



**HMONG DISTRICT**

**OF THE CHRISTIAN AND MISSIONARY ALLIANCE**





# Annual Conference Guidelines





**HMONG DISTRICT**  
OF THE CHRISTIAN AND MISSIONARY ALLIANCE

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# Hmong District of The Christian and Missionary Alliance Annual Conference Committee Guidelines

## Purpose

This document establishes requirements, assigns responsibilities, and sets forth procedures for implementation in each committee as guidelines and procedures in a perceived or actual function at the Annual Conference.

This guidelines define procedures, roles, responsibilities, and actions in each committee that need to carry out and serve the District Annual Conference. The committee should not add any other guidelines or procedures before consulting with the District Superintendent (DS) or DEXCOM.

## Annual Conference Management

Hmong District's DEXCOM is responsible for appointing committee members for each standing committee according to the District's Bylaws and/or to establish a new committee to best serve the Hmong District Annual Conference.

All committee shall follow these guidelines and procedures in order to meet the needs and goals of the District Annual Conference.

### 1. Hotel Liaison Committee

The purpose of establishing a hotel liaison committee is to communicate with the hotel personnel during the HD's annual conference by only one source of credibility and to avoid confusion. This committee consists of five members (preferably HD's staff) appointed by Hmong District's DS. A Conference manager (chairperson), the registration officer, the finance officer, the media officer, and chair of the attendant liaison.

- a. The Hotel liaison committee chairman holds the responsibility to chair this committee meeting, represent the district to officially contact, communicate, arrange, and negotiate payments with the hotel's management.
- b. The committee members hold the right and responsibility to carry out the tasks according to the roles with the hotel management as directed by the chair.
- c. The chair should relate all issue with the DS, who has the final word when it comes to critical decision making that cannot be made by the committee.

## 2. Attendant Liaison Committee

The purpose for the attendant liaison committee is to deal with the arrangement of the rooms, vendors, emergencies, needs, and questions of the Hmong District's attendees and liaison to all conference committee chairperson. The members of this committee consist of the lead (chairperson), who is a member of hotel liaison, and two members, who are appointed by DS.

- a. Ensuring that all meetings, conference and vendor rooms and facilities are accessible and ready for the conference attendees.
- b. Ensuring all the necessary supplies, schedules, and vendor locations are ready for the conference use and accessible.
- c. The attendant liaison chairman must report any critical issue to the DS, who has final word in critical decision making that cannot be resolved by the Attendant Liaison Chair.

## 3. Minutes Committee

The purpose for the Minute Committee is to release the Corporate Secretary so that he may carry out other Corporate Secretary's tasks. The committee consists of three members: one main recorder, one assistant, and one reviewer.

- a. Attend all the conference business session.
- b. Record/take minutes of all the business meetings in English.
- c. The main recorder must take the minutes during each business session.
- d. The assistant must verify and ensure that all facts are recorded.
- e. The reviewer should review and edit for its accuracy after it has been recorded and reported to the Corporate Secretary and assembly in the next session for approval/adoption.
- f. The final record of the Minutes Committee shall be turned into the District Corporate Secretary before the conclusion of the Annual Conference.
- g. A copy must be filed to the office of the District Superintendent for reference.

## 4. Nomination Committee

The nominating Committee consists of five members: the chairman, the Secretary, and three members at-large, appointed by DEXCOM.

The nomination committee shall receive the report of the DS search committee.

The nomination committee shall nominate one candidate to the vacant positions of DEXCOM accordingly. Additional Candidates may be nominated from the floor according to the bylaw of the district (III.6).

Note: The Nominating Committee shall follow the bylaw with instruction, and it shall not invent new policy each election. Each nominee shall be given a code of Ethic of DEXCOM and must agree upon before accepting the nomination.

The nominating Committee consists of five (5) members, the chairman, the Secretary, and three members at-large, appointed by DEXCOM.

The purpose of this committee is to receive the report of the search committee for the DS when it is election year for the DS.

(Please refer to current Church Ministry Handbook for guidelines for District Search Committee for Office of District Superintendent.)

Also to nominate one candidate to the vacant positions of DEXCOM. Other candidates may be nominated from the floor according to the bylaws of the district.

The Nominating Committee shall follow the bylaws according to the instructions and it shall not invent a new policy for each election. Each nominee shall be given a code of Ethic of DEXCOM and must agree with it before accepting the nomination.

- a. The chairman shall attend the first meeting with Attendant Liaison Committee meeting.
- b. The chairman shall call the committee to meet until the committee's tasks are completed.
- c. To receive the DS Candidate from the Search Committee and make a final recommendation based on the bibliography of the person's ministry work and education when there is an election for the DS Position
- d. To search for a candidate, who has the qualities mentioned in 1 Timothy 3:1-13 and Titus 1:6-9, for the vacant position of the DEXCOM members.
- e. To present the candidates to the General Business assembly with each candidate's ministry, work, and education bibliography
- f. To prepare the ballot form for the General Business assembly to vote
- g. To supervise the counting ballot
- h. To certify the ballot results and to present the results to the General Business assembly.
- i. To turn in all the minutes, names of candidates' bibliographies, and certify ballot records to the Corporate Secretary, file for records at the end of the District Annual Conference.
- j. The nominee to be nominated must be a registered official delegate and present at the Annual Conference.

## 5. Resolution committee

The Resolution Committee is to serve the District Annual Conference in responding to the Hmong District, requires resolution presented by DEXCOM and local governing board but not of the individual.

The resolution consists of five members, a chairperson, Secretary, and three members at large.

Note: The Resolution Committee is not to respond to any individual's resolution submitted directly to the committee. If any individual would like to submit a resolution item, he or she will need to submit it to his or her local board for adoption and it is the duty of the local board to submit it in writing, on the church letter head, to the DS for resolution committee. This resolution must reach the desk of the DS one month prior to the annual conference for revision and approval.

- a. The Committee chair shall schedule the committee to meet to review and study each resolution submitted by the DEXCOM.
- b. To formulate the pros and cons of the resolution.
- c. To present the resolution to the General Business assembly when it is beneficial and recommended.
- d. Turn in all minutes including minutes of any resolution that is not presented in the General Business Assembly to the Cooperate Secretary at the end of the District Annual Conference.

## 6. Finance / Budget committee.

The role of the Finance Committee is to review the financial history and prior year incomes and expenses to determine the financial health of the district. The committee is to review the proposed financial ministry of the DS and Hmong District's budget and to come up with a budget that is sufficient for the District and complies with IRS rules and audit purpose.

The Finance Committee consists of five (5) members, a chair, Secretary, and three members at large.

- a. The chair shall schedule meeting for the committee to Review the annual financial reports and proposed budget.
- b. Receive and review the proposed preliminary ministry budgets from the DS with the approval of the DEXCOM.
- c. Review and compare the district financial history for both administrative and ministry expenses and make any adjustments according to the health of the district

(Note: The Salary and Benefits are determined by DEXCOM and it cannot be changed by the Finance / budget Committee. All Hmong District's personnel salaries and financial records are confidential. It should not be discussed and shared outside of the committee or after the conference.)

- d. Present the final budget to the General Business Assembly for adoption. (Note: Only need to present the total Administrative and Ministry Expenses as well as any Restrictive Funds.).
- e. Provide a copy of the adopted budget to the District Treasurer and Corporate Secretary.

## 7. Communion committee

The purpose of the communion committee is to remind all the district attendants that though the Hmong District is a church organization, it is the body churches share as one in Christ and that they are to fulfill the task of the great commission through faith in Jesus Christ. The district will hold communion at the annual conference.

The Communion Committee is appointed by DEXCOM to minister to the attendants by passing bread and cups.

- a. The chairperson shall call the committee to meet for planning of the Communion.
- b. Chairperson needs to consult with the DS or DEXCOM regarding the date and time of serving the Communion.
- c. Consult with the Attendant Liaison Committee to find the number of attendees.
- d. Order and organize the bread and cups to ensure they are enough.
- e. Coordinate and strategize with the Worship Director, Program Manager, Speaker, and DS when and how to disburse the bread and cups.
- f. Coordinate to disburse the bread and cups in the most efficient and fast way to the attendants.

## 8. Usher Committee

The purpose of the Usher Committee is to distribute business materials, ballots and to usher offerings.

This committee consists of the Chairperson, Secretary and at least 10 additional members to be determined by DS & DEXCOM annually.

- a. Disburse and collect business materials to the attendants during the General Business Session (including ballots).
- b. Assist the nominating committee to collect and count ballots and to certify the ballot to the nominating committee, Corporate Secretary, or chairman of the annual conference.
- c. Usher each offering during services.

- d. Collect, count and certify all offerings and give to the District Finance Director.
- e. Report the total of each offering to the District Treasurer, Corporate Secretary and/or DS.
- f. Turn in the minutes and records to the Corporate Secretary after the end of the annual conference.

## 9. Worship and Stage Committee

Worship is an important element of the annual conference where the hymns, songs, and music are not for a show but to prepare the heart of the people to worship the Lord God and to listen to His Words.

The worship team members must dress properly for respect and good appearance. They must use the music and hymns or songs to draw the people to Christ and avoid so many speeches.

The hymnals or songs must be preselected by the committee and must be up lifting and recognized by the audience to sing along. No surprise song or agenda pop up by any other people of the audience without knowing what the song or agenda is all about.

The committee consists of two subcommittees: the worship team and stage committee.

The program manager is the chair of the Worship and stage committees. DEXCOM appoints the program manager for stage and worship. The program manager will nominate the worship team and stage decoration committee to the DEXCOM for approval.

### Stage Committee

- a. To plan and decorate the stage with a good appearance.
- b. To coordinate with the worship team and Media Committee how and where equipment and decorations are placed.

### Worship Team

- a. To provide music and hymns for each service
- b. To coordinate with the Program Manager the number of hymns in each service (be on time) and program agenda for each service
- c. To lead with uplifting service and hymns

The program manager is to manage the program, worship team, time management, speaker, and announcement. He must screen all the announcements, special request singers, and worship team's hymns. He is responsible for time management for all services and programs.

## 10.DS Report Committee

The report of the DS is an official document of the administration to the district annual conference. The purpose of the DS Report Committee is to review and observe the big picture of the organization in terms of vision, goals and objectives, and to analyze the system on how the administration operates, manages, controls and strategizes.

This committee consists of five (5) members, a chair, Secretary, and three members at large.

- a. The chairperson shall schedule meetings for the committee to review the report.
- b. To evaluate the Hmong District's annual report for its progress in ministry work and its strategies and goals.
- c. To highlight and suggest improvements in editing and format by citing the page of the report.
- d. To summarize the reports to General Business Assembly for its key success or failure (Note: only present a summary of highlights on the success or failure of the report).
- e. To make recommendation for improvements in printing and format to the DS or Hmong District Administrator.
- f. Turn in all the minutes, recommendations, and summary reports to the Corporate Secretary at the completion of the committee's work.

## 11. Prayer Committee

Prayer is an important element in the annual conference where the committee is committed to pray for the intervention of the Holy Spirit to lead and to move the people to God in holiness, discernment, and dedication for service. Therefore, the purpose of the committee is to set an agenda for the prayer sessions to pray for the conference which include administration, management, business sessions, and worship. Any personal prayer may be directed to the chair of prayer committee. This committee consists of five members, a chair, Secretary, and three members at large.

- a. The chairperson shall call for meeting as many as needed until the conference end.
- b. To coordinate with the Conference Management Committee Chair for the agenda of each service and business session.
- c. To plan and strategize in praying for the conference service and business session, all the personnel involved in the planning, and all attendants.
- d. To set a specific time for praying each day for the conference (Note: The focus of this committee is for the Holy Spirit to intervene during the conference).
- e. To set a specific session for individuals who need healing.
- f. To record all prayer events, agenda, and number of all individuals who need healing, and turn it in to the cooperate Secretary at the end of the conference.

## 12. Video Recording Team or Media Committee

The purpose of this committee is to handle and capture audio and visual progress of the conference either in the worship or business sessions, but not necessarily in the hallways or announcement time. Any printing such as CD and DVD or any production needs to have DS approval. Producing CD, DVD, or any other productions may be allowed to meet the needs of the attendants, but the amount or volume need the approval of DS. This committee consists of ten members, with the Media Director as the chair and nine members at large.

- a. The chairperson shall call the committee for meetings as many as needed until the tasks are completed.
- b. To coordinate with the Annual Conference Management Chair and Worship Committee Chair to set the audio, video, and visual equipment.

- c. To meet and strategize the most efficient way of providing audio, video, and visual progress of the conference.
- d. To record and film all services.
- e. To control and manage the audio and visual progress of the conference services and business session.
- f. To control all the audio and video systems.
- g. To trouble shoot and report any audio, video, and visual progress problems or emergency situations to DEXCOM or Annual Conference Management Chair.

### 13. Safety Committee

The purpose of the safety committee is to detect unusual activities of the people and the environment for protection. This committee consists of the Chairperson, Secretary and at least 10 additional members to be determined by DS & DEXCOM annually.

- a. The chairperson shall call the committee to meet as many as needed until the tasks are completed.
- b. To coordinate with the Annual Conference Management Chair for all agenda and schedule of the conference event.
- c. To strategize and plan how to greet and sit people to maximize the occupancy of the room.
- d. To strategize and plan for any emergency evacuation disabled seating, and reserve space for particular groups or members of the attendees.
- e. To coordinate and guide attendees to seats when space is limited.
- f. To respond to any emergencies during service and to coordinate and contact 911 Emergency responder.
- g. To record any critical issues and report to the Annual Conference Management Chair and DS or DEXCOM.
- h. To record all meetings and any critical issues to the Corporate Secretary at the end of the conference.