

**Ebenezer Baptist Church
Missionary Union**

EMU

**2017 - 2018
OFFICERS HANDBOOK**



**407 Auburn Avenue NE
Atlanta, Georgia 30312
Rev. Raphael G. Warnock, Ph.D., Senior Pastor**

Ebenezer Baptist Church
Missionary Union – Officer's Handbook (2016-17)

EMU Executive Board

President	Deacon Deborah Shields
1 st Vice President	Deacon Francine Allen
2 nd Vice President	Laquita M. Holmes
Secretary	Deaconess Catrita Aycock
Assistant Secretary	Deacon Linda Dees
Financial Secretary	Elva Thurman
Assistant Financial Secretary	Deacon Gwendolyn Morgan
Worship Leaders	Deaconess Daisy Russell
Worship Leaders	Carolyn Evans
Worship Leaders	Lilieth Jones
Community Outreach	Deacon Jackie Adams
Special Programs	Virginia Harris
Social Committee	Hattie H. Shipp
Acteens Advisors	Rhonda Barrow
Acteens Advisors	Jessica Turner
Publicity	Connie Dees
Advisors/ Historians	Sarah Reed, Deacon Ophelia Underwood
	Gladys Glover

Circle Chairpersons

Azzie Lee Neal	Judy Jones
Carrie Dean Boston	Deacon Rose C. Howell
Circle of Faith	Minnie Lang
Esther Jean Roberts	Juanita Gibbons
Hines Rogers	Deacon Kimberly Hightower
Janie B. Lowe	Beverly Falls
Jennie C. Williams	Deacon Linda Dees
Lizzie P. Thomas	Deacon Gladys Camp
Mary Beth Slade	Lizzie Partee Anderson
Rosa Lee Spear	Deaconess Delores Mims

Past Presidents Advisory Council (PPAC)

Linda Dees (immediate Past President)	Alyson Norman Morrisette
Gladys L. Glover	Deacon Gladys Camp
Terry Bell Woods	Deacon Ophelia Underwood

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President – Deacon Deborah Shields

404-799-0951 home

404-688-7300 work

deborahs@ebenezerchurch.us email

- Serves as team leader, team member, coordinator, and advisor to all EMU Officers and Circles
- Presides at EMU Monthly Meetings on a rotating basis
- Presides at Executive Board Meetings
January, April, August, October
- Works with First and Second Vice Presidents to carry out duties.

In the event that you are unable to perform your duties because of an emergency, please contact the First Vice President, Second Vice President and/or Secretary.

First Vice President – Deacon Francine Allen

770-856-3162

fallen7627@aol.com

- Presides at EMU Business meeting on a rotating basis
- Coordinates and Presides at the two (2) Hands On meetings in March, November
- Chairs EMU Sunday and EMU Week Activities
 - Works with ministry liaison to select program participants for 7:45 and 11:00 services
 - Works with worship leaders to coordinate devotions and program
- Chairs the Enlistment Committee to recruit new members and nurture existing members
- Serves as contact/liasion for the Roses In Action
 - Participates in the planning process of the Roses In Action
 - Monitors the Roses In Action activity
- Develops and distributes the EMU’s yearly calendar to EMU Executive Board and to EMU members.
- Prepares the annual report for the EMU yearly accomplishments.
- Fills out the annual calendar information. This calendar information should only reflect:

In the event that you are unable to perform your duties because of an emergency, please contact the Second Vice President, President, and/or Secretary.

Second Vice President – Laquita M. Holmes

404-401-9606 (Cell)

laquitamholmes@hotmail.com

- Presides at EMU Business meeting on a rotating basis
- Informs EMU, in a timely manner, on the Atlanta Baptist Missionary Association’s quarterly and yearly activities (i.e. Elnora T. Hammond Scholarship Banquet, Morehouse School of Religion Day, etc.), the Northern Region, New Era State Baptist Convention, and Foreign Mission activities so that Ebenezer’s EMU can be properly represented financially and physically.
- Serves as contact/liasion for the Cottage Prayer Retreat
 - Works with Pastoral Advisor, Worship leader in planning the Cottage Prayer Retreat and visitations; develops the visitation list
 - Monitors the Cottage Prayer Retreat activity
- Receives, logs, and distributes EMU mail

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Secretary – Catrita A. Aycock
404-754-3313 – 404-353-6085 cell
404-546-6788 – work
caaycock@atlantaga.gov email

- Records minutes at EMU monthly meetings and distributes at regularly scheduled EMU meetings. (Minutes should be typed and kept as an official record.)
- Records minutes of Executive Board meetings and distributes at regularly scheduled EMU meetings. (Minutes should be typed and kept as an official record.)
- Maintains written records, programs of special events and regular mission program events, i.e., Cottage Prayer Retreat, EMU Day, and Roses In Action.
- Works with the Assistant Secretary to maintain the EMU roster.

In the event that you are unable to perform your duties because of an emergency, please contact the Assistant Secretary, Second Vice President or President

Assistant Secretary – Deacon Linda Dees

770-413-8741 - home
404-326-3739 – cell

Lj220@bellsouth.net email

- Performs Secretary’s duties at the regular monthly meetings and the Executive Board meetings in the absence of the Secretary.
- Develops and maintains the EMU roster of all circles, circle chairpersons and members. This roster should include names, positions held within the circle, home and e-mail addresses and telephone numbers.
Work with the Secretary to complete this task and have roster ready for distribution at February meeting.
- Develops and maintains an Executive Board roster. This roster should include names, positions held within the EMU, home and e-mail addresses and telephone numbers. Work with the Secretary to complete this task.

In the event that you are unable to perform your duties because of an emergency, please contact the Secretary or First Vice President or President.

Financial Secretary – Elva Thurman

404-767-6064 - home

edthurm3@aol.com– home e-mail

- Manages records of the EMU’s revenue, expenses and balances
- Maintains copies of receipts, purchase vouchers, and transfer vouchers
- Confers with President to provide Proposed Budget at January Executive Board meeting
- Provides written reports at the EMU Executive Board and General meetings.
- Serves as liaison between the following in order to purchase and transfer funds as needed to carry out the various financial obligations of EMU activities:
 - 1st Vice President – EMU Day, Hands-on meetings expenses
 - 2nd Vice President – Morehouse School of Religion contribution, Northern Region, New Era State Convention, Cottage Prayer Retreat expenses
 - Worship Leader - Cottage Prayer Retreat expenses
 - Special Program Coordinator – Roses In Action expenses
 - Community Outreach Coordinator – Christmas Donations
- Presents the financial report at the Roses In Action

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In the event that you are unable to perform your duties because of an emergency, please contact the Assistant Financial Secretary or Second Vice President or President.

Assistant Financial Secretary – Deacon Gwendolyn Morgan
404-281-0227
gmorg1@bellsouth.net

- Performs duties of Financial Secretary in her absence
- Assists Financial Secretary in assuming responsibilities
- Maintain accurate records of signed vouchers and purpose of expenses. Provide record of transactions to the Financial Secretary

In the event that you are unable to perform your duties because of an emergency, please contact the Financial Secretary or President.

Worship Leaders
Deaconess Daisy Russell
770-995-1706-home
daisydpr@comcast.net – home e-mail
Carolyn Evans – 678-791-8435 – cell
carolyn.evans@gpc.edu -email
Lilieth Jones
770-469-9685
liliethj@bellsouth.net – home e-mail

- Works with circle chairpersons to ensure that devotion is planned for all regular monthly meetings.
- Coordinates the devotion for all Executive Board meetings.
- Works with Second Vice President and Ministry Liaison on the Cottage Prayer Retreat.
- Coordinates devotion for special programs, as needed.

In the event that you are unable to perform your duties because of an emergency, please contact the First Vice President or the President.

Community Outreach Chairperson
Deacon Jackie Adams
404-284-8493 – home
ojadams@hotmail.com – home e-mail

- Coordinates Genesis Shelter ministry.
- Communicates with Circle Chairpersons to obtain community mission reports.
- Coordinates community mission assistance, as requested (i.e. help with passing out food on Saturdays, Love Feast involvement, etc.)
- Researches and maintains information on current, potential outreach projects
- Organizes mailing of Christmas cards and donations to the sick and shut-in.
- See Assistant Financial Secretary to sign any vouchers needed for:
 - Bibles
 - Christmas cards
 - Christmas donations
 - Other financial requests for community missions

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Special Program Coordinator – Virginia Harris

770- 414-1424 –home

404-889-0668 - cell

virginiawharris@bellsouth.net - email

- Assists with the coordination of the Cottage Prayer Retreat.
- Coordinates the Roses In Action. Works with the First Vice President to plan this activity.
- Develops and coordinates special programs and events related to the EMU in an effort to ensure the EMU’s growth and stability.

In the event that you are unable to perform your duties because of an emergency, please contact the Second Vice President or the President.

Social Committee Coordinator – Hattie Shipp

404-762-6750– home

hattiehs@gmail.com – home e-mail

- Works with Worship Leaders to coordinate one social activity for the Cottage Prayer Retreat.
- Works with 1st Vice President to coordinate new member drive during EMU week.
- Coordinates Christmas social.
- Coordinates any meals or repasts for special program, such as Cottage Prayer Retreat, EMU Day, and Roses In Action or as needed.

In the event that you are unable to perform your duties because of an emergency, please contact the Special Program Coordinator.

Acteens Leader – Rhonda Barrow

770- 482-0485 –home

770 – 712-1186 – cell

rbarrow816@aol.com

Acteens Leaders – Jessica Turner

404-399-6592 - cell

- Provides leadership to Acteens preparing, conducting, and assessing the Acteens meetings and service projects.
- Serves as for Acteens liaison for EMU to provide officers and members advance notification of all their activities.
- Coordinates Acteens participation in EMU programs, as needed.
- Provides current list of active Acteens with addresses, telephone numbers and parents to EMU Assistant Secretary, EMU officers, and Advisors.

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Publicity – Connie Dees

770-413-8741-home
678-992-3989-mobile

- Ensures that all announcements of meetings, special programs and events are placed in the church’s bulletin and that circle chairpersons are properly informed. (Announcements are due before noon on Tuesday of each week.)
- Works with church office staff to create visual aids for special program events. Work with the Secretary and Assistant Secretary to provide information to be placed in the bulletin.
- Provides e-mail announcements to EMU e-mail distribution list.
- Serves as a resource on the Executive Board to provide input based on previous experiences as President.

In the event that you are unable to perform your duties because of an emergency, please contact the EMU member(s) responsible for working on the special program events or the President.

Advisors / Historians

Gladys Glover – 770-947-0849 – home
Ladygg108@bellsouth.net – home e-mail

Sarah Reed-404-522-1176 - home

Deacon Ophelia Underwood 404-696-4996- home

- Serves as a contact for verification of historical and annual events.
- Advises the organization of correct EMU protocol
 - Proper attire
 - Proper program formats

In the event that you are unable to perform your duties because of an emergency, please contact the Assistant Secretary.

Past Presidents Advisory Council (PPAC)

- The Past Presidents Advisory Council (PPAC) is comprised of all living past WMU and EMU Presidents.
- PPAC (pronounced as pack) shall serve as members of the Executive Board, as well as Advisors.
- The immediate Past President shall serve as the liaison for PPAC and the Executive Board.
- PPAC shall receive the same Courtesies for illness, death, weddings, and births as stated in the 2007-2008 Operating Guidelines under SECTION XIII. Hospitality.

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Circle Chairpersons

- Visit the sick and shut-in. Provide support to those in need.
- Support the annual and newly acquired activities of the EMU.
- Provide a current circle roster to the Assistant Secretary (provide updates as necessary).
- Attend EMU Executive Board meetings. (If unable to attend, please send a representative who can speak on your behalf and who will be responsible for taking information back to your circle.)
- At the EMU Board meetings, share a written copy of your circle calendar, which includes activities, outreach projects and meetings. This will allow other EMU members to participate and support your work.
- Attend EMU monthly meetings. (If unable to attend, please send at least two representatives.) Please encourage all of your members to attend these meetings. Circle pride is having 100 percent attendance.
- Be prepared to share circle activities and accomplishments at the EMU monthly meetings.
- Contribute to the EMU treasury by making the requested donations for EMU Day and Roses In Action.
- To ensure proper credit when making contributions, please do the following:
 1. Adhere to the deadlines.
 2. Complete a transfer voucher.
 3. Make two Xerox copies of the transfer voucher.
 4. Place the original transfer voucher in the Auxiliary tray.
 5. Place one Xerox copy of the transfer voucher in the GREEN EMU folder. (The financial secretary will use this copy to record your transaction and to give your circle credit for its contribution.)
 6. You keep one copy of the transfer voucher for your records.

In the event that you are unable to perform your duties because of an emergency, please contact your circle officers and members.