



## AMERICAN BAPTIST CHURCHES OF THE SOUTH

### Resourcing Your Area

1. Prepare enough area annual programs to mail to all church pastors not in attendance. This is to be accompanied with a cover letter from the moderator within 14 days from the area meeting.
2. Prepare an evaluation to be distributed and collected on Saturday. Watch the phrasing of your questions, and limit the number of questions.
3. **Designate a music coordinator to lead the singing or playing to keep the program moving. Select a “cheerleader type,” one who knows how to get people involved with lively music. The coordinator should use 10 minutes before the main sessions to “warm-up.” Also, should be familiar with the theme song.**
4. Don’t overload any one section of your program; look at other selected spots for key items.
5. The moderator and vice-moderator should share the presiding responsibilities. These responsibilities should be designated before the area meeting.
6. Every moderator should have a written report of their stewardship. This should be printed and included in the area annual program.
7. **Provide 20 minutes for the Executive Minister, during the business session to give a “state of the region” report.**
8. Select a “local program coordinator” to work behind the scenes with logistical details and assist with keeping the program running smoothly – such as adequate seating on the platform, proper lighting, heating or air conditioning, making sure the piano is in place, ushers familiar with their assignment, and host/hostess in strategic locations to greet/direct attendees.
9. A careful “walk-thru” of the program with the vice-moderator on program participants, clarifying names, titles, announcements, etc.
10. Offering: Pre-select the person to make the appeal. Quite often some people need to be “motivated” with a compassionate appeal and good music. Ushers should be familiar with the process for receiving the offering. Don’t forget the offering plates.
11. All committee appointments should be carefully, thoughtfully and prayerfully handled in your pre-convention meeting with the Area Program Board.
12. When using a hotel, check to see what group will be using the room next to your meeting. Also, check the placing at the head table on the platform. Is there a tabletop lectern and microphone?
13. If there are vendors interested in selling items, please use discretion in your selection. We are a diverse people. No jewelry, hats or perfume. Consult with the region office before contracting with outside vendors.
14. Minutes from the last area meeting should be printed in your annual program book.
15. List all program participants along with their name, church and city.
16. Identify youth attendees. Acknowledge leadership roles, responsibilities, gifts and skills of the youth attendees. Include them in the business sessions.