



The Association of Christian Ministers of Clayton County

(Hebrews 13:1–3, KJV)

February 26, 2026

To: Rev./Dr. Willie Jones

Subject: Duty Appointment as ACMCC Sergeant-at-Arms for 2025–2026

Dear Rev./Dr. Jones, on behalf of the Executive Board and Membership of the Association of Christian Ministers of Clayton County (ACMCC), it is with honor and gratitude that we formally appoint you to serve as Sergeant-at-Arms for the 2025–2026 service year. This appointment is effective as of February 26, 2026.

As Sergeant-at-Arms, your role is vital to helping our meetings and official functions operate in a spirit of unity, respect, and good order. Your responsibilities include, but are not limited to:

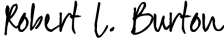
- Assisting the President (or presiding officer) in maintaining a safe, orderly, and respectful meeting environment.
- Supporting smooth meeting flow by managing transitions, minimizing disruptions, and guiding late arrivals and guests.
- Coordinating as needed with the host church/facility regarding room readiness, seating, entrances/exits, and general logistics.
- Helping distribute/collect documents as directed (e.g., ballots, forms, handouts) and escorting presenters when requested.
- Quietly addressing distractions and, when necessary, assisting with de-escalation in a calm and Christ-centered manner.
- Responding appropriately to safety or medical concerns and helping ensure emergency procedures are followed.

I have attached the ACMCC Sergeant-at-Arms Instructions (SOP) outlining the duties and procedures for this role. Please review and provide any recommended changes or additions.

We are confident that your leadership, wisdom, and steady presence will strengthen our Association and support our members. May God bless you richly in this assignment of service.

If you have any questions or need support in fulfilling these duties, please do not hesitate to reach out.

With appreciation and prayer,

DocuSigned by:

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Rev./Dr. Robert L. Burton, President
President, Association of Christian Ministers of Clayton County (ACMCC)

Acknowledgement of Appointment

I, Rev./Dr. Willie Jones accepts the duty appointment as ACMCC Sergeant-at-Arms effective February 26, 2026.

Signature: _____ Date: _____