



ROAD TO THE BIENNIAL

**Bishop E. Earl McCloud, Jr., Lay
Commission Chairperson**

**Mrs. Valerie Gary Bell, Connectional Lay
President**

**Ms. Ametta L. Reaves, Director of Lay
Activities**

**Mr. Simeon Rhoden, 5th District Lay
President**

**Marilyn Lovelace-Grant, 5 District
Director of Lay Activities**

ROAD TO THE BIENNIAL PART I HOST RESPONSIBILITIES



Connectional Responsibility

- Host Hotel/Catering/AV/Logistics
- Registration Kits (assemble & solicit gift/promotional items)
 - Co-Chairs: Jackie Payton and Frances Settles

All delegates and observers will receive a welcome button or pin commemorating the 5th District hosting the 2019 Biennial
- Health Room
 - Chair: Connectional Responsibility
- VIP Gifts
 - Chair: Connectional Responsibility

Host Responsibilities Overview

- Transportation
 - Co-Chairs: Bobby Brown and Faye Brown
 - Seattle/TAC Airport
 - Transportation Preliminary Plans
 - Airport Shuttles No
 - Other Transportation Options
 - Driving Distance from the Airport
- Welcome Reception
 - Chair: Marilyn Lovelace-Grant, 5th District Director of Lay Activities
 - Team: Vice Presidents Support
 - Preliminary Plans

Host Responsibilities Overview

- 5th District Hospitality Room
 - Chair: Seattle Member TBA
 - Seattle Team (Local Church Volunteers)
- Hostesses/Greeters
 - Co-Chairs: Frances Settles and Nixietta Williams
 - Team: Conference Secretaries and Corresponding Secretaries, Local Seattle Support Teams, Kappa Alpha Psi Fraternity Inc.
- Information Table
 - Co-Chairs: Cassandra Marshall and Anita West-Ware

ROAD TO THE BIENNIAL PART II DELEGATION DUTIES



DELEGATION

- 5th Episcopal District President
- 5th Episcopal District Director of Lay Activities
- 5th Episcopal Young Adult Representative
- 5th Episcopal 6 Elected Delegates (1 Young Adult 18-35)
- Conference Presidents
- Conference Director of Lay Activities
- Conference Young Adult Representatives
- 6 Elected Conference Delegates (1 Young Adult 18-35)
- Each Local President or Elected Local Representative
- 63 Minimum Delegates – Conference & District

DELEGATION LEADERSHIP

- President Rhoden, 5th Episcopal District President
- Table set for Delegation Leadership
 - District President
 - District Director of Lay Activities
- Communicates with Delegation via Text/Email
- Informs Delegates of Action Items and Issues
Conference Presidents Coordinate their Delegates
- Makes Assignments
- Appoint Delegates to Serve on Committees

DELEGATION DUTIES

- Take Our Work Serious
- Arrive On Time to Sessions
- Stay for the Entire Convention
- Prepare – Study Issues – Stay Woke!
- Follow Instructions
- Sit in Designated Seat
- Secure Alternates to fill seats when needed
- Wear Attire as Planned
- Have Fun!

QUESTIONS



*Prepared by
Marilyn Lovelace-Grant,
Director of Lay Activities
July 2018*