION
REV. SYLVIA BILLS



EXEC ADMIN DUTIES (not all inclusive)

- **Appointments & Scheduling Pastor's Calendar**
- **Church Correspondence**
- **Church Membership Database Management**
- **Church Calendar of Events and Activities**
- **Virtual Meetings Coordinator & Tech**

CREATIVE DIRECTOR DUTIES (not all inclusive)

- **Experience Tanner Ministry**
- **Graphic Design**
- **Digital and Print Design**
- **Social Media**
- **Website Management**

MINISTRY | ORGANIZATION RESPONSIBILITIES

- **Experience Tanner Ministry Leader**
- **Care Leader | Class 19**
- **Neighborhood Bible Study Leader | Webinar Class**



REV. SYLVIA BILLS

Executive Administrator
& Creative Media & Tech
Director

CALENDARING



TYPES OF CALENDARING

- **Annual Calendars**

Due on the 30th of June every year for the new conference year

- **Summer Calendar Schedules**

Due on the 30th of June every year for the new conference year

- **Regular Meeting Schedules**

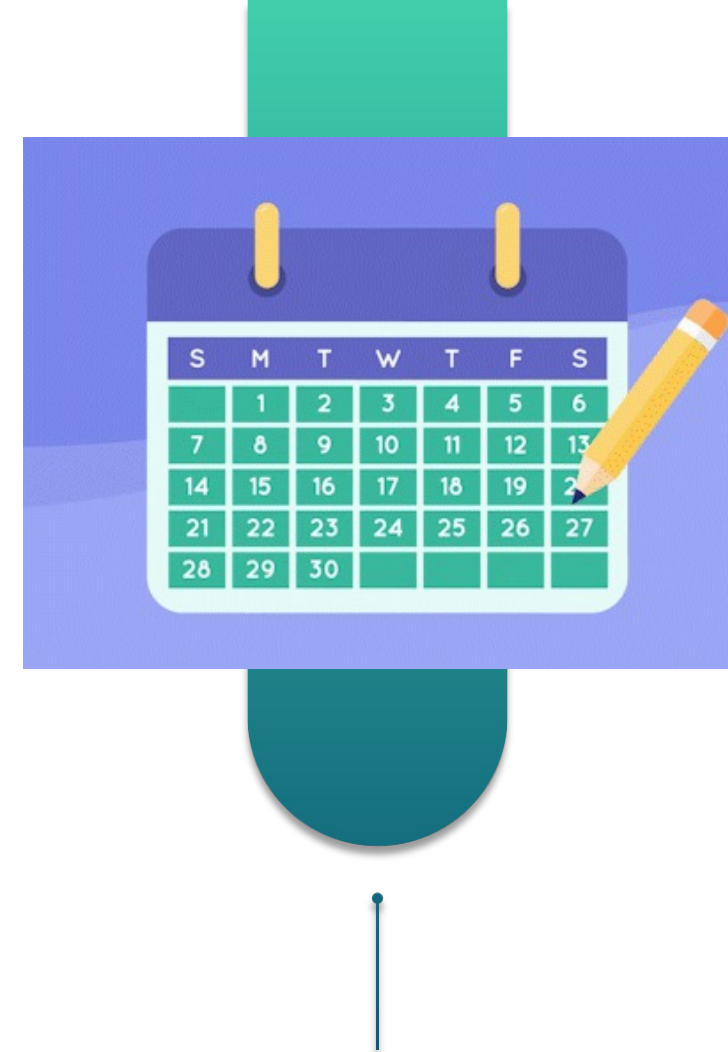
Required only when asked for by Pastor Thomas

- **Choir Rehearsals**

Required only when asked for by Pastor Thomas

- **NBSGs Bible Study Schedules**

Due on the 30th of June every year for the new conference year



TYPES OF CALENDARING

- **Event | Program Scheduling**

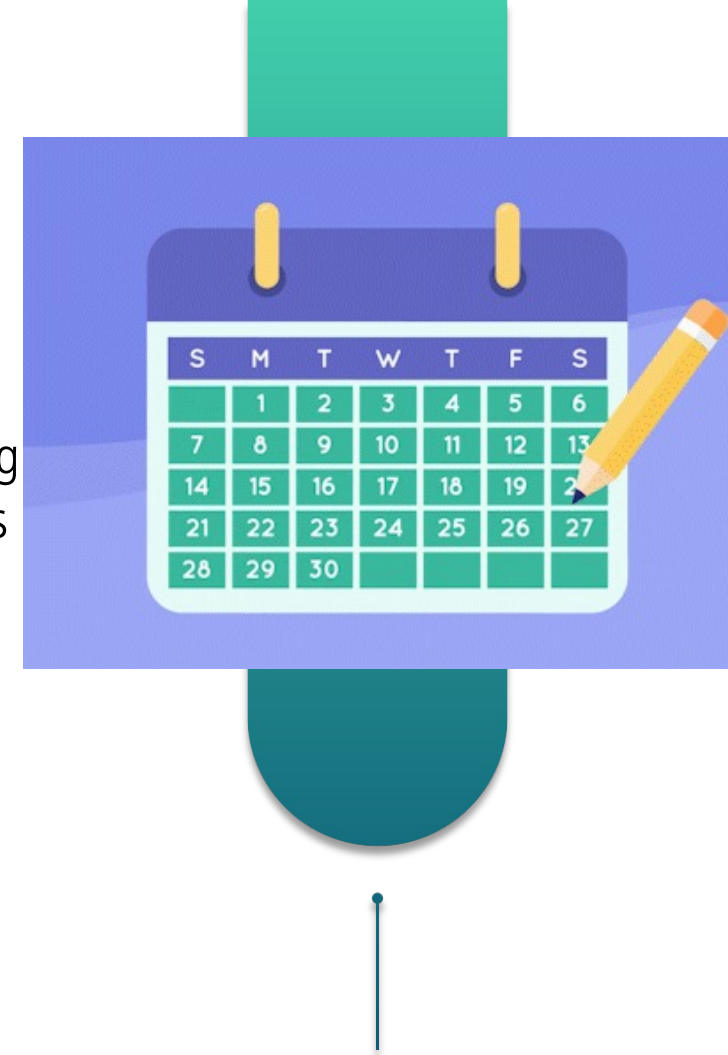
Due 30 days prior to the event or program date

Any event not previously calendared during annual calendaring by the organizations, ministries, etc., can be submitted 30 days prior to event or program. These calendar requests will be reviewed by the Executive Administrative Team for approval.

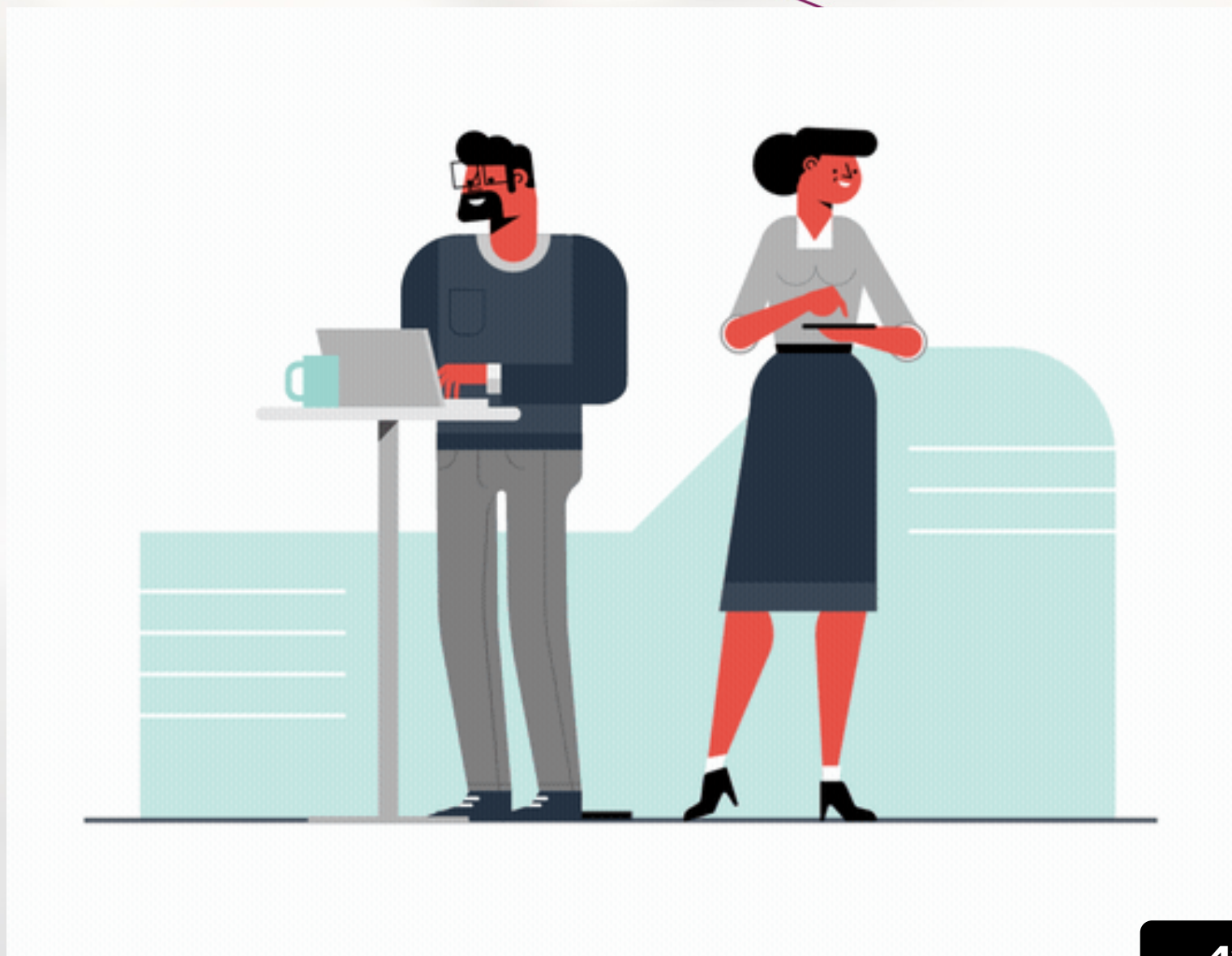
- **Election of Officers**

Scheduling for Elections on Pastor Thomas' calendar are done by Rev. Bills. Please complete the Slate of Officers Election Form and submit it to Rev. Bills for calendaring.

All elections must be held by May 31st.



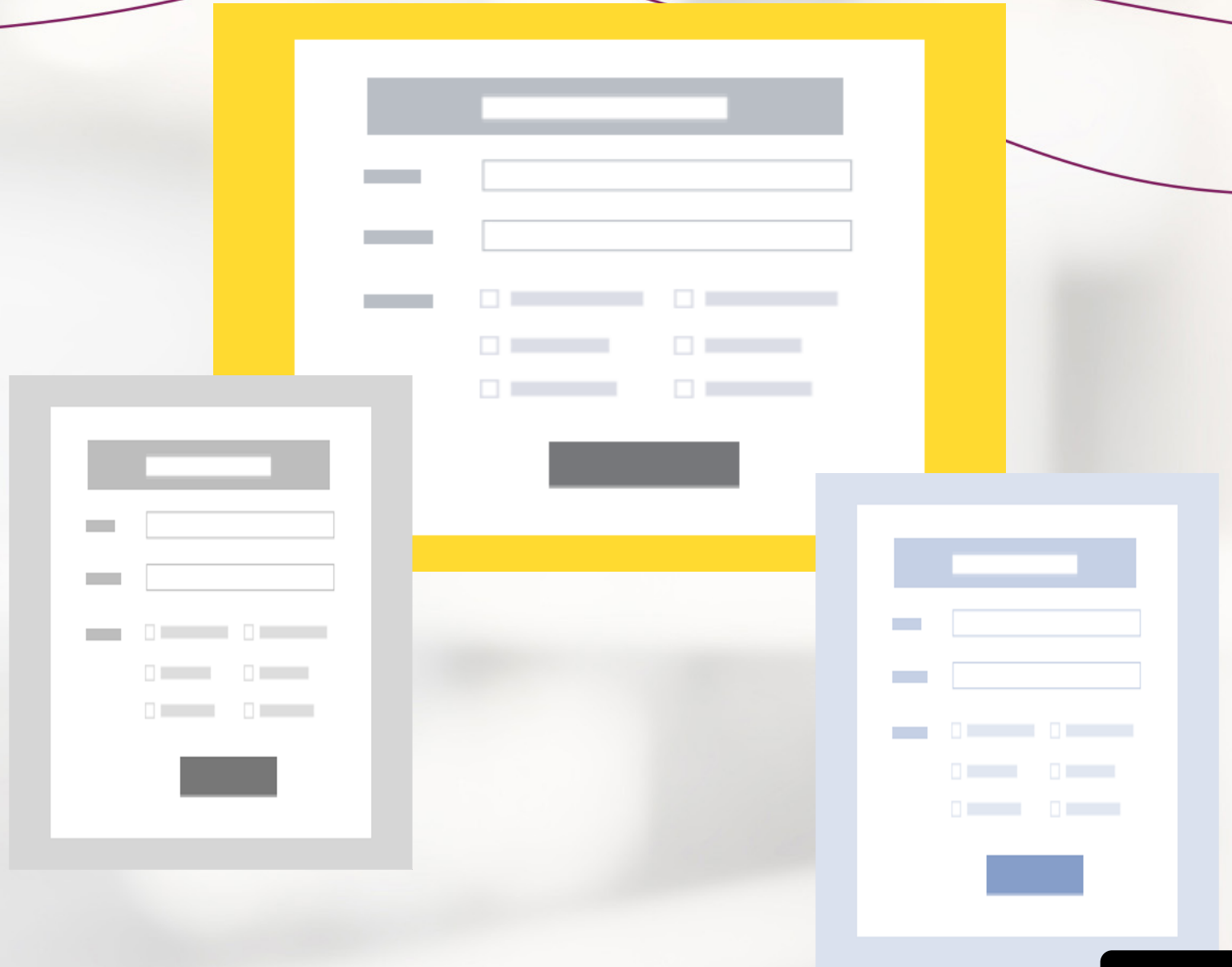
REPORTING



TYPES OF REPORTING

- **Official Board** | Due the first Tuesday of Every Month
- **Quarterly Conference** | Due at the discretion of the Presiding Elder
- **District Conference** | Due at the District Conference meeting called by the Presiding Elder
- **Ministry Report | MINISTERS ONLY** – Due the last Saturday of each month
- **Annual Report** | Due not later than June 30th of every year

FORMS



FORMS *(not all inclusive)*

When submitting forms online, you will receive an auto generated report received response. If submitting a form via email or in-person, we will acknowledge receipt within 72 hours. If you do not receive a response, please give us a call.

- Annual Report Form ([Online](#))
- Audio Equipment Form (**Under revision**)
- Budget Form ([Online](#))
- Calendar Request Form ([Online](#))
- Calendar Follow-Up Form (Digital and Hard Copy)
- Central Budget Voucher Form ([Online](#) and Hard Copy)
- Design | Print | Copy Materials Request Form (Digital and Hard Copy)
- Equipment Request Form (**Under revision**)
- Ministry Report Form ([Online](#))
- New Ministry Proposal Form ([Online](#))
- Official Board Report Form ([Online](#))
- Permission Slip ([Digital](#) and Hard Copy)
- Program Participant Worksheet ([Online](#))
- Slate of Officers Election Form ([Online](#) and Hard Copy)
- Quarterly Report Form ([Digital](#) and Hard Copy)



HOW TO PLAN YOUR ACTIVITY OR EVENT



HOW TO PLAN YOUR MEETING, EVENT, OR PROGRAM

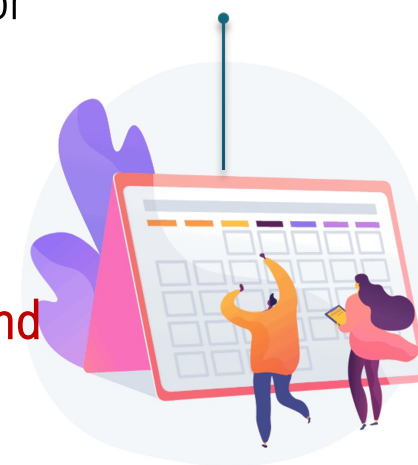
Proposed Calendar Requests and Proposed Budget for any activity, event, meeting, or program, must be submitted at least 1 month prior to the activity, event, meeting, or program. No activity, event, meeting, or program will be approved until a calendar of events request form and budget (if required) has been submitted and approved by the Pastor and the Executive Team.

YEARLY PLANNING

ACTIVITIES | EVENTS | MEETINGS | PROGRAMS | REHEARSALS

Auxiliaries, Boards, Ministries, Music Department, Neighborhood Bible Study Groups, and Organizations, are required to submit a yearly program calendar for the upcoming conference year. This yearly calendar will include all activities, events, or programs that they plan to facilitate during the year. **The yearly calendar submission is due by, and no later than, June 30th of each year.**

Calendar requests submitted during the conference year will be reviewed and approved by the Executive Team and are subject to date, time, and location availability.

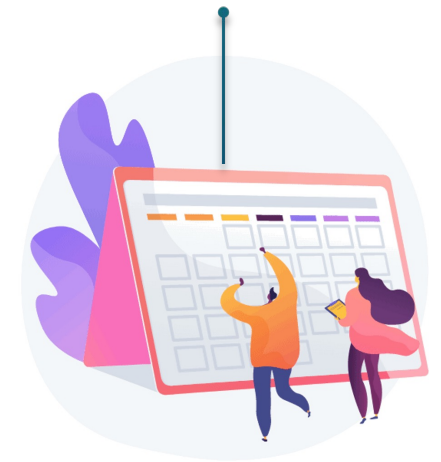


HOW TO PLAN YOUR MEETING, EVENT, OR PROGRAM

Meet with your support persons to ideate and plan your meeting, event, or program and choose date and time options.

PLEASE NOTE: Do not sign any contracts or obligate the church financially. Pastor Thomas is the only one who signs contracts.

Submit a calendar request form (1 form submission per activity, event, meeting, or program), and a proposed Budget for your activity, event, meeting, or program (if any monies will be spent or required). Be sure to be as detailed as possible with your information. **Both the calendar request form and the proposed budget must be submitted at the same time.**





CALENDAR REQUEST & BUDGET

**Must be
SUBMITTED
@ the same time**

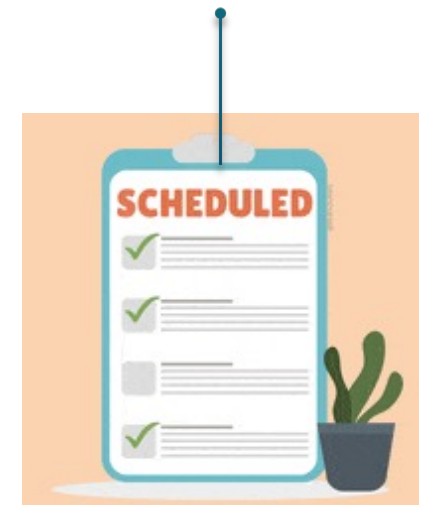
EXECUTIVE ADMIN PROCESS

Once PROPOSED Calendar Request and Budget have been submitted

The Pastor and Executive Team meet once a week. During these meetings any submitted calendar requests and/or budgets are reviewed.

If your calendar request has been approved, as is or with modifications, you will receive an email requesting to schedule a virtual meeting with Rev. Bills to complete the Calendar of Events & Activities Request Follow-up Form.

If your calendar request has not been approved, you will receive an email with the reason and/or suggestions for any changes needed.



EXECUTIVE ADMIN PROCESS Once PROPOSED Calendar Request and Budget have been submitted

If your budget has been approved as is or with modifications, you will receive an email from the Finance Manager noting the approval or changes needed.

If your budget has not been approved, you will receive an email with the reason and/or suggestions for any changes needed from the Finance Manager.



EXECUTIVE ADMIN PROCESS Once PROPOSED Calendar Request and Budget have been submitted

THIS IS
important

Three dark red arrows pointing downwards from the word 'important'.

ONLY WHEN you have RECEIVED THE EMAILS
APPROVING your calendar request and budget,
ONLY THEN can you move forward with
executing your plan for your meeting, event or
program.

EXECUTIVE ADMIN PROCESS Once PROPOSED Calendar Request and Budget have been submitted

THIS IS
important

Three hand-drawn style arrows pointing downwards from the word 'important' to the text below.

**Tanner's Administrative Team has the
responsibility to connect with and submit your
requests to schedule, secure, or enlist support from
the various organizations, ministries, music
department, etc., as required.**

Things to consider when planning your event, program or meeting:

- Theme | Scripture | Colors | Guest Preacher or Speaker
- Type of Setup and Number of Attendees
- Expenses | Income
- Virtual Event Planning | Zoom, Facebook, YouTube, Live Stream on Website
- Audio
- Advertising | Marketing
- Registration
- Announcements
- Attendance of ages 18 and under
- Equipment Rental

Other factors to consider when planning your event, program or meeting:

- Insurance Coverage
- Security
- Janitorial Service
- Administrative Support | Printing, Copying, Etc.

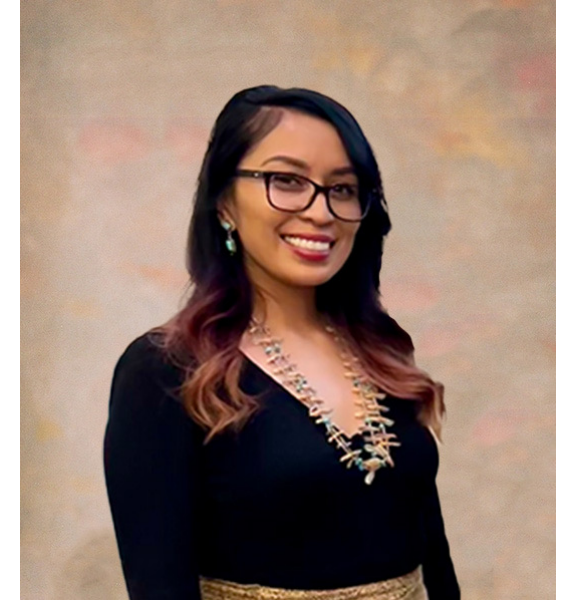
FINANCE
MONIQUE JOHN



FINANCE DEPARTMENT RESPONSIBILITIES

ALL MATTERS FINANCIAL

- Audits
- Bank Deposits
- Bank Reconciliations
- Board Financial Reports
- Budgets
- Business Insurance
- Contract Reviews (Bus, Hotel, Event, etc.)
- Corporation Commission Filings
- Credit Applications
- Donations
- Employee Insurance
- Employment Records



Monique John
Chief Financial Officer

FINANCE DEPARTMENT RESPONSIBILITIES

ALL MATTERS FINANCIAL

- **Fundraising**
- **Membership Annual Contribution Statements**
- **Parking Lot Date Coordination**
- **Payroll Processing**
- **Property Taxes**
- **Purchase Orders**
- **Purchase Requests**
- **Record Retention**
- **Special Guest Arrangements (hotel & airline)**
- **Special Reports**
- **Vendor Payments**
- **Vouchers**

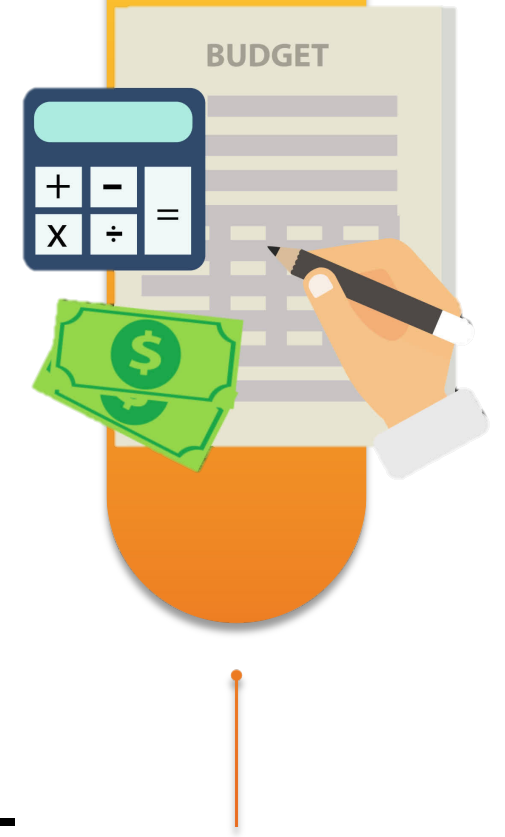
BUDGETS

- The budget is an estimate of planned income and expenses for your event.
- Budgets should be realistic.
- Budgets must be submitted along with the calendar request information for review by the administrative team.
- Budgets should be submitted for any activity/event where funds will be collected and/or spent.
- The budget should include all anticipated income items and all anticipated expenses and should show an anticipated net income or net loss.



BUDGETS

- In order to be paid or reimbursed, event expenses must be included in the budget submitted (i.e. workshop supplies, gifts, giveaways, food/drinks, honorarium, etc.).
- Do not order items for the event until the budget is approved
- Budgets can be adjusted and resubmitted as planning for the event/activity progresses.
- For annual church-wide planned events, the honorarium for guest speakers is included in the church's overall budget; for organization-planned events, honorariums should be included in the organization budget submitted.



SAMPLE BUDGET

INCOME		
Offerings (100 @ \$10 + 75 @ \$25 + 25 @ \$50 = \$4,125) x 3 nights	\$12,375	
Resource Book Sales (70 books @ \$30)	\$2,100	
Revival T-Shirt Sales (60 @ \$25)	\$1,500	
Saturday Workshop Registration (50 x \$25)	\$1,250	
Total Income		\$17,225

EXPENSES		
Honorarium (workshop & revival)	\$5,000	
Airfare (2 @ \$650)	\$1,300	
Hotel (2 rooms/3 nights @ \$200 per night)	\$1,200	
Musicians (3 nights)	\$1,500	
Audio/Video (1 day/3 nights)	\$1,500	
Custodial (extra cleaning)	\$500	
T-shirts (60 @ \$10)	\$600	
Books (70 @ \$20)	\$1,400	
Snacks/Water/Workshop Supplies	\$800	
Total Expenses		\$13,800

Net Income/(Loss)		\$3,425
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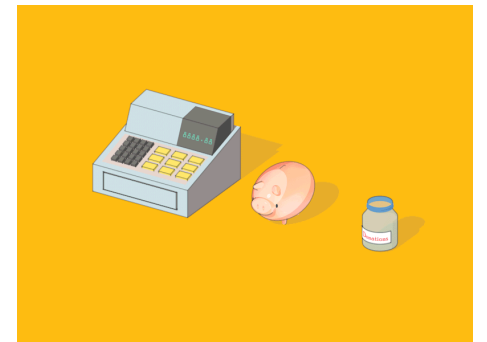


THIS IS
important

Budgets must be submitted using the online BUDGET FORM
<https://tanner.breezecms.com/form/eventprogrambudget>

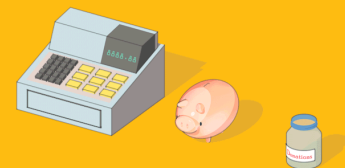
HANDLING OF FUNDS

- Discuss process for handling funds with Monique John before beginning or announcing any event including concerts, worship services, ticket sales, etc.
- Tracking each separate fundraising activity for your organization is the organization's responsibility.
- Don't take money home; don't hold checks made payable to Tanner Chapel AME Church.
- The donation envelope is the official document (audit support) for recording income.



HANDLING OF FUNDS

- When donation credit is to be given to an individual for a donation, there must be a separate envelope prepared for each person and it must be labeled for credit to the organization (i.e., Women's Day, Pastor's Appreciation, Cantata, etc.).
- When items are sold (books, tickets, t-shirts, etc.), the funds can be placed in one envelope labeled for credit to the organization and showing the total amount collected. These are not charitable donations.



VOUCHERS | REQUESTS FOR FUNDS

- Vouchers are used for requesting advances, reimbursement of expenses, and payment to various vendors and organizations.
- Vouchers should be prepared and submitted by the organization's financial support (treasurer, financial secretary or designated committee member) so that expenses can be tracked by the organization.
- When submitting a voucher, be sure to allow enough time for the check to be mailed to its final destination if there is a deadline.
- All vouchers are approved by the Pastor prior to payment.



VOUCHERS | REQUESTS FOR FUNDS

- Vouchers submitted by Tuesday will be paid on Friday; vouchers submitted on Wednesday through Friday will be paid on the following Friday.
- If a check is received as an advance, the related receipts (and any unspent funds) must be turned in no later than 7 days after the event.



FUNDRAISING

- Organizations are approved for their fundraising activities through submission of the calendar request form and budget; this applies to all fundraising activities except parking lot fundraisers.
- The administrative team reviews the requests and analyzes each activity so that one organization's fundraiser does not impede upon another organization.
- If announcements are made during worship service for solicitation of donations or assessments, the announcer should always emphasize that funds given are over and above tithes and offerings.



FUNDRAISING

- Parking lot funds generated during baseball season and other events at Chase Field are included as a part of income toward the church's operating budget. Our policy is to allow one parking lot date per conference year to each organization as a fundraiser.
- If your organization would like to utilize the parking lot as a fundraiser, send an email to Monique John that (1) requests a specific date, (2) identifies the need for the fundraiser and (3) indicates who will be the lead contact. Once the date is approved, the organization will be notified via email and will be contacted by Luther Patton with specific instructions.



**EXPERIENCE
TANNER MINISTRY**
REV. SYLVIA BILLS

EXPERIENCE
TANNER
MINISTRY



**ZOOM, YOUTUBE, LIVESTREAM
FACEBOOK & INSTAGRAM**

**GRAPHIC, DIGITAL, & PRINT DESIGNS,
PHOTOGRAPHY, VIDEO PRODUCTION**

EXPERIENCE TANNER MINISTRY

(ETM) is a multimedia ministry that encompasses Tanner's website, social media, graphic designs, print media, visual worship service media presentations, and videography through the use of technology and digital media.

VISION

To visually and socially engage members and the community in the life and work of Historic Tanner Chapel A.M.E. Church, provide creative ways to lead them to Christ, and encourage their souls while on their Christian journey. It is also ETM's aim to add to the building of God's kingdom through the various forms of technology.



EXPERIENCE TANNER MINISTRY TEAM

Rev. Sylvia Bills, *Ministry Leader*

Ashaya Stewart, *ETM Sunday Tech*

Askia Stewart Sr., *ETM Sunday Tech*

Shnia Stewart, *ETM Sunday Tech*

ETM RESPONSIBILITIES

Sunday Announcement Digital Visuals & Graphics

Sunday & Special Event Photography

Print Media

Social Media

Sunday & Special Event | Program Videography

Sunday & Special Visual Worship Presentations

Sunday & Special Visual Worship Projections & Livestreams



EXPERIENCE TANNER MINISTRY TECH SUPPORT REQUESTS

Use of Tanner's Visual Projection Systems (VPS) or Live Stream Services (LVS) at the church are approved by Pastor Thomas.

Use of Tanner's Visual Projection Systems or Live Stream Services in the office building are only for Church School on Sundays for Church School Classes.

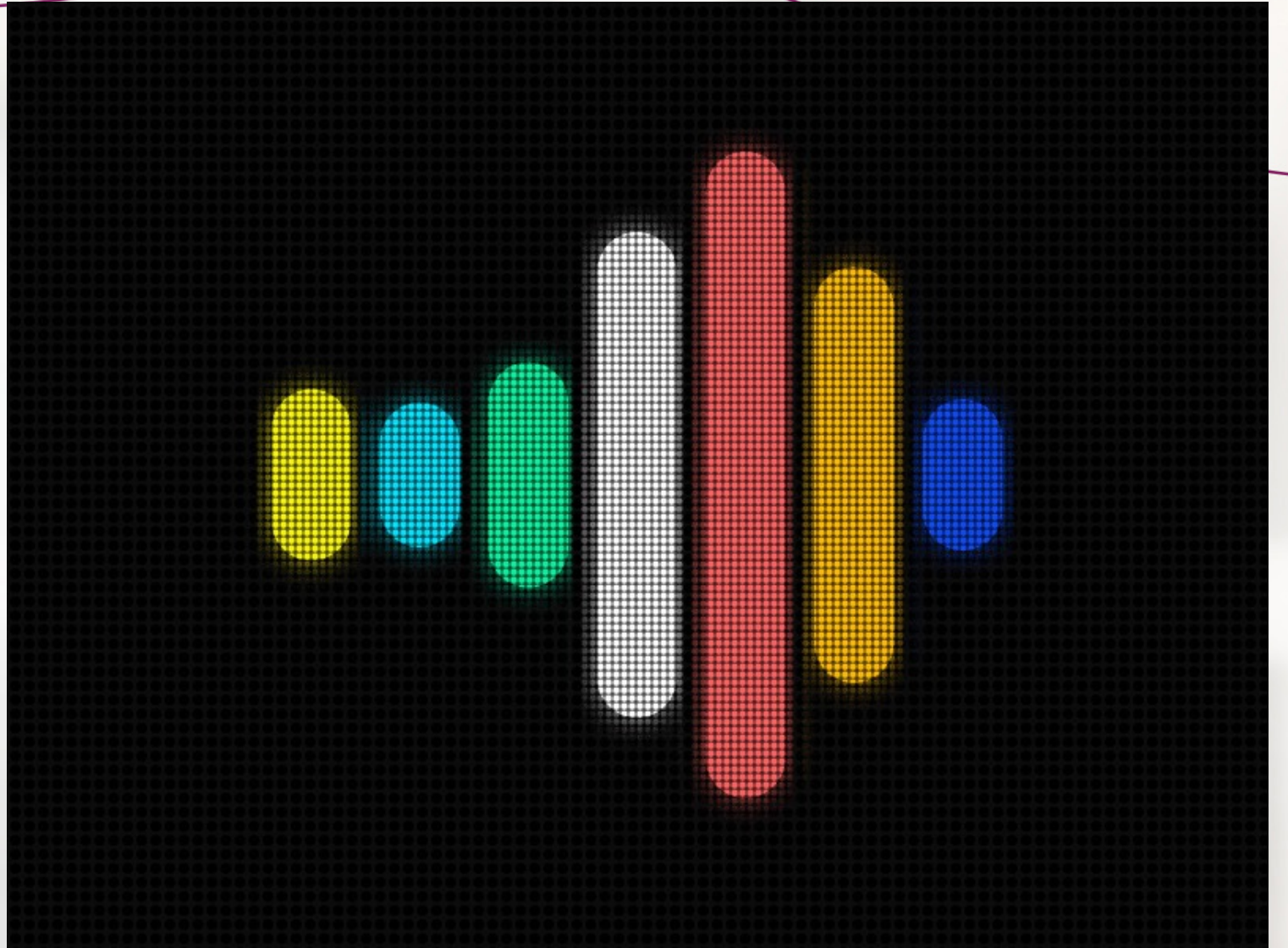
An ETM Tech is required to utilize VPS or LVS at the church or at the office building. To request ETM Tech Support please email Rev. Bills at revbills@tannerchapel.org.



THIS IS
important

AUDIO

PHYLLIS RODRIGUEZ



AUDIO MINISTRY SOUND ROOM TECH TEAM

Phyllis Rodriguez, *Ministry Leader*

Deborah Margolis, *Sound Room Tech*

Magnus Scott, *Sound Room Tech*

Askia Stewart Sr., *Sound Room Tech*

Shnelle Stewart, *Sound Room Tech*

AUDIO MINISTRY RESPONSIBILITIES

Sunday & Special Event | Program Audio Needs

Microphone Setup and Sound Checks for Rehearsals

Sound & Audio Recordings for Sunday & Special Events

A Sound Room Tech is required for any audio or audio recording needs. To request Audio Tech Support please email Phyllis at bennettpab7@gmail.com. Requests must be received 30 days prior to event or program.

THIS IS
important

FACILITIES



TANNER CHURCH & OFFICE BUILDING FACILITY USAGE RULES

Please be mindful that several ministries, organizations, and groups use our facilities daily.

Friendly
reminder

When you need to use the church or the office building facilities, please be mindful of the following:

You must always submit a Calendar of Activities & Events Request Form detailing your need to use the church or office building facilities for any type of reason - *even when you have the use of your own key or keys for access to the facilities. Use without obtaining confirmation of availability is prohibited under any circumstances.*

TANNER CHURCH & OFFICE BUILDING FACILITY USAGE RULES

It is important that we keep the spaces clean and secure. When holding your meetings in the Tanner Square Office Building or the Church's Sanctuary and Fellowship Hall, please observe the following rules:

- **NO FOOD OR DRINK ALLOWED IN SUITE #330.**
- Food and drink are allowed in Suite #320, Rooms #1 & #4 and in the Fellowship Hall. Rooms #2, #3, & #6 may be used if required, and only on the Pastor's approval.
- Your group is responsible for the clean-up of all food.
- Please wash any dishes that were used for your meeting or event and empty the trash cans.
- If you are using rooms on a Saturday and you require a set-up different from Church School, your group may be asked to return the tables and chairs to the Church School Set-Up.
- If you are the last meeting of the day, please ensure that all doors are locked, and the church | office building are secured before you leave.

TANNER CHURCH & OFFICE BUILDING FACILITY CONCERNS

**For facility concerns Tuesday, Wednesday, and Friday,
Between the hours of 10am and 4pm, please call the
church office at (602) 253-8426.**

**On Saturdays or Sundays, if you are in the Church and
notice or experience flooding, broken windows, or other
facility related urgent matters during the weekend,
please call Luther Patton - (480) 947-0206.**

**On Saturdays or Sundays, if you are in the office
building and notice or experience flooding, broken
windows, or other facility related urgent matters, please
call L.C. DeMon Carey - (480) 227-8027.**

**IN CASE OF MEDICAL OR SAFETY EMERGENCIES
Dial 9-1-1.**



P.O.T.U.S.

KITCHEN BAKE

INGREDIENT LIST ANSWER

A SUCCESSFUL BAKE

1. Schedule Meeting with Planning Committee
2. Meet with Planning Committee
3. Discuss Proposed Ideas With Planning Committee
4. Create Outline of Proposed Events with Date & Time Options
5. Create Proposed Budget Outline
6. Submit Calendar Request & Budget Forms for Event & Budget Proposals
7. Meet with Administrative Team
8. Review Calendar Request Follow-up Form with Rev. Bills
9. Initiate Event Plan
10. Submit Budget Vouchers for Purchases & Payments to Monique John
11. Call Phyllis Rodriguez to Secure Audio Needs
12. Email | Call Rev. Bills to Secure Visual and Equipment Needs
13. Schedule Event Recap Meeting with Planning Committee
14. Gather Information for Annual Report
15. Complete and Submit Annual Report



GREAT
job!

BAKE INGREDIENTS THAT IF ADDED IN AT THE WRONG TIME OR AT ALL COULD CAUSE DISASTER

Uh-oh

None of these items should be done before submitting a calendar request and budget nor before your event and budget have been approved.

1. **Secure Offsite Event Meeting Space**
This should only be done after calendar request and budget have been approved. REMINDER – Only Pastor Thomas can obligate the church financially and sign contracts.
2. **Sign Contracts for Offsite Meeting Space, Catering, Food Truck, Etc.**
Only Pastor Thomas can obligate the church financially and sign contracts.
3. **Send out Email with Date and Time of Event**
Correspondence (email, mail, text, etc.) to Tanner's Church Family, friends and visitors is sent out through the church office.
4. **Secure use of Church Facility & Office Building with Pastor Thomas**
Securing use of Church Facility & Office Building is done by submitting a calendar request form. Pastor Thomas will not review or approve any requests not submitted on the calendar request form.

BAKE INGREDIENTS THAT IF ADDED IN AT THE WRONG TIME OR AT ALL COULD CAUSE DISASTER

Uh-oh

None of these items should be done before submitting a calendar request and budget nor before your event and budget have been approved.

5. **Secure use of Office Building with L.C. DeMon Carey**
Securing use of Church Facility & Office Building is done by submitting a calendar request form. Br. L.C. DeMon Carey does not have the scheduling information or authority to assign space.
6. **Discuss Plan & Secure Event Date, Location, and Time with Pastor Thomas**
Preliminary discussions with Pastor Thomas about your activity | event | ministry | program, etc., is done by scheduling a meeting with him through Rev. Bills. Pastor Thomas will not secure date, location or time, without a submitted calendar date and budget.
7. **Secure a Parking Lot Fundraising Date with Luther Patton Sr.**
Securing a Parking Lot Fundraising Date is done by sending an email to Monique John that (1) requests a specific date, (2) identifies the need for the fundraiser and (3) indicates who will be the lead contact.

BAKE INGREDIENTS THAT IF ADDED IN AT THE WRONG TIME OR AT ALL COULD CAUSE DISASTER

Uh-oh

None of these items should be done before submitting a calendar request and budget nor before your event and budget have been approved.

8. Order & Purchase Food and Supplies

Ordering and purchasing food and supplies can only be done after your calendar request and budget have been approved.

9. Host Meetings at Church or Office Building

To host a meeting at the Church or Office Building, a calendar request must be submitted, no matter what type or size of meeting.

10. Secure Photographer for Special Worship Service Events

Photographer(s) are only available for **SPECIAL SUNDAY WORSHIP SERVICES OR EVENTS** and only by approval of Pastor Thomas. To request a photographer, after your calendar request and budget have been approved, send an email to Rev. Bills.

11. Create and Design Artwork for Event

To ensure Tanner's Brand (logo, color, fonts, design styles, etc.) is prominent in any marketing media, all graphic designs, flyers, digital or printed materials are generated by the administrative office. To request these items, send an email to Rev. Bills.

BAKE INGREDIENTS THAT IF ADDED IN AT THE WRONG TIME OR AT ALL COULD CAUSE DISASTER

Uh-oh

None of these items should be done before submitting a calendar request and budget nor before your event and budget have been approved.

12. Setup Fundraising Event and Receive Monies

To setup a fundraising event and receive monies, a calendar request and budget must have been submitted and approved first. Once that has been done, connect with Monique John to discuss the details.

13. Have a Conversation with Pastor Thomas about Event Planning on Sundays

SUNDAYS are SOLELY days of WORSHIP for Pastor Thomas and Tanner's Administrative Staff. To discuss your event planning with Pastor Thomas, please email or call Rev. Bills to schedule a day and time on Pastor's calendar.

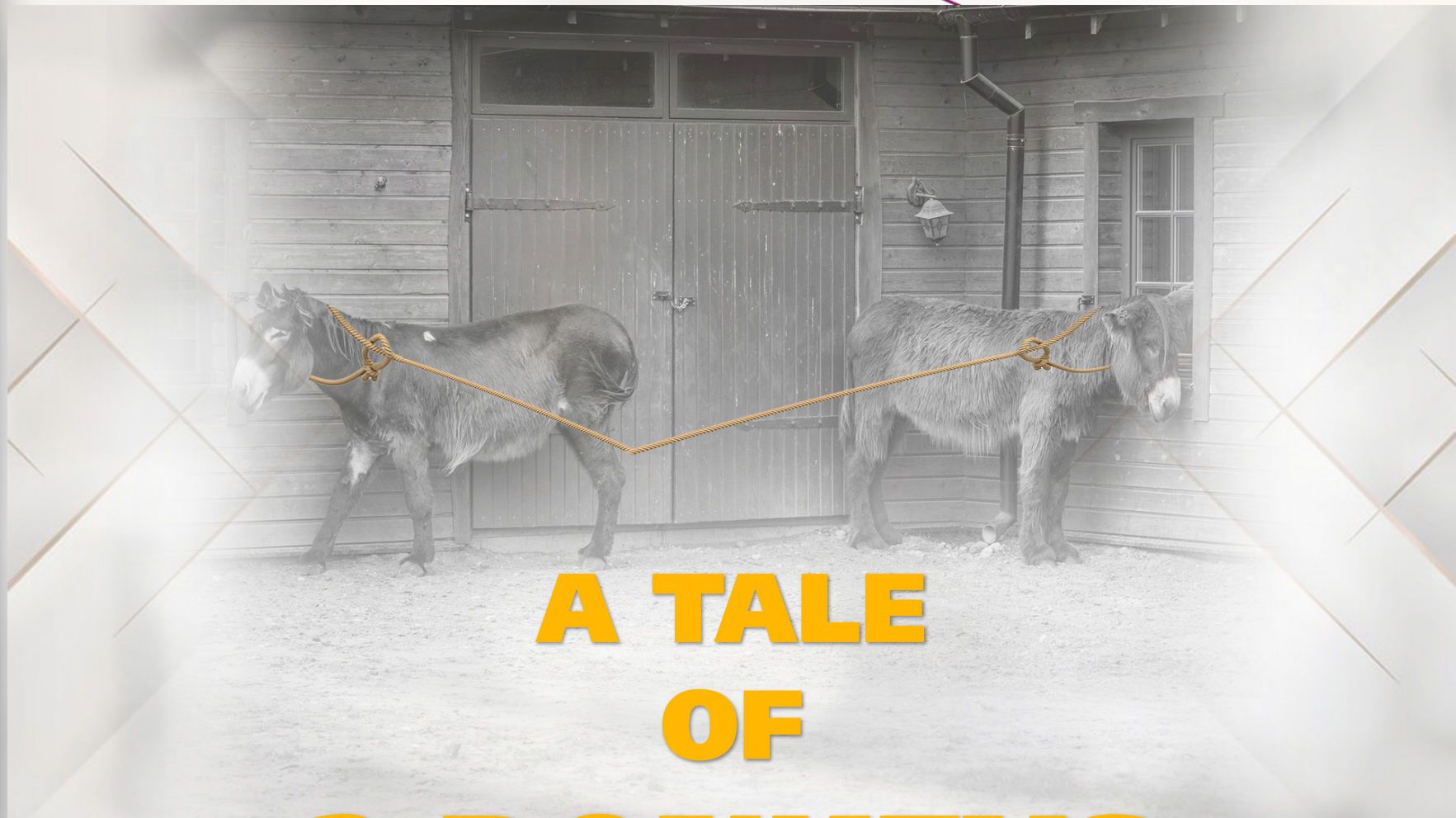
14. Secure Guest Speaker | Preacher

Suggestions for guest speaker | preacher should be included in the calendar request form. After you have submitted your calendar request and budget and they have been approved, Pastor Thomas will send a letter of invitation to speak | preach to the guest speaker | preacher to confirm their acceptance and availability.

P.O.T.U.S. LEADERSHIP

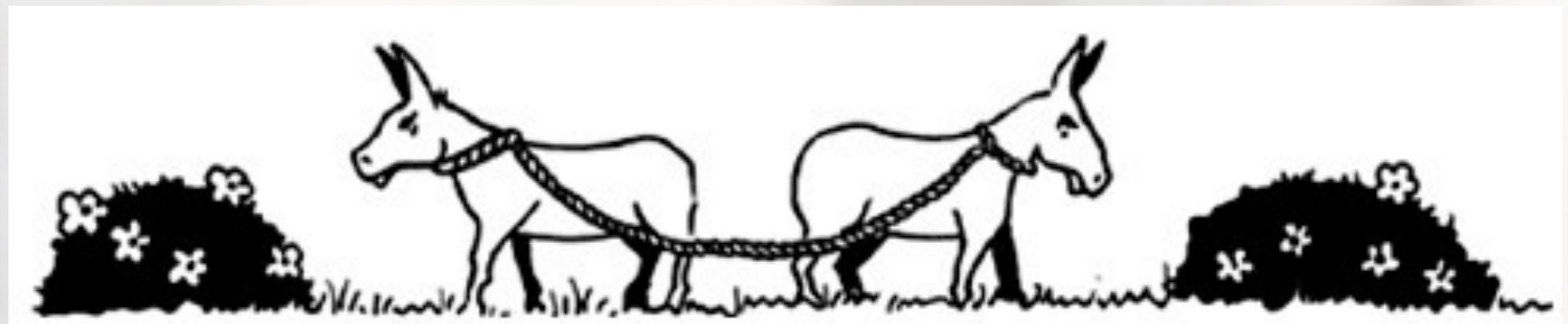
CHARGE

PASTOR THOMAS

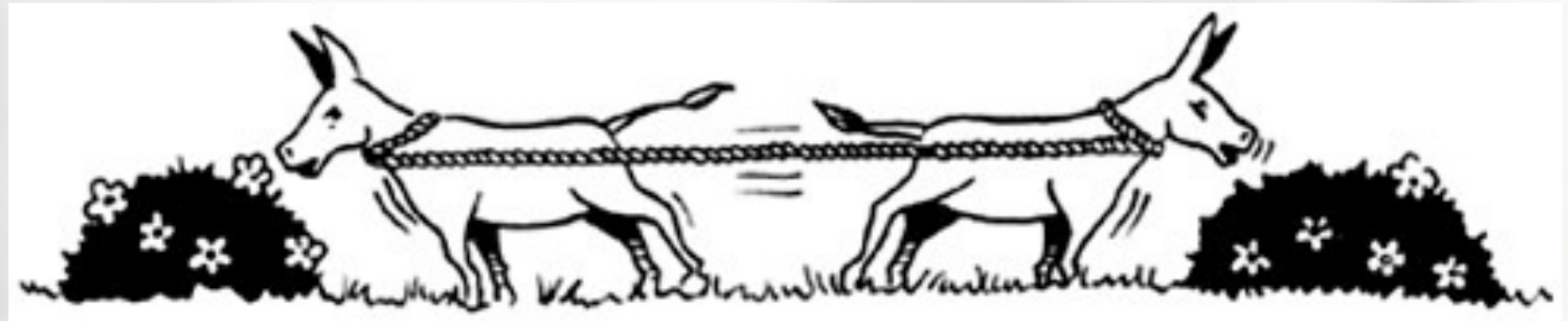


A TALE OF 2 DONKEYS

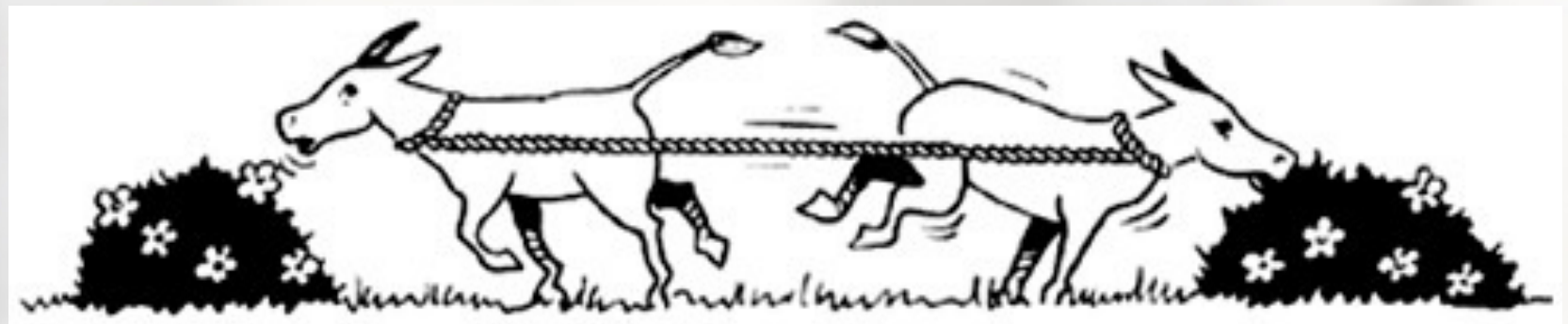
There was once a story about two donkeys. They were great friends and had heaps of fun together even though they had to share the same rope that was tied around them. Sometimes, this caused them to have arguments and to fight.



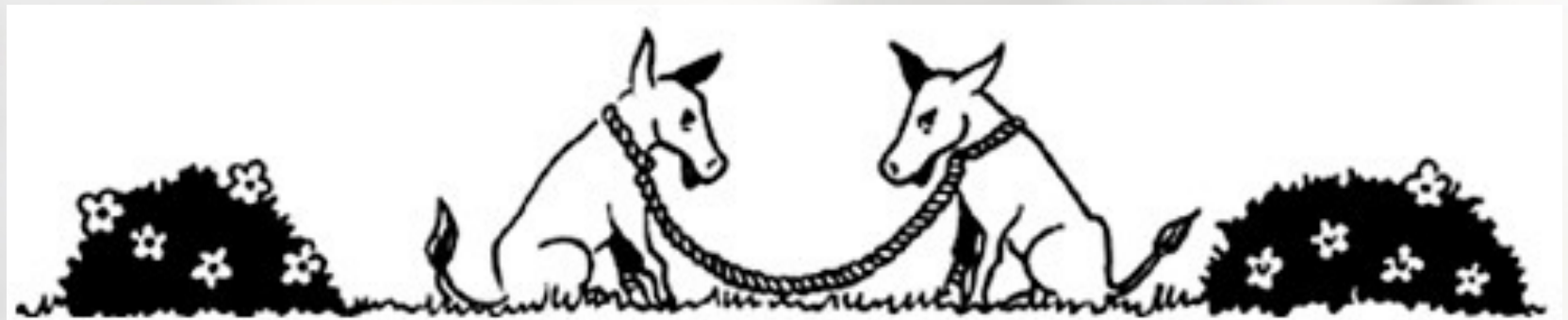
One day, the fight got really bad as they each tried to eat their dinner from individual bowls. One donkey went one way and the other donkey went the other way. They both pulled and pulled to get to their individual bowls.



The more they pulled from one another, the tighter the rope got around their necks.



After several attempts of each one trying to get to their own bowls of food at the same time, they got an idea. If they worked together, in unison, maybe they could actually get to eat.



So, one donkey said to the other. "I will come to your bowl to eat dinner if you will join me at my bowl afterward and have some dessert." They did just that and had their dinner at one bowl and dessert at the other.



The donkeys then realized that
**TEAMWORK makes the
DREAMWORK!**

Power of Teamwork = *Unified Success*

