

5th Episcopal District

2021 Annual Conference Series



TECHNICAL MANUAL

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5TH EPISCOPAL DISTRICT
2021 ANNUAL CONFERENCE SERIES
TECHNICAL MANUAL

The 5th District's 2021 Annual Conference webinars have been designed so that the Bishop and members of the Annual Conferences can comprise the boundaries of the Conference in a virtual context. Presiding Elders, Pastors, delegates, committees, and components can virtually meet, report, worship, and join together in affirming that we are yet alive and do see each other's face.

Though we are incorporating technology into our meeting, the structure and expectations of Annual Conference will remain the same.

This manual serves as a resource for those attending the 6 Annual Conferences of the 5th Episcopal District. The information contained herein was previously disseminated across a variety of platforms. This manual is a support to information already provided by Bishop Fugh and subject to change at his discretion.

5IT Team

Rev. Raichera Venning McCray – 5IT Lead
Rev. Benjamin Thomas Jr - 5IT Co-Lead
Sis. Vanessa Anderson – Communications Co-Lead
Rev. Rachel Williams-Glenn – Communications Co-Lead
Rev. Phillip Ross – Tech Trainer
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May, 2021

Annual Conference Technical Manual

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Information At-A-Glance

Due Dates by Conference

Pacific Northwest - June 27, 2021

Desert Mountain - July 17, 2021

Midwest - August 14, 2021

California - August 28, 2021

Missouri - September 11, 2021

Southern California - September 18, 2021

Planning Meeting: October 2, 2021

Link for Submissions

WeTransfer.com

For Questions and Support Contact

5ITinfo@AME5.org

5IT Organization

The 5IT Team provides technological and technical support for the administration of virtual conferences at Bishop Fugh's call and instruction. The 5IT Team has created an organizational structure to ensure the success of the 2021 Virtual Annual Conference series.

Conference Team Leads

Each Annual Conference has been assigned a technology team leader called a "Team Lead." This person will work directly with 5IT to plan and manage Annual Conference. Conference Team Leads are able to assemble teams from within their respective conference to assist with preparations and technology issues. Please contact your conference's Team Lead with questions and concerns. Team Leads by Annual Conference.

Pacific Northwest Conference – Rev. Phillip Ross

Desert Mountain Conference – Rev. Sylvia Bills

Midwest Conference – Rev. Rachel Williams-Glenn

California Conference – Sis. Vanessa Anderson

Missouri Conference – Rev. Stephanie Allen

Southern California Conference – Rev. Benjamin Thomas Jr

Host Church

The church who is hosting the Annual Conference will work with the Team Lead. The Host Church is responsible for providing sanitized and appropriate meeting space for those few who will be in attendance. The Host Church is also responsible for procuring music and food. The Team Lead will work with the Host Church for technology and graphic needs. Please use the enclosed checklist, at your discretion, to ensure that you are properly prepared to host your Annual Conference.

The Host Church will work with the Conference Team Lead, conference secretary and the Presiding Elders of the Annual Conference to create a list of who is approved to be in-person at the Host Venue for the Business Session and the Commissioning Service. ***This list will prioritize the presence of The Board of Examiners and pastors. The only opportunity to be at the Host Venue is during the Business Session and Commissioning Service.***

Conference Secretaries

The secretaries of the Annual Conference will work with the Conference Team Lead, the Host Church, the Presiding Elders of the Annual Conference, and the Conference Team Leads during the virtual Annual Conference session. They will be physically present at the site of the business session. They will assist the Host Church in providing a healthy and safe environment by prioritizing and monitoring those present at the site of the Annual Conference. The Board of Examiners and pastors have first priority. The secretaries will maintain the list of those present and those who wish to be present.

Host Church Checklist

This checklist is provided as a resource to Host Churches. It is not comprehensive and may not contain all that is required by Bishop Fugh or requested by 5IT. Please stay in close communication with your Conference Team Lead to ensure that all necessary requirements and requests are in place prior to your Annual Conference.

Technology

- Create a virtual banner (graphic to be used as background) *due by June 30, 2021*
- Develop a Tech Crew prior to date of conference
- Coordinate training and prep work of tech crew with Cecil Holmes
- Ensure presence of tech crew for Annual Conference
- Work with Team Lead to coordinate any graphics or ideas you may have to personalize the conference
-

Music

- In-place Praise Team or Choir (circle one)
- Music for meditation
- Music for closing worship and commissioning service
-

Host Venue Readiness

- Pre-determine number of allowed attendees
- Prepare and maintain list of all approved to be in-person at Host Venue
- Provide socially distance seating arrangement
- Create and adhere to regular sanitation schedule
- Provide Food *meals and snacks to correspond with list of those approved to be in-person at Host Venue*
-

Webinar Registration



Registration

Registration for Annual Conference will be the same process as used for the 2020 series of Conferences and Mid-Year. All correspondence about registration will come from and go to 5ITinfo@ame5.org.

Registration Form

Your Annual Conference leadership will disseminate a link to a registration form that is unique to your Annual Conference. Please fill out this form as you have the paper forms in the past. Please use the blue “Register” button to submit your form to registration. Please only hit the register button once per registration.

If your local congregation typically registers the members of the Annual Conference, please do not register yourself. Please only register for your Annual Conference once. You will receive an email confirming your registration and containing your personal link for attending Annual Conference. Please mark that email as “important,” move it to a specific location where you can easily retrieve it the day of Annual Conference or print it out.

Topic	134th Desert Mountain Annual Conference		
Time	Aug 13, 2020 08:00 AM in Pacific Time (US and Canada)		
* Required information			
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Email Address *	<input type="text"/>	Confirm Email Address *	<input type="text"/>
Address	<input type="text"/>	City	<input type="text"/>
Zip/Postal Code	<input type="text"/>	State/Province	<input type="text" value="Choose One..."/>
Phone	<input type="text"/>		
Local Church Name *	<input type="text"/>	Presiding Elder District *	<input type="text"/>
Presiding Elder Name *	<input type="text"/>		
Church Position *	<input type="checkbox"/> Pastor <input type="checkbox"/> Clergy <input type="checkbox"/> Delegate <input type="checkbox"/> Alt Delegate <input type="checkbox"/> Youth Delegate <input type="checkbox"/> Alt Youth Delegate <input type="checkbox"/> Conference Officer <input type="checkbox"/> Lay Member <input type="checkbox"/> Special Guest		
	<input type="button" value="Register"/>		

Sample Registration Form

Registration Fee

Your Annual Conference leadership will communicate the registration fees per person with the pastors of your Annual Conference.

Attending Conference via Webinar

Getting Connected

Attending Annual Conference requires that you connect to a webinar. A webinar is, literally, a seminar hosted on the web. A webinar is a meeting, with all the rules and responsibilities of a meeting held without physical presence. To connect to your Annual Conference webinar, you need your personal, unique link OR the meeting ID.

Personal Link

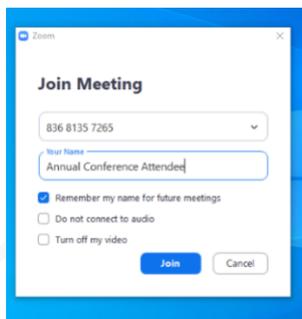
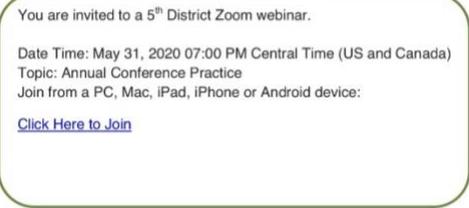
The link you received upon registration is personal to you; it is assigned to your email address and your name. This unique link CANNOT be shared or exchanged with another person. Using this link OR your email address constitutes you logging in.

Join Meeting Function

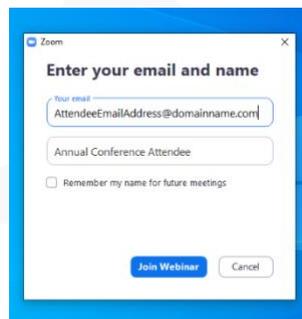
You can also use the meeting ID and your email to join the meeting. Use the email you used to register so that you are admitted to the Annual Conference webinar on the correct “side” (as either a panelist or an attendee). Both panelists and attendees also have the ability to “Join Meeting” by clicking the button that says so and typing in the meeting ID. This option allows you to type in your email address. If you are a panelist and choose this option instead of using your personal link, please use the same email address you used to register so that you will be directed to the right “side” of the webinar. You can choose to mute your video upon entry via the entry screen.

Please do NOT choose to disable your audio via the entry screen. Doing so will prevent your device’s sound system from connecting to the app. You will not be able to speak and you may not be able to hear. Correcting this may require exiting the meeting and re-connecting OR simply re-connecting audio as prompted (depending on the device used).

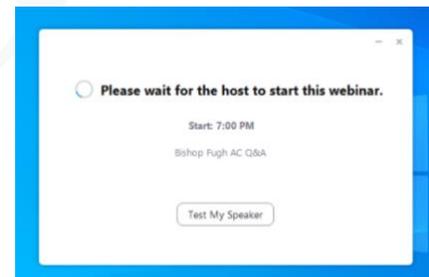
Text of Email with Your Personal, Unique Link



Join with Meeting ID



Enter your email address



Wait to be let in

Answering Roll Call

When you log in to your Annual Conference webinar, please use your name as written on the Annual Conference Roll. No nicknames. No abbreviations. Your name, as it appears on the list of logins, constitutes your answer to the roll. Your Annual Conference meeting will open at 8:00am on the day of your annual Conference. Each Annual Conference will begin with a meditation at 8:45am. Roll Call will be recorded at 9:00am. Please be “in place.” The record of logins will include the time as well as your name. It will also include any time you left the meeting. Together, this information will be used to determine your presence at Annual Conference. A virtual Annual Conference is still Annual Conference and members of the Annual Conference are required to be in wakeful attendance, subject to the Doctrine and Discipline of the AME Church.

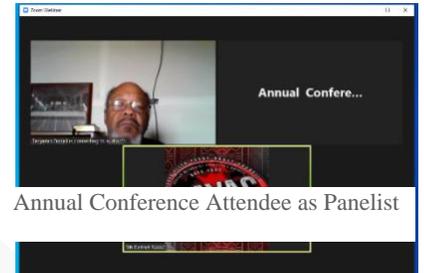
Attendee vs. Panelist

There are two different ways to participate in your Annual Conference virtually: as a panelist (or participant) or as an attendee (observer).

Panelists

All Pastors and delegates of the Annual Conference will be panelists at the Annual Conference. Please remember proper Zoom etiquette and attire.

It is important for all of those who are panelists to remember to follow leadership and that their access to the chat and Q&A doesn't mean that it is appropriate or acceptable for them to answer questions.



Annual Conference Attendee as Panelist



Webinar Tool Bar for Panelists

Webinar Tool Bar for Attendees



Annual Conference Attendee as an Attendee

Attendees

Attendees are unable to be seen by anyone and are unable to speak during Annual Conference. Attendees are able to engage with panelists through the chat and Q&A functions.

Only pastors, those who have been elected delegate to the Annual conference, or those who have otherwise been approved by Bishop Fugh, 5IT, or the Presiding Elders of the Annual Conference will be panelists. ALL others will be attendees.

Zoom Instructions

Specific instructions for the use of Zoom as a panelist or an attendee can be found on the 5th District's YouTube page or through tutorials found on Zoom.com.

“BHAG” Reports

Presiding Elders, Pastors, Committees, and Components will be responsible for submitting their reports for Annual Conference. Your report is due six (6) weeks before the date of your Annual Conference. As late submissions will not be accepted, please see the Annual Conference dates below to determine the last date to submit reports for your Annual Conference. Reports must be submitted to the submission portal at WeTransfer.com.

There are committees who report live during Annual Conference. These committees include but are not limited to the Judicial Committee, Ministerial Efficiency Committee, the Finance Committee, and the Resolutions Committee. The written version of the live reports must be submitted to the conference secretary within 24 hours of the live reading of the report.

All other reports – literary, committee, component, organization, Presiding Elder, and pastoral – must be submitted by the deadline for the Annual Conference via WeTransfer.com. Committee and literary reports must be submitted by the deadline for the Annual Conference via WeTransfer.com. Pastoral and Component reports may take the form of video or PowerPoint and must be submitted by the deadline for the Annual Conference via WeTransfer.com.

If you require assistance with your report, please contact your Conference Team Lead.

Pastoral Reports

Pastoral reports will be pre-recorded. A digital device is needed to create a video of the report, save the video, and then submit the recording. The report must be no longer than 90 seconds. The completed report must be submitted by the deadline of the Annual Conference via WeTransfer.com. Please pay careful attention to the specific guidelines of the pastoral report. Please be creative.

****YOU WILL NEED TO SUBMIT A COPY OF YOUR FULL COMPLETED ANNUAL PASTOR’S REPORT FORM TO WETRANSFER.COM USING THE GUIDELINES BELOW****

Required Information

Each pastoral report will include an artistic discussion of the progress of your Big Hairy Audacious Goals. Please use the 90 seconds allotted for your report to creatively discuss the congregation’s BHAGs for the year and the ways in which those goals are being met.

Style and Content

Please be dressed as if you are physically present at Annual Conference. Please make sure your background is acceptable and not distracting. Clergy should be in collars, full or vestments. You will need good lighting, such as a ring light, natural light from outside, or be in a well-lit location. This will help with viewing quality and clarity.

How to Film the Report

You must record your report. You may use a cell phone or other digital device, such as a tablet. If using a cell phone, please make sure in your camera settings to use the 4K or HD quality. This will help to capture the video clearly. If using a camera or webcam, please also make sure that the quality is clear and not distorted.

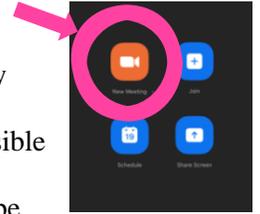
It is also acceptable to submit your report as a PowerPoint with a voice-over. Please make sure to change the file type (extension) to a .mp4 or .wmv

Again, you have 90 seconds to record the report.

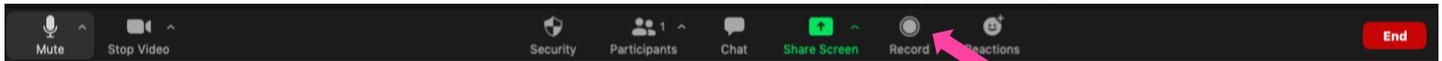
How to Record the Report via Zoom

It is possible to use Zoom to record your pastoral report. For this, you will need proper lighting and a quiet background. Please use your laptop or computer to record via zoom and not your phone or tablet. Use these following steps to record your pastoral report via zoom.

1. Open the Zoom app on your laptop or computer.
2. Click the button labeled “New Meeting.” This will begin a meeting at which you are the only participant.
3. Click “join computer audio” when the zoom meeting opens. Ensure you are unmuted and visible on the screen.
4. Use the settings to choose the background of your choice. (Please see the 5th District YouTube for instructions on changing your Zoom background.)
5. Select the “Record” button from the tools menu at the bottom of your Zoom screen.

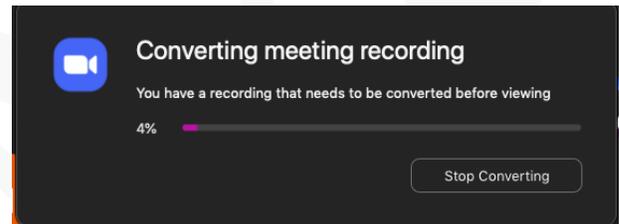


1: Meeting Options from the Zoom App



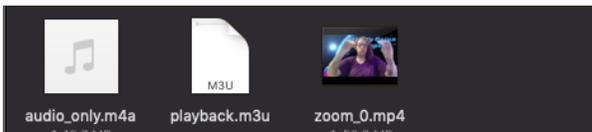
6. Select the option “Record to this computer” when prompted.
7. Read your report or statement. Look into the camera, speak loudly and clearly. If you make a mistake, hit “Stop” to stop recording and then begin the recording again. Remember to start the recording for your final take!!
8. When you are satisfied with your recording, select “END” to end the meeting. End meeting for all.

When the meeting has been ended, Zoom will automatically begin the process of transferring your recorded material to a useable file. Allow the conversion to be completed. The file will save automatically to your computer. *You do not have to do anything at this point. DO NOT PRESS STOP CONVERTING.* Stopping the conversion will cause you to lose everything you have recorded, deleting the file. There is no way to recover that information.



2: Zoom Conversion Pic

Once Zoom has completed saving the file a screen will pop up showing you the location of your recording. There will be three documents in that folder: Audio_Only, playback, and the video. The video file will be the file of your recording. *Please note: if you stopped and restarted recording, you will see several videos in that folder. You will have to determine which video is the one you prefer to use.* Simply select the video, rename it to your name, your church, and the word video, and upload it via WeTransfer.com.



3: Zoom Recording Folder

Sending Reports

Please send your completed, recorded report via WeTransfer.com using the instructions below. For assistance, please reach out to your Conference Team Lead.

Component and Organization Reports

Every component and organization must submit their reports by the submission deadline for their respective Annual Conference. No late submissions will be accepted.

Pre-Recorded Reports

These reports must be recorded by component heads or by a team. These can be a screen recording of a Zoom meeting or a recording of the component head.

The following reports (and other as directed by Bishop Fugh) must be submitted via WeTransfer.com using the instructions below:

- Women in Ministry
- Women’s Missionary Society •Young People’s Division
- Lay Organization
- Richard Allen Young Adult Council •Sons of Allen
- Memorial Committee

Pre-Prepared by PowerPoint

These PowerPoint reports must be prepared and submitted ahead of time. The information in the report should be the main focus, with the reading of the report as a voice-over. These reports should be prepared with the entire committee. Reports must be no longer than 3 minutes.

Please submit reports via WeTransfer.com.

The following reports will be pre-prepared using PowerPoint and shared during Annual Conference.

- Board of Examiners ****please also be prepared to present your report****
- Classification of Churches
- Classification of Ministers
- Retirement
- Conference Trustees
- Ministerial Efficiency Committee (with panelists only)

Live Reports

Some reports need to be delivered “on the conference floor” and will be presented during the meeting, live by the committee heads. The reports themselves will not be visible to the panelists or the attendees on the meeting screen. The written reports must be submitted to the Annual Conference secretary within 24 hours of their live presentation.

The following reports are to be presented to the Annual Conference live.

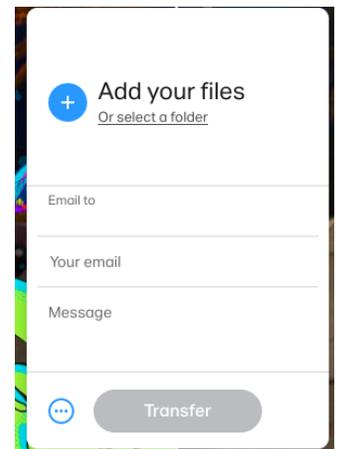
- Finance Committee
- Ministerial Efficiency Committee
- Resolutions Committee

Submission Process via WeTransfer.com

(PLEASE NOTE: DO NOT SUBMIT COPYRIGHTED MATERIAL FOR WHICH YOU DO NOT OWN THE COPYRIGHT. YOUR VIDEO WILL NOT BE PLAYED.)

To submit your video, PowerPoint, or written report you will need to use the website “WeTransfer.com.”

1. Type WeTransfer.com into your web or internet browser. On the left side of your screen, you will see a box to add your file.



4: Add File box on WeTransfer.com

Add your files
Or select a folder

2. In the box labeled “Email to,” type 5ITinfo@ame5.org. This is the official address to which all reports should be sent. Pastoral reports, literary reports, committee reports, and component reports are all being submitted to 5ITinfo@ame5.org.

Email to
5ITinfo@ame5.org

Your email

Message

Transfer

5: Step 2 to submit reportt

3. Type in your email address. In the “message” section, type the description of your report.
In our example: Pastor Such and Such is uploading their report for Holiness AME in North Dakota. They type their email address (PastorSuch@church.org) into the second field. Into the message, they include the type of report (Pastoral report), the name of the church (Holiness AME Church) and the location of the church (North Dakota).

Add your files
Or select a folder

5ITinfo@ame5.org

pastorsuch@church.org

Message
Pastoral report for Holiness AME Church-North Dakota

Transfer

6: Step 3 to submit report with example

Screen Shot 2021-04-15 at 4.32
196 KB · png

Add more files
1 file added · 2.0 GB remaining

5ITinfo@ame5.org

pastorsuch@church.org

Pastoral report for Holiness AME Church-North Dakota

Transfer

7: Step 4 to submit report with example

4. Click the blue button with the addition symbol to add your file. This will display files on your computer. Find where you have saved your report. Select your report. Click “open” to add your file for transfer.

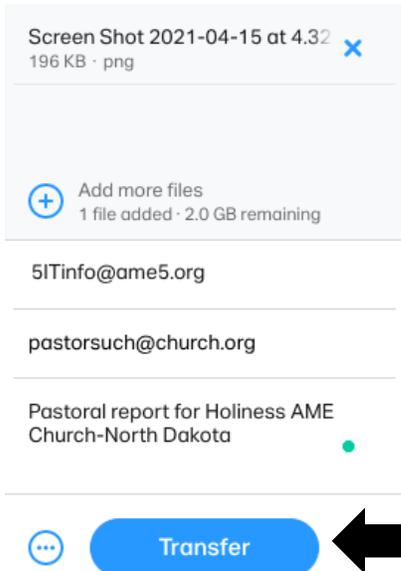
Please note: The name of your report needs to be the same as what is typed in the message section of the WeTransfer file upload.

In our example, Pastor Such and Such should have named their file: PastorSuchandSuch_HolinessND_Video.mp4.

- Please save your pastoral report with YourName underscore YourChurchName underscore TypeOfReport. The file extension type will be added automatically.
- Please save your component report with ComponentName underscore AnnualConference underscore TypeOfReport. The file extension will be added automatically.
- Please save your committee report with CommitteeName underscore AnnualConference underscore TypeOfReport. The file extension will be added automatically.

It is your responsibility to ensure your report is named properly. This is the only way the 5IT team will be able to identify your report for playback during the Annual Conference.

5. Once your report has been added, the name will appear where the “Add File” was. Scroll down to ensure that you have selected “Send Email Transfer” and not “Get Transfer Link.”



9: Step 6 to submit report with example

6. If you have properly filled out the form and attached your report, the “Transfer” button will be blue.

Please double check that you have typed the correct address into the first field. It should read 5ITinfo@ame5.org (5 I T info@ame5.org)

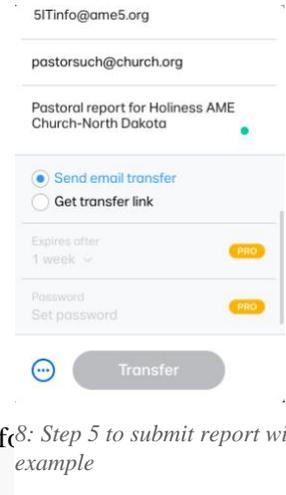
Please double check that your file is named properly.

Please double check that your email is correct.

Please double check that you have properly described your file in the message box.

After you have made sure that the information and file provided are correct, press the button “TRANSFER” to transfer your file.

NOTE: There is no way to retrieve your report if you transfer it to the incorrect email address. You will have to begin the submission process from step 1. Please be careful to make sure you are submitting your report and information only to 5ITinfo@ame5.org.



8: Step 5 to submit report with example

Retiring Clergy

We will celebrate the ministry of those clergy persons who are seeking retirement at the Annual Conference. Each Conference Team Lead will work with the retiree and the conference leadership to develop a retirement presentation. These presentations will be played during the retirement litany. The presentation for each retiree should be no longer than 5 minutes.

Retirement Presentation Guidelines

Retirement presentations must include the preferred picture of the retiree with their biographical information. They must also include words of congratulation. The presentations may be done by PowerPoint or video. The presentation should feature a montage (pictorial storyline) illustrating the retiree’s ministerial career. Where pictures are unavailable, it is acceptable to feature 3-4 people speaking, for 60seconds each, about the retiree’s career. The entire presentation must be no longer than 5 minutes.

Retirement presentations **MUST** be submitted by the Annual Conference submission deadline via WeTransfer.com to be included in the Annual Conference.

Component and Organization Meetings

EACH COMPONENT OR ORGANIZATION IS RESPONSIBLE FOR THEIR OWN MEETING. The Conference Team Leads will assist in the format of component meetings. Please contact your Conference Team Lead. Please submit all materials for your component meeting by the submission deadline for your Annual Conference.

Component and Organization Graphics Team

5IT has assigned a graphics coordinator to work with each component for each Annual Conference in the 5th District. Please contact your Conference Team Lead and your component graphics coordinator for production of flyers, backgrounds, and promotional materials. All materials must be submitted by the submission deadline for your Annual Conference.

Graphics Coordinator by Component and Organization

Women in Ministry Graphics Coordinator: Rev Jameka Redmon Matthews

Missionary Society Graphics Coordinator: Sis Domanisha Taylor

Young People's Department Graphics Coordinator: Bro. Askia Stewart

Lay Organization Graphics Coordinator: Bro Everett L. Fletcher

Music Mash-Up

Breaks and pauses will occur during the live airing of the Annual Conference. During these moments a Music Mash-Up will be aired instead of video and radio silence. The Music Mash-Up for each Annual Conference will be comprised of music and video compiled by the Conference Minister of Music or a person designated by the Presiding Elders of the Annual Conference. The Music Mash-Up is designed to be a showcase of the gifts and talents present within each Annual Conference. All churches in the Annual Conference are encouraged to submit their best content to the Conference Minister of Music or person designated to compile the Music Mash-Up.

Each Annual Conference must submit a total of 90 minutes of musical content for their Music Mash-Up. The music and videos submitted must be presentation ready, in 1080 or 4K quality.

The 90 minutes of musical content for the Musical Mash-Up must be submitted, following the appropriate guidelines, to WeTransfer.com by the submission deadline for the Annual Conference.

Praise Party Kick-Off

To begin the 2021 Series of Annual Conferences, the 5th Episcopal District will come together in praise and thanksgiving. The Praise Party Kick-Off will be Saturday, July 31, 2021. For this Praise Party Kick-Off, congregations are encouraged to submit pre-recorded musical selections. These videos must be high quality, presentation ready, submitted via WeTransfer.com by June 30, 2021.

The Praise Party Kick-Off will be streamed live:

Date: Saturday, July 31, 2021

Time: 3:00pm PDT, 4:00pm MDT, 5:00pm CDT

Virtual Conference Etiquette

Dress Code

Dress to impress. This is still a church event. Please dress as if you were physically present at Annual Conference or Sunday service. Business attire is the standard.



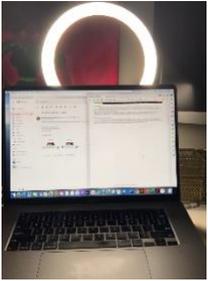
Clergy Men must wear ties or clergy collars. Women must wear clergy collars or vestments.

There are times, during every Annual Conference when we stand. Please dress appropriately for such instances.

Please also be mindful of the way your body interacts with clothes when you are seated.



Wakeful Attendance



A simple configuration with laptop and ring light

Attending the Annual Conference requires a device to connect to Zoom (via browser or app, as noted above). The device needs to come equipped with a web camera and a microphone. It is not necessary to purchase additional equipment in order to attend Annual Conference. You can use a well-lit room and your laptop, cell phone, or tablet on a sturdy surface.

Please turn off your camera during moments of inattentiveness such as household distractions, when you walk away from your screen, and when you need to eat or drink, etc.

Others may choose more elaborate set-ups, like the one pictured here. This set-up includes a ring light for studio-quality imaging, an external microphone for quality sound, and a green screen for a more pronounced virtual background.

Though these items may be useful for continued virtual meetings, please do not feel obliged to purchase these items for the sake of attending Annual Conference.

A possible arrangement of equipment for attending Annual Conference that includes a ring light, an external microphone, and a green screen.



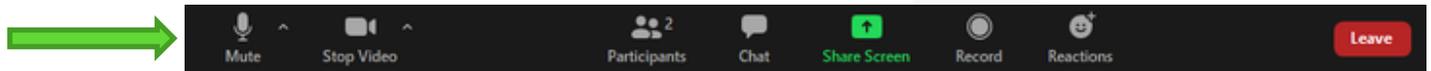
Camera

Whatever device you use to attend Annual Conference, be sure you are in a well-lit room. Front lighting is better than backlighting; a ring light, though optional, is also helpful. Make sure your device is in a stable position, and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.

Please ensure the camera on your device is clean before the start of Annual Conference. (Please clean it according to manufacturer instructions.)

Please mute your camera if you are going to be doing things that are not suitable for the entire Conference to witness or if the area from which you are attending Conference becomes distracting and busy.

If you need to turn off your camera, please have a suitable still photo of yourself or your church. This image will show when you select the option at the bottom “stop video.” You can add a still photo or “profile picture” via the settings option in the Zoom app. Please do not repeatedly change your still photo during the course of the meeting.



Microphone

To help keep background noise to a minimum, mute your microphone when you are not speaking. If you are sharing a location with someone else who is a panelist, please also mute your sound when the other person is speaking in order to prevent the feedback-echo loop.

Please test your audio before Annual Conference to ensure that your microphone and connection are free from distortion so that you are heard clearly. Before you begin speaking, make sure to unmute yourself, and give your audio a second to catch the change. While you or speaking, or when your microphone is open, avoid activities that could create additional noise, such as shuffling papers. Be mindful where you place your hands on your device so that you do not accidentally cover the microphone, and be aware of noise caused by excessive hand movements.

Presence During Session

All panelists are expected to be wakeful and present during Annual Conference. Panelists are expected to pay attention, be visible on-screen with cameras turned on (except for those moments when doing so would be an unnecessary burden or distraction to the Conference), and to be engaged in the goings-on of Conference. Remember that you are visible to all panelists and attendees unless your video is stopped. Avoid multitasking or participating in multiple activities during Annual Conference. Do not do anything in this virtual Conference that you would not do in a physical meeting. Your video presence *is* your presence at Annual Conference.



Gallery view of a Zoom panel with a variety of engagement, lighting schemes, and backgrounds.

Resources

Below is a list of resources to use at your own discretion.

For Questions

5ITinfo@ame5.org

AME5.org

To Submit Reports

<https://WeTransfer.com>

Tutorial Videos

Zoom: support.zoom.us/hc/en-us

Setting Up a Ring Light: Logitech.com/en-us/promo/streaming-content-creation-tips/use-ring-light-with-your-setup.html

To Download Browsers

Google Chrome: www.google.com/chrome

Firefox: www.mozilla.org/firefox

To Purchase Ring Lights



Sponsored ⓘ

10" Ring Light LED Desktop Selfie Ring Light USB LED Desk Camera Ringlight 3 Colors Light with Tripod Stand iPhone Cell Phone Holder and Remote Control for Photography Makeup Live Streaming

★★★★☆ 643

\$38⁹⁹ ~~\$40.99~~

Save \$6.00 with coupon

✓prime FREE Delivery Fri, Jun 12



Sponsored ⓘ

Yesker 10.2" Selfie Ring Light Dimmable with Tripod Stand Cell Phone Holder Mini Led Camera Ringlight for Live Streaming Makeup YouTube Video Photography Compatible iPhone Android Remote Control

★★★★☆ 569

\$45⁹⁹ ~~\$59.99~~

Save \$3.00 with coupon

✓prime FREE Delivery Wed, Jun 10

Best Seller



Neewer Ring Light Kit:18"/48cm Outer 55W 5500K Dimmable LED Ring Light, Light Stand, Carrying Bag for Camera, Smartphone, YouTube, Self-Portrait Shooting, Black, Model:10088612

★★★★☆ 8,208

\$118⁹⁹ ~~\$133.99~~

✓prime FREE Delivery Thu, Jun 11

More Buying Choices

\$89.99 (24 used & new offers)

Best Seller



8" Selfie Ring Light with Tripod Stand & Cell Phone Holder for Live Stream/Makeup, UBeeSize Mini Led Camera Ringlight for YouTube Video/Photography Compatible with iPhone Xs Max XR Android (Upgraded)

★★★★☆ 13,591

Limited time deal

\$47⁹⁹

✓prime FREE Delivery Wed, Jun 10

Submission Deadlines

All submissions must be made via WeTransfer.com with the file named properly as described in the submission guidelines. All reports and music mash-up videos are due by the submission deadline for the Annual Conference for which the report or video is being submitted. No submissions will be accepted after the respective deadline.

June 30, 2021	Praise Party Kick-Off submission deadline Host Church Virtual Banner submission deadline
June 27, 2021	Pacific Northwest Annual Conference submission deadline
July 17, 2021	Desert Mountain Annual Conference submission deadline
August 14, 2021	Midwest Annual Conference submission deadline
August 28, 2021	California Annual Conference submission deadline
September 11, 2021	Missouri Annual Conference submission deadline
September 18, 2021	Southern California Annual Conference submission deadline
October 2, 2021	Planning Meeting submission deadline

Annual Conference Specifics

Agenda

Wednesday

10:00 a.m. – 12:00 Noon

Women's Missionary Society Convention

Mrs. Alexa B. Fugh, Supervisor, *Presiding*

1:00 – 3:00 p.m.

Women In Ministry Convention

Annual Conference Coordinator, *Presiding*

4:00 – 6:00 p.m.

Conference Lay Organization

Conference Branch President, *Presiding*

Thursday

8:40 – 8:45 a.m.

Host Church Greeting

(Welcome/Snippets/Montage)

8:45 – 9:00 a.m.

Meditation

Participants TBA

9:00 – 11:30a.m.

Call to Order

Annual Conference Business Session I

Bishop Clement W. Fugh

Roll Call

Conf. Sec'ty via Zoom/Call-in Record
(Call in may begin at 8:15 a.m.)

Organization

Election and Appointment of Conf. Officers
(The slate of Officers is posted in categories as they are presented by Presiding Elders and acted on.)

Approval of the AGENDA

Presiding Elder Summaries

(Financial Reports made on Tuesday. Thank pastors and members for their stewardship.)

Report of Board of Examiners

(Note: Candidates for Admissions, and for Deacon and Elder orders will be acted on in an actual assembly, not in a virtual setting.)

Casting the Vision

Bishop Fugh

11:30 -12 p.m.

(ZOOM continues for Ministers and Delegates; Observers will see pre-recorded content.)

Intermission/Proprietary Session

12 p.m. – 2:00 p.m.

Pastor's Annual Reports

(Pre-record Pastors creatively reporting on their Big Hairy Audacious Goals in 90seconds)

Annual Conference Business Session II

Reports from Essential Committees

(ALL Committees are submit reports via WeTransfer.com prior to the Annual Conference by the conference submission deadline except the Finance Committee and Ministerial Efficiency Committee.)

Memorials

(Memorial Litany with Names of those remembered)

Retirement
(Retirement Litany with Conference Secretary presenting names of retirees)

Disciplinary Questions

Conference Resolution
(Resolution Committee to work with Conference Secretarial Staff to prepare and exhaustive summary.)

2:00 – 3:00 p.m.

Intermission/Break

3:00p.m.

Commissioning Activities

Worship *(See Template for Abridged Order of Service with a Sermon.)*

Announcing of Certificates

Appointments

Adjournment

Friday

5:00 – 7:00 p.m.

Young People’s Department Activity

YPD Director and YPD President
(Program Coordinators)

Dates and Team Leads

130th Pacific Northwest Annual Conference

August 4-7, 2021

Host: Allen Chapel AME Church, Tacoma, WA

Host Venue: Allen Chapel AME Church, Tacoma, WA

Submission Deadline: June 27, 2021

Team Lead: Rev. Philip Ross

157th California Annual Conference

September 29 – October 3, 2021

Host: Murph-Emmanuel & Sacramento Valley Churches, Sacramento, CA

Host Venue: Bethel AME Church, San Francisco

Submission Deadline: August 28, 2021

Team Lead: Sis. Vanessa Anderson

135th Desert Mountain Annual Conference

August 18-21, 2021

Host: Payne Chapel AME Church, Colorado Springs, CO

Host Venue: Shorter Community AME Church, Denver, CO

Submission Deadline: July 17, 2021

Team Lead: Rev. Sylvia Bills

167th Missouri Annual Conference

October 13-17, 2021

Host: St Peters, St Louis, MO, Host Church

Host Venue: St. Peters AME Church, St. Louis, MO

Submission Deadline: September 11, 2021

Team Lead: Rev. Stephanie Allen

14th Midwest Annual Conference

September 15-19, 2021

Host: St. Paul AME Church, Wichita, KS

Host Venue: Bethel AME Church, Kansas City, KS

Submission Deadline: August 14, 2021

Team Lead: Rev. Rachel Williams-Glenn

97th Southern California Annual Conference

October 20-24, 2021

Host: Christ Our Redeemer, Irvine, CA,

Host Venue: First AME Church, Los Angeles, CA

Submission Deadline: September 18, 2021

Team Lead: Rev. Benjamin Thomas, Jr.

Planning Meeting, Los Angeles, CA

October 25-26, 2021

Host: Christ Our Redeemer, Host Church

Host Venue: Hilton Hotel Airport, Los Angeles, CA

Submission Deadline: October 2, 2021

Team Lead: 5IT

Written and Compiled by Rev. Brandee Jasmine Mimitzraiem
for 5IT and the Fifth Episcopal District of the African Methodist Episcopal Church
Lincoln, NE. May, 2021