



ACMCC SERGEANT-AT-ARMS INSTRUCTIONS (SOP)

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Approved By:	Rev./Dr. Robert Burton (President, ACMCC)	Approval Date:	

1. PURPOSE

The ACMCC Sergeant-at-Arms (SAA) supports the President and Executive Leadership Team by maintaining a safe, orderly, respectful meeting environment—serving with a Christ-centered spirit of humility, hospitality, readiness, and discretion.

2. SCOPE

These instructions apply to all ACMCC meetings and official functions, including in-person, hybrid, and virtual (Zoom/online) sessions.

3. REPORTING RELATIONSHIP

The Sergeant-at-Arms reports to the ACMCC President (or presiding officer) during all meetings and events and coordinates as directed with Host Church/Facility representatives.

4. CORE RESPONSIBILITIES

A. BEFORE THE MEETING (30–45 MINUTES PRIOR)

1. Arrive early; greet leaders, members, and guests; help create a welcoming atmosphere.
2. Conduct a readiness and safety scan: entrances/exits clear; aisles unobstructed; seating arranged; podium/microphone area orderly; designated seating for officers/guests as needed.
3. Coordinate with Host Church/Facility staff (as applicable).
4. Confirm meeting support items are ready: sign-in roster and materials (agenda, handouts); reserved seating; accessibility needs; special requests.
5. Brief any assistant(s) or volunteers (if assigned) for seating, ushering, and door coverage.



The Association of Christian Ministers of Clayton County

**ASSOCIATION OF CHRISTIAN
MINISTERS
OF CLAYTON COUNTY (ACMCC)**

P.O. Box 1358 • Jonesboro, GA 30237

“Let brotherly love continue.” — Hebrews 13:1–3
(KJV)

B. DURING THE MEETING

6. Maintain order with courtesy and discretion: support the presiding officer by keeping movement and transitions smooth; manage door traffic and late arrivals to reduce disruptions; assist with seating, guest guidance, and member needs.
7. Support meeting flow (as directed): distribute/collect ballots, forms, or documents; escort speakers/presenters and support logistics.
8. Protect meeting decorum: address distractions quietly (phones, side conversations, interruptions). If conflict arises, calmly separate parties and notify the presiding officer.
9. Safety and care: watch for medical concerns or unsafe behavior; act promptly. Know emergency exits and location of first aid supplies (if available).

C. AFTER THE MEETING

10. Assist with orderly dismissal and member/guest support.
11. Ensure meeting area is returned to proper condition: collect leftover materials; secure ballots/forms (if applicable); coordinate lost-and-found items.
12. Provide brief after-action notes to the President as needed (attendance issues, disruptions, safety concerns, recommendations).

5. MEETING AUTHORITY AND CONDUCT

13. The Sergeant-at-Arms serves to support and stabilize the meeting environment; the role is **not** to “police” the meeting.
14. Conduct expectations: respect, confidentiality, impartiality, professionalism, and restraint.
15. Scriptural decorum: “Let all things be done decently and in order.” (1 Corinthians 14:40, KJV)

6. SITUATIONAL PROCEDURES (QUICK ACTIONS)

A. DISRUPTION (TALKING, ARGUING, REPEATED INTERRUPTIONS)

16. Approach calmly and quietly.
17. Give a respectful cue: “Let’s keep order so we can continue.”
18. If unresolved, request the individual step outside briefly.
19. Notify the presiding officer and follow direction.

B. SAFETY CONCERN / THREATENING BEHAVIOR

20. If safe, position yourself to de-escalate and protect the group.
21. Move others away from the area; secure the immediate vicinity.
22. Notify the presiding officer immediately.



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23. If necessary, contact facility security or emergency services.

C. MEDICAL EMERGENCY

- 24. Call for assistance; alert the presiding officer.
- 25. Contact 911 if needed; provide location details.
- 26. Clear space; guide responders to the individual.
- 27. Document a brief incident summary for leadership.

7. REQUIRED MATERIALS (RECOMMENDED)

- Attendance roster / sign-in sheet
- Agenda and officer contact list
- Pen and notepad (and small flashlight, optional)
- Facility staff/security contact information (if available)
- Emergency procedures and exit map (if available)

COMMISSIONING CHARGE (SERGEANT-AT-ARMS)

Sergeant-at-Arms, you are charged to serve the Association with vigilance and compassion—protecting the peace of our assembly, honoring every member and guest, and upholding the dignity of our Christian witness. You are to act with wisdom, restraint, and courage; to be steady in moments of confusion, gentle in moments of tension, and faithful in every duty assigned. As you serve, do so as unto the Lord—supporting the leadership, safeguarding the meeting environment, and helping all things proceed in unity and order.

Charge Accepted: Yes No

ACKNOWLEDGEMENT & SIGNATURES

Sergeant-at-Arms (Print Name):	Rev./Dr. Willie Jones, Senior Pastor
Signature / Date:	_____ Date:
President, ACMCC (Signature / Date):	_____ Date:



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