



ST. STEPHEN BAPTIST CHURCH
5757 TEMPLE HILL RD., TEMPLE HILLS, MD 20748
Bishop Lanier C. Twyman, Sr., Senior Pastor

PROTOCOL ADMINISTRATIVE PROCESSES FOR ALL MINISTRY REQUESTS

The following is a brief overview of initial Protocol processes for and instructions to Team Excellence submitting all requests for approval of Events/Services, Graphics, and Video Announcements.

Before submitting to Protocol, the Executive Team Leader must know of and have approved the Event Request.

Submission Process—all requests must be submitted by completing the appropriate Ministry Forms as listed via our website <https://www.ssbcmd.org/ministry-forms.html>

1. Event Requests https://www.ssbcmd.org/uploads/1/3/3/2/133286902/2024-ssbc-event-request-form-for-website_rev06.16.2022mop_2.pdf
2. Graphic Requests <https://www.ssbcmd.org/graphics-request-form.html>
3. Video Announcement Requests <https://www.ssbcmd.org/video-announcement-form.html>

All requests submitted via the website are forwarded to Protocol email: ProtocolAdmin@ssbcmd.org.

If a Ministry completes a Graphic, it must be attached to the Event Request when submitted. The following must be included in the submitted Graphic:

- 1) St. Stephen Baptist Church & name of Ministry should be at the top of the Graphic
- 2) Name of Event
- 3) Date/Time
- 4) Contact Person
- 5) Bottom layer: Ministry Leader's name, contact # or email | Bishop Lanier C. Twyman, Sr., Senior Pastor | 5757 Temple Hill Road, Temple Hills, MD 20748 | 301.899.8885 | www.ssbcmd.org | LOGO (will be added by Protocol—even if you currently have the LOGO, do not include on your submissions).
- 6) Graphics must be submitted in a PowerPoint format that can be edited as necessary by Protocol, Marketing, and Media in addition to any other format used, which is acceptable, i.e., .jpg or .peg.

NOTE: Ministries are not to submit any requests to Marketing or Media via email or otherwise.

TIMELINE FOR SUBMISSIONS—All requests must adhere to the following timeframes to allow for review, decision, and scheduling:

1. Event Requests—**45** days before the event/service
2. Graphic Requests—**30** days before the event/service
3. Video Announcement Requests—**30** days before the event/service

RESPONSIBILITIES OF PROTOCOL

1. Submit Event Requests to Bishop Twyman after Protocol review.

2. Confirm available dates contingent on Bishop & church calendars. It is to be understood that dates are tentative when the Church Clerk reviews requested dates with a ministry.
3. Inform the ministry of the event request status via email and copy placed in ministry mailbox.
4. Ensures that requests for Graphics and Video Announcements are within submission timelines as noted for completion by Marketing and Media ministries. If untimely in submitting, the Ministry will be informed at the time Protocol receives, and after conferring with Marketing/Media when request will be processed.
5. Sends all approved graphics to
 - a. Secretary for inclusion in weekly Eblast if applicable.
 - b. Ministry leader/liaison.
6. Submits approved requests to Marketing and Media ministries.

APPROVAL PROCESS—All requests must be submitted to Protocol Admin as directed above and will proceed as follows:

1. After review for all required information by Protocol Admin, the event request will be submitted to Bishop Twyman for final review and decision.
2. After review and decision by Bishop Twyman, the requesting ministry will be informed by Protocol Admin and directed as follows:
 - a) Approved event:
 - i. copy emailed & placed in ministry mailbox—ministry will move forward with event.
 - ii. it is the responsibility of the ministry to contact and inform other serving ministries of requested participation/service.
 - iii. copy of approved event will be provided to requested serving ministries via email and copy placed in mailbox.
 - iv. video announcement request submitted to Media for scheduling.
 - b) Pending event—ministry will be informed of Bishop's decision to withhold or delay until further directive.
 - c) Unapproved event—ministry will be informed and must not move forward with the event as directed by Bishop Twyman.