



# PROTOCOL

## KNOWING WHO TO CALL!

# What to Expect

Definition of Protocol

Types of Protocol

Established Protocol

Role of Presiding Officer

# What is Protocol

- ▶ **Protocol is...**
- ▶ Generally an official set of procedures for what actions to take in a certain situation
- ▶ The system of rules and acceptable behavior that people or organizations should follow in official situations,

**Protocol is simply good manners.**

**It is the “official Etiquette or state of ceremonies.**



# Types of Protocol

Healthcare

Technology

Workplace

Covid-19  
protocol

AME Protocol for  
Scheduling  
Connectional  
meetings

## Types of Protocol

### **AME Protocol for Scheduling Connectional Meetings**

The General Secretary/CIO of the AME Church shall maintain an Official Calendar for the AME Church. To schedule any connectional meeting or event, a request from the head of that organization must be made in writing to the General Secretary/CIO no less than 180 days before the requested date(s). Requests must be approved in writing by the General Secretary before any notices or correspondence concerning the proposed meeting or event is shared. After the request is approved, the General Secretary will place the event or meeting on the AME Church Official Calendar. Only then should any preparations be made for the proposed event or meeting.

# Processionals & Recessionals

You are having a program at your local church and will have both a processional and recessional, place the following persons in order for both.

General Officers

Local Church Officers

Conference Officers

Bishops

Episcopal Officers

District of the Annual Conference Officers

Connectional Officers

# Processionals

Local Church Officers

District of the Annual Conference Officers

Conference Officers

Episcopal Officers

Connectional Officers

General Officers

Bishops

# Recessionalists

Bishops  
General Officers  
Connectional Officers  
Episcopal Officers  
Conference Officers  
District of the Annual Conference Officers  
Local Church Officers



# Written Protocol

What is the appropriate format for written protocol on programs for the Conference Lay Organization? Place the following persons in appropriate order.

Episcopal Lay President  
Local Lay President  
Associate Presiding Elders  
Episcopal Supervisor  
District of the Annual Conference Lay President  
Host Pastor  
Bishop  
Local Lay DOLA  
Connectional Lay President  
Connectional DOLA  
Episcopal Director of Lay Activities  
Conference Lay President  
Host Presiding Elder  
Conference Director of Lay Activities  
District of the Annual Conference Director of Lay Activities



# Written Protocol

Bishop  
Episcopal Supervisor  
Host Presiding Elder  
Associate Presiding Elders  
Host Pastor  
Connectional Lay President  
Connectional DOLA  
Episcopal Lay President  
Episcopal Director of Lay Activities  
Conference Lay President  
Conference Director of Lay Activities  
District of the Annual Conference Lay President  
District of the Annual Conference Director of Lay Activities  
Local Lay President  
Local Lay DOLA



## As we see protocol

- ▶ As a Church we use protocol as a correct code of conduct in demonstrating respect and recognition of the leaders/or heads of our church.

### Types or forms used in the church

#### Oral and Written

- ▶ Oral Protocol - is based on those individuals present.
- ▶ Introducing/presenting (highest)
- ▶ Remarks(lowest)
- ▶ Written program – includes all the dignitaries of church (based on level)

# Established Protocol???

What in the world is  
ESTABLISHED?  
Who established the  
protocol?  
When should it be done?





I've always heard...



PROTOCOL HAVING  
BEEN ESTABLISHED



TO THE ESTABLISHED  
PROTOCOL



# Who should establish protocol?

- ▶ The Presiding Officer
- ▶ Once established there's no need to come behind the presiding officer and do it AGAIN AND AGAIN AND AGAIN!!!
- ▶ Remember, we heard it being done

Just  
because...

Just because we've  
always done it that  
WAY...

DOESN'T MAKE IT THE  
RIGHT WAY!