

## The Proper Protocol for a Program/Bulletin Cover

### Local Church:

- Pastor
- Presiding Elder
- Presiding Prelate

### District:

- Host Pastor
- Presiding Elder
- Presenter
- Presiding Prelate

### Annual Conference:

- Conference Officer
- Chair of the Board
- Missionary Supervisor
- Presiding Prelate

### Connection:

- Host Pastor
- Host Presiding Elder
- Host Bishop
- President, Board of Bishops

### Bishops (Episcopacy)

We are an Episcopal Church. We are governed by Bishops who serve as our Chief Pastors. As a form of respect for the office we rise when they enter an assembly or when they are formally introduced. When Bishops are listed on a program they are to be listed in descending order. The most junior Bishop is listed first and the most senior Bishop is listed last.

ADDRESSEE	FORM OF ADDRESS -Title
Bishop (no doctoral degree)	The Rt. Rev.
Bishop (with doctoral degree)	The Rt. Rev. Dr.
Minister, Pastor (no doctoral degree)	The Reverend
Minister, Pastor (with doctoral degree)	The Reverend Dr.
Minister, Pastor (with doctoral degree)	The Reverend (degrees)

### Sources

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Love, Mary A. *Learning Through Symbolism and Celebrations* (Copyright Mary A. Love, 1998.)

Segler, Franklin M. and Randall Bradley. *Understanding, Preparing for and Practicing Christian Worship* (Nashville, Broadman and Holman Publishers, 1996). ISBN 0-8054-1168-2

Stuber Stanley J. *The illustrated Bible and Church Handbook* (New York, Galahad Books, 1966)

Webber, Robert E. *The complete Library of Christian worship, Volume 5 ("The Services of the Christian Year")* (Nashville, Star Song Publishing Group, 1994). ISBN 1-56563-191-9.

# PROPER PROTOCOL

*"Protocol is not to be treated lightly. Protocol represents respect for attained offices in church hierarchy. It is part of our heritage as Methodists. Don't approach it as a burden, but rather a standard to be learned and put to good use."*

Rev. Dr. Grant Harrison, Jr.,  
Presiding Elder Salisbury District



Compiled by  
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First VP  
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Council  
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Connectional Lay Council &

## Definitions

**The African Methodist Episcopal Zion Church** is a worldwide religious organization composed of member churches which are collectively referred to as the Connection. The Church is governed by a General Conference which meets every four years and is composed of delegates from twelve districts.

**The General Conference** is composed of an equal number of lay and clergy delegates elected by their respective Annual Conferences. The primary responsibility of the General Conference is to enact legislation that establishes the conditions for membership, defines the powers and duties of the Conferences, establishes the powers and duties of the Bishop, provides for a judicial system within the church, establishes the budget for the denomination, provides for the election of Bishop and governing the local church and the general agencies with a unitary authority.

**Protocol** - "forms of ceremony and etiquette observed by diplomats and heads of state." "Code of correct conduct". It is the method of officially ranking or receiving officials.

**Polity** – "A form of government of a nation, state, church or organization"

## Addressing the Conference/Assembly

The leaders are acknowledged beginning with the highest-ranking leader present (*in instances where the Presiding Prelate is expected, recognition of the office "in absentia" is appropriate*) and continuing in descending order of rank to the lowest ranking leader present. The rest of those present are addressed with a general greeting.

**Dr. E. Alex Brower, Former Chief Justice of the Judicial Council**  
*The Missionary Seer, March/April 2012*

"The issue of protocol at connectional, annual and district conferences is very sensitive. A suggested protocol begins with the Presiding Prelate, General Officers, Lay Supervisors, and Pastors, etc.

*(FYI Justices are elected by the General Conference but are not salaried as Bishops and General Officers; but serve pro bono.)*

Once the conference has been addressed (the first time), protocol has been established, it is NOT NECESSARY to address the conference AFTER protocol has been established (and confirmed by the chair).

## The Proper Uses of a Divided Chancel

### The Pulpit is to be used exclusively for:

- ❖ Reading from the Holy Gospel
- ❖ Preaching of the Word

### The Lectern should be used for:

- ❖ Reading of the Old Testament Lesson
- ❖ Reading of the Epistles
- ❖ Reading of Notices and Announcements
- ❖ Call to Worship and Invocation
- ❖ Responsive Reading
- ❖ Lay Persons and Local Preachers will also speak from the lectern

### The Procession: In the Local Church

- ❖ Acolytes
- ❖ Crucifer
- ❖ Ushers
- ❖ Choir(s)
- ❖ Lay Participants
- ❖ Clergy Associates
- ❖ Pastor

### In Annual Conference

**Clergy from lesser rank to the greater rank (example -local preachers in the conference, deacons, elders, presiding elders, bishops)**

### In Connectional Meetings

**Acolytes -Choirs-Lay Participants-General Officers (opt.) -Chief of Protocol (crucifer)-Retired Bishops -Active Bishops in descending order - Justices**

## **Definitions (cont.)**

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### ***Anglican Order Postures of Worship***

– Stand for praise (Canticles, hymn, creed); kneel for prayer; sit for instruction (lessons, sermon).

***Laity*** – Collective name for the people; members of the church apart from the ordained clergy.

***Apostolic Succession*** – The spiritual authority conferred by the laying on of hands in ordination upon the ministry of the church through a lineal succession of bishops from the apostles.

***Chief Liturgist***- plans worship service.

### ***Proper Etiquette***

***Expecting a Guest or Ranking Official? Have an adjutant or greeter available.***