

MDC Auxiliary Administrative Kickoff

Leadership Training

Saturday, October 3, 2026 • 12:00 Noon
The House of Deliverance – Fellowship Hall

Bishop Larry O. Jones, Diocesan Bishop
Suffragan Bishop Ron E. Stephens, Council Chairman

MDC Organizational Chart

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(Updated with Ballot Nominees)

MDC Executive Board	International Missions	Christian Education	MDC Pastors Advisory Board	Men	Ministers' Wives	Young People	Women	Singles	Health Professionals	Ushers
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
Diocesan Larry O. Jones	Director Julian Johnson	Director Ilona W. Dickson		Director Perris Parker	Director May E. Johnson	Director Deik Webb	Director Clarice Howard	Director Mary Young	Director N/A	Director Ronnie Carter
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
Chairman Ron E. Stephens	President Calandra Flanigan	President Herbert "Skip" Brown	Chairman Deik Webb	President Jeffery Everett	President Wanda Cummings	President Steward Siles III	President Helen Thomas	President Dr. Sheila Powell-Walker	President Sharonda Littleton-Downer	President Athalie Harrell
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
1st Vice Chairman Tanya Brown	1st Vice President Shapel Cody-Rice	1st Vice President Patricia Williams	Vice Chairman Eric F. Battle Sr.	1st Vice President Kittrell Brasselmann	1st Vice President LaJuana Fields	1st Vice President Larry King	1st Vice President TaRushaji Coffman	1st Vice President Ashley Thurman	1st Vice President Krista Blackmon	1st Vice President Trey Teer
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
2nd Vice Chairman Dr. Nia Hun	2nd Vice President Glen Allen	2nd Vice President Lorraine Byrd	2nd Vice President N/A	2nd Vice President James Bailey	2nd Vice President Vanleen Bailey	2nd Vice President Eric Battle Jr.	2nd Vice President Tiffany Haynes	2nd Vice President Ashley Rice	2nd Vice President N/A	2nd Vice President Shanta James
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
Secretary Kenneth Campbell	Secretary Damesta Cox	Secretary Shantaye Brown	Secretary Kenneth Campbell	Secretary Isadore Barton	Secretary Miranda Campbell	Secretary Te'lah Coffman	Secretary Dr. Tracie Covington-Hoy	Secretary Vacancy will be filled by review and appointment	Secretary E. Ann Woods	Secretary Jada Dorsey
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
Assistant Secretary N/A	Assistant Secretary Yolanda "Cashae" Flanigan	Assistant Secretary Isadore Barton	Assistant Secretary Mona Bryant	Assistant Secretary Trey Teer	Assistant Secretary Shanta James	Assistant Secretary Camille Fuller	Assistant Secretary Jasmine Hayes	Assistant Secretary Vacancy will be filled by review and appointment	Assistant Secretary N/A	Assistant Secretary Sonya Gray
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
Treasurer Diane Shockley	Treasurer N/A	Treasurer Dawn Walters	Treasurer N/A	Treasurer Ardie McCoy, Sr.	Treasurer Vacancy will be filled by review and appointment	Treasurer Preston Wingo Jr.	Treasurer Dr. Tiffany Fane	Treasurer Cheryl Heim	Treasurer Vera Whitaker	Treasurer Vacancy will be filled by review and appointment
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
Assistant Treasurer N/A	Assistant Treasurer Marketta Stampley	Assistant Treasurer Dorothy Hampton	Assistant Treasurer N/A	Assistant Treasurer Dr. Lawrence Morganfield III	Assistant Treasurer Vacancy will be filled by review and appointment	Assistant Treasurer Vashawn Brown	Assistant Treasurer Tylysa Jones	Assistant Treasurer Melinda Bennett	Assistant Treasurer N/A	Assistant Treasurer Gloria Smith

Apostolic Believers Connecting (ABC)

The mission statement of the Midwestern District Council is for the purpose of Apostolic Believers Connecting (ABC). The purpose is to provide education, teaching, fellowship, and structure for outreach efforts under the parent body of the Pentecostal Assemblies of the World, Inc. (PAW) through its evangelists and local churches; seek the empowerment of the Holy Ghost; galvanize evangelists and local churches to broaden the Kingdom of God by proclaiming the Gospel of Jesus Christ; and celebrate the ongoing partnerships and collaborations that occur throughout the year.

Welcome & Training Outcomes

Welcome returning leaders and those serving in a brand-new auxiliary role.

Understand where your authority and responsibilities are defined.

Leave with practical systems for meetings, records, finances, programs and transitions.

Build consistency across auxiliaries while respecting each auxiliary's specific bylaws.



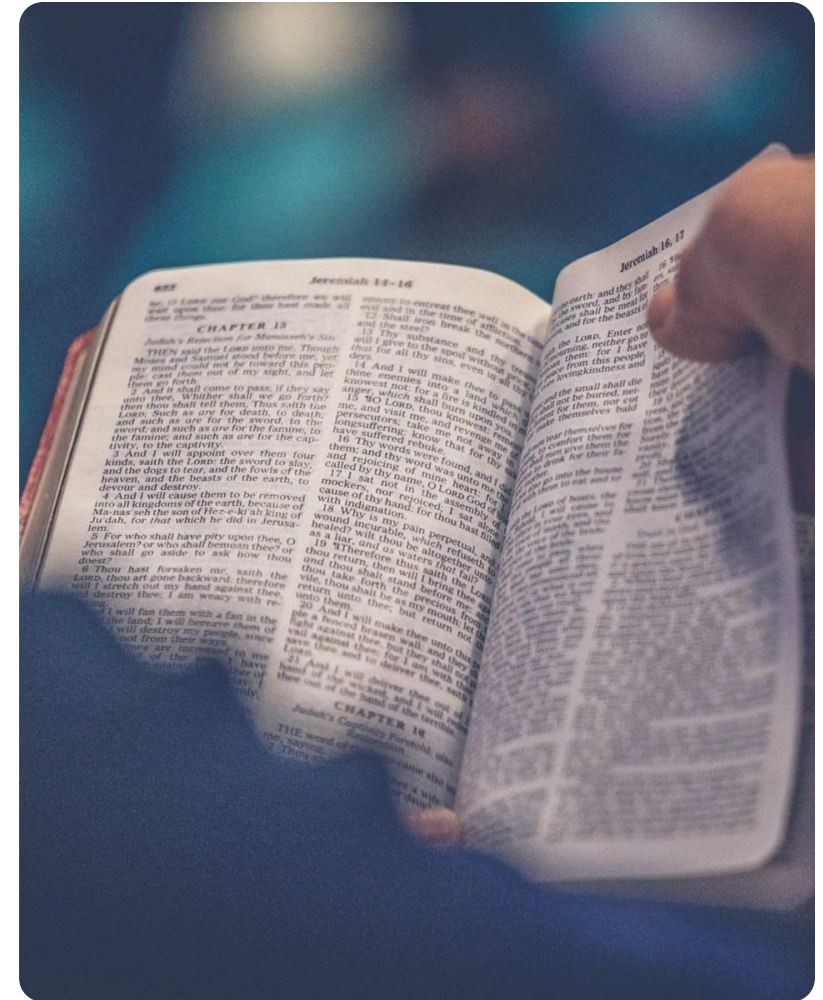
The Governing Principle

The MDC Constitution and By-Laws are the governing instrument of the Council.

Council-wide auxiliary provisions appear on pages 18–22.

Each auxiliary also has its own constitution/bylaws section.

Tradition and internal procedures should never override governing bylaws.

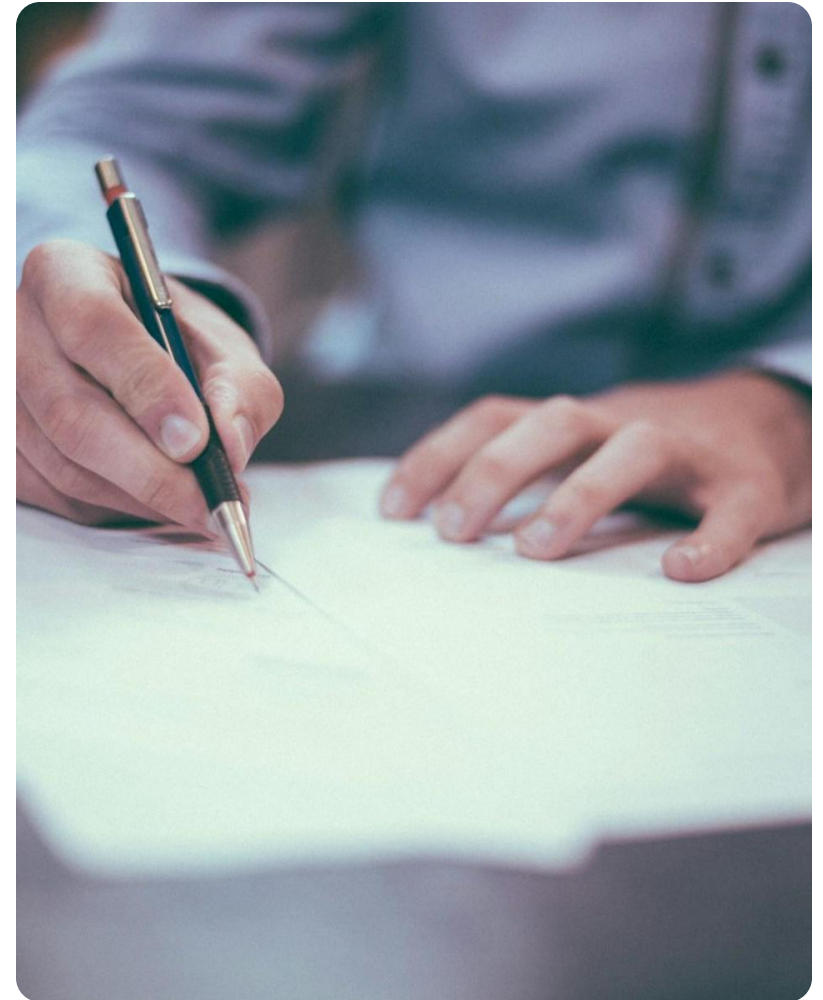


Where to Look in the MDC Bylaws

pp. 18–22: Auxiliaries, Auxiliary Laws, Directors, Financial Procedures, Practical Procedures, Programming and Rules for Order.

pp. 36–75: Individual auxiliary and service-unit sections.

Do not assume that one auxiliary's officer duties or financial rules automatically apply to another.



Where to Find the MDC and PAW Bylaws

Midwestern District Council Constitution and By-Laws

<https://mdc-paw.com/constitution-and-by-laws/>

On the MDC website, select About Us, then Constitution and By-Laws.

PAW Bylaws and Minute Book

<http://oom.pawinc.org/>

Password: MinuteBook2017!

The password is case sensitive. Enter it exactly as written.

Auxiliary Directors

Direct all auxiliary communications, questions, concerns and issues first to your assigned Auxiliary Director.

The Director serves as counselor, advisor and liaison and brings appropriate matters to the MDC Executive Board.

Auxiliary President/Leadership → Auxiliary Director → MDC Executive Board

MDC Bylaws (July 2022), pp. 18 & 20: Director appointment, approval of activities and reporting responsibilities.

PAW Bylaws: Sections 5, 8(A–C) & 9 address counsel, guidance, appeals and written reports.

PAW Bylaws and Minute Book: <http://oom.pawinc.org/>

Password: MinuteBook2017! (case sensitive, enter exactly as written)

President

Preside over meetings as provided by the auxiliary bylaws.

Ensure decisions and approved work are carried out.

Appoint or coordinate committees where authorized.

Keep the auxiliary aligned with MDC governance, calendar and reporting expectations.

Build a leadership culture in which responsibilities are delegated but accountability is retained.

Vice Presidents

Serve in the President's absence according to the specific auxiliary bylaws.

Carry out assigned responsibilities and help coordinate the work.

Second Vice President duties exist only where the specific auxiliary structure provides for that office.

Leadership continuity requires knowing the work before an absence or transition occurs.

Secretary & Assistant Secretary

Keep accurate minutes of regular and called meetings.

Maintain official auxiliary records and correspondence.

Send notices and preserve reports as required.

Maintain financial information/copies when the specific bylaws require it.

Keep a transition-ready administrative file for the next administration.

Assistant Secretary: know the records and be ready to serve in the Secretary's absence.



Treasurer & Assistant Treasurer

Receive/record funds and maintain accurate financial documentation as required by the auxiliary bylaws.

Prepare reports and preserve receipts/supporting documentation.

Follow the specific auxiliary requirements for relinquishing/remitting funds to the MDC General Treasurer.

Keep records audit-ready and observe any petty-cash or expenditure provisions applicable to the auxiliary.

Assistant Treasurer: understand the full financial workflow and be ready to maintain continuity.



Financial Accountability: A Bylaw Issue

Different auxiliaries contain different remittance, reporting, petty-cash and audit provisions.

Example: PYPY bylaws require detailed financial reporting and relinquishing monies to the MDC General Treasurer following specified activities.

Example: Men's Ministry bylaws specify a five-day remittance requirement.

Therefore: always verify your own auxiliary's language before acting.

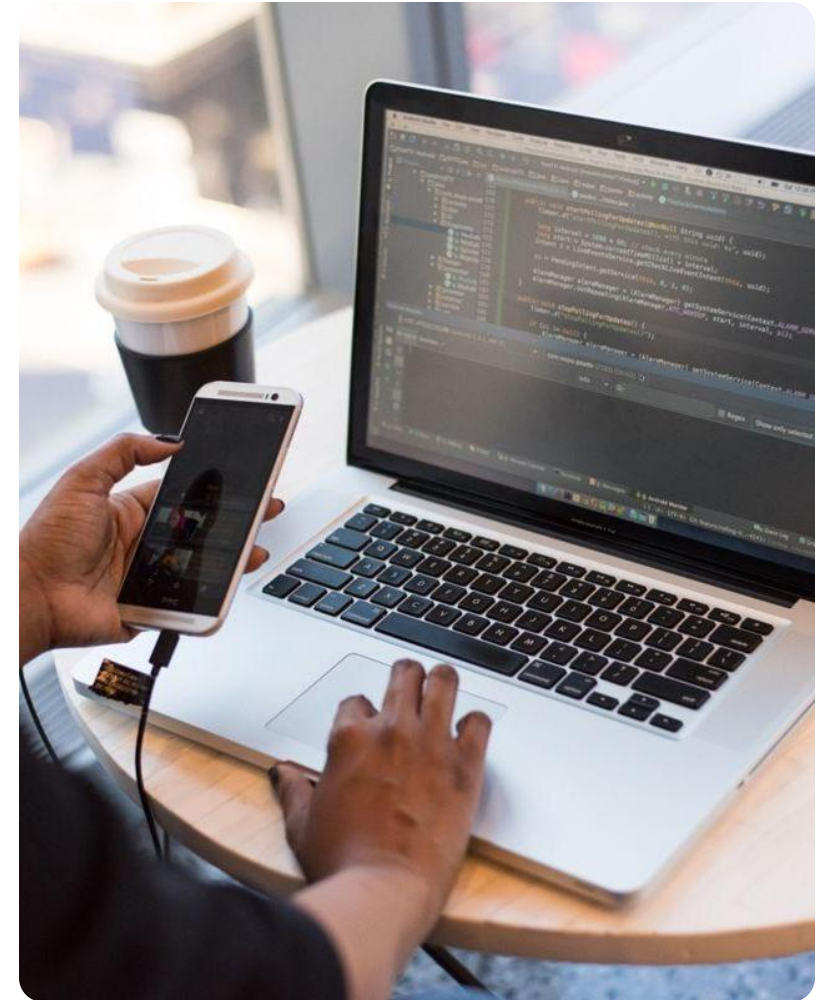
Communication & Escalation

Handle routine matters at the appropriate auxiliary leadership level.

Keep the Auxiliary Director informed as required by the Council's administrative structure.

Elevate unresolved or Council-level matters through the established leadership channel.

Good communication protects both the auxiliary and the Council.



Programs & Council Coordination

Coordinate calendars before announcing major activities.

Know Council-session programming expectations and deadlines.

Use committees with clear assignments and due dates.

Close every program with attendance, financial, records and follow-up documentation.



Bylaws vs. SOPs

BYLAWS answer: What authority, structure and requirements govern us?

SOPs answer: How will we consistently carry out the work?

Examples: meeting workflow, file storage, reimbursement steps, event planning, officer transition.

An SOP may add operational detail; it should not contradict the MDC or auxiliary bylaws.

First 30 Days

Read the Council-wide and auxiliary-specific bylaws.

Hold an officer organizational meeting and confirm the leadership roster.

Receive prior records, financial documentation and access information.

Set the calendar, reporting dates and 90-day priorities.

Review or create SOPs and assign owners.

Scenario Workshop

Can our auxiliary create a reimbursement procedure?

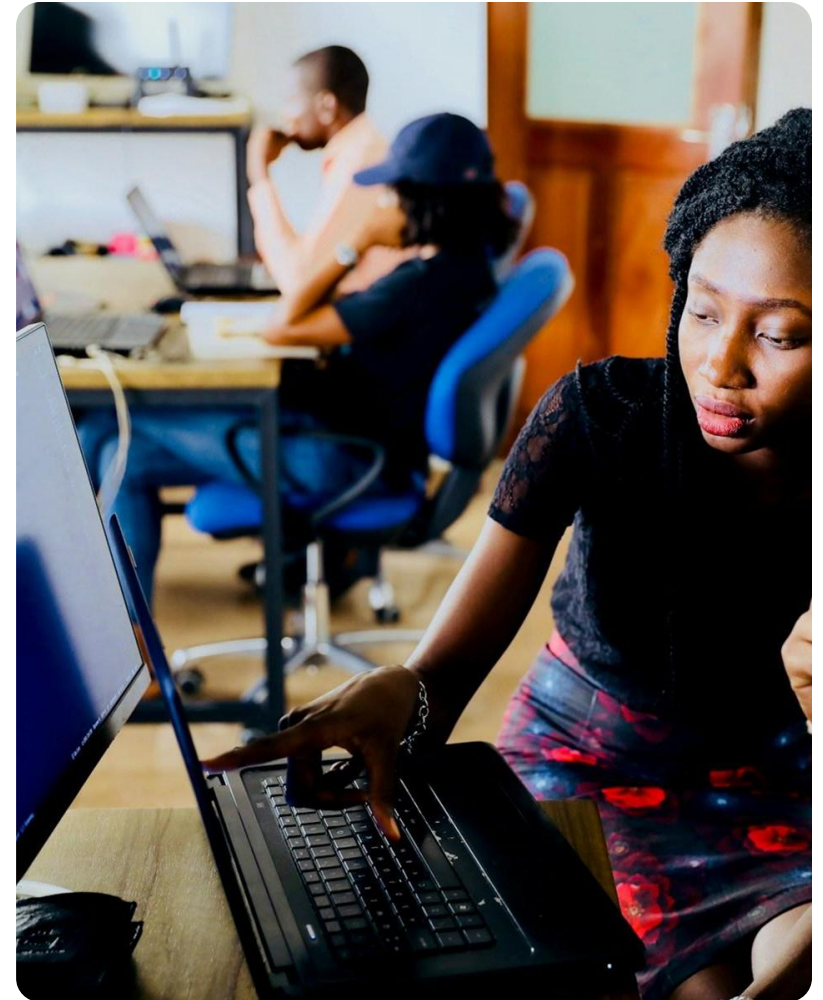
What happens when the President is absent?

When must our Treasurer remit funds?

What if the prior administration did not transfer records?

Can we schedule a program before checking the Council calendar?

How do we respond to: “We’ve always done it this way”?



Take-Home Commitments

Identify one bylaw provision your team needs to review.

Identify one administrative process to strengthen.

Identify one recordkeeping/financial control to implement.

Identify one SOP to create or revise.

Schedule your next officer meeting.

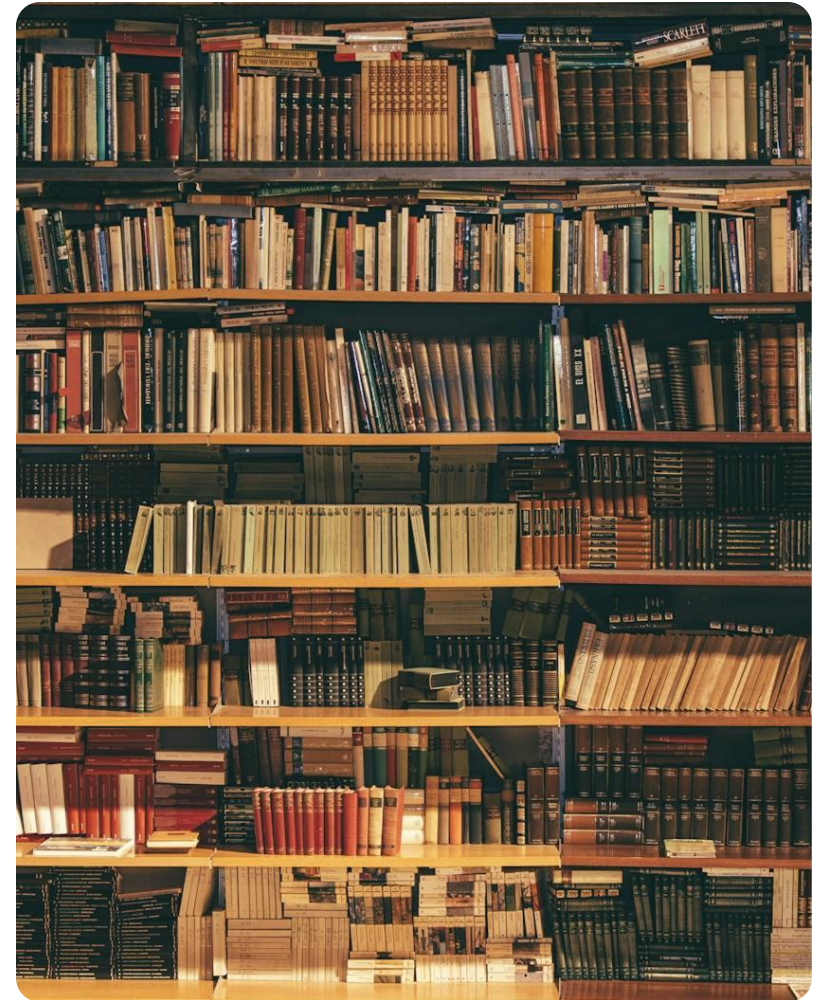
Resources

MDC Constitution and By-Laws (July 2022).

MDC Auxiliary Report form available through the MDC Council Forms page.

Training packet: bylaw reference guide, SOP template, 30-day checklist, Secretary checklist and Treasurer checklist.

Remember: this training supports the bylaws; it does not replace them.



Questions & Closing

Questions • Clarifications • Next Steps

Thank you for serving the Midwestern District Council.

Let us serve with order, accountability, unity and excellence.