

## Journal Responsibilities -- 2010 Journal Production

SECTION	DESCRIPTION	PERSON/S RESPONSIBLE
Journal Orders	Process orders that come in via mail and complimentary orders.	Heidi Leab
Front Cover	Front Cover	Frank North
Inside Front Cover	Frequently Called Numbers, General Boards, etc.	Jessica Michel
Front Section	Title Page, Listing of Conference Secretaries	Ken Minton
Front Section	Photo of Bishop	Use Photo on File?
Front Section	Photo of Cabinet	Frank North
Front Section	District Superintendents, District Offices Officers of Cabinet	Diana Herchig
Front Section	Officers of the Conference FAC Vision and Mission Statement	Diana Herchig
TOC	Table of Contents	Diana Herchig
Part I	UM Conference Agency Contacts and Florida Conf Reps to General Boards	Chuck Weaver, Beth Fogle-Miller
Part I	Conference Boards and Agencies (Leadership Committee Report)	Beth Fogle-Miller, Sherri Lingle
Part II	Daily Proceedings	Ken Minton
Part II	Business – Question 1	Diana Herchig
Part II	Business – Questions 2-3	Mickey Wilson
Part II	Business – Question 4	Beth Fogle-Miller, Sherri Lingle
Part II	Business – Questions 5-8	Ken Minton
Part II	Business -- Questions 9	Diana Herchig
Part II	Business – Questions 10-12	Mickey Wilson
Part II	Business – Question 13	Sharon Luther
Part II	Business – Question 14	Mont Duncan, Jeff Stiggins, Stephanie
Part II	Business – Question 15	Chuck Weaver
Part II	Business – Question 16	Chuck Weaver
Part II	Business – Questions 17- 84	David Dodge, Winnie Dean
Part II	Business – Question 85	Chuck Weaver
Part II	Certificate of Consecration & Ordination	David Dodge, Winnie Dean
Part II	Appointments (by District)	Chuck Weaver, Beth Knox
Part II	Appointments to Extension Ministries (including salaries)	Chuck Weaver, Beth Knox
Part III	Awards	Jeff Stiggins
Part III	Reports	Ken Minton, Diana Herchig
Part III	Resolutions	Ken Minton, Diana Herchig
Part IV	Standing Rules	Jay Therrell, Ken Minton
Part V	Memoirs	Diana Herchig, Nell Thrift (proof)
Part VI	Historical	Diana Herchig, Nell Thrift (proof)
Part VII	Alpha Roll of Clergy, Local Pastors, Lay Supply, Surviving Spouses, Diaconal Ministers	Diana Herchig, Jessica Michel Ken Minton (proof)
Part VII	Clergy Service Record	Diana Herchig, Jessica Michel Ken Minton (proof)

Part VII	Professional Certification and Church Business Administrators	Winnie Dean
Part VII	Missionaries	Beth Fogle-Miller
Part VII	Lay Directory (Laity serving on conference boards and agencies)	Diana Herchig, Jessica Michel Leah Pittard, Sharon Luther(proof)
Part VII	Lay Members to 2006 Annual Conference	Diana Herchig, Jessica Michel
Part VII	Directory of Churches (alphabetical)	Diana Herchig, Jessica Michel
Part VIII	Statistician's Report	Mickey Wilson
Part VIII	Statistical Highlights	Mickey Wilson, Jessica Michel
Part IX	Index	Diana Herchig
Inside Back Cover	Disaster Recovery Ministry Contacts	Marilyn Swanson
Back Cover	Frequently Called Phone Numbers	Jessica Michel
Print Production		Diana Herchig
Mailing / Distribution		Diana Herchig

**PRINTED VERSION OF 2010 JOURNAL:**

- Target date for updated clergy directory and service records to Ken for proofing: July 30.
- Target date for updated lay directory to Leah Pittard and Sharon Luther for proofing: July 30.
- Target date for compilation of reports, resolutions, etc, to Ken for proofing: July 30.
- Target date for Memoirs and Historical listing to Nell and Ken for proofing: July 30.
- Target date for proofers to have corrections to Diana: August 10.
- Target date for Diana to have a completed first draft of Journal to Ken: August 16 .
- Target date for Ken to have corrections of first complete draft to Diana: August 23.
- Target date for final draft to printer: August 30.
- Target date for distribution: October 11.

**CD-ROM VERSION AND ONLINE VERSION OF 2010 JOURNAL:**

- Don Youngs in charge of production of CD-ROM and CD-ROM enhancements.
- As soon as possible after 2010 Journal is given to printer, Diana to provide Don the complete 2010 Journal text in a PDF file for posting on conference web-site and for the CD-ROM production.
- Don Youngs will add other CD-ROM enhancements: copies of 2007, 2008 and 2009 Journals, pictures and highlights of the 2010 FAC Event, PDF of all local church statistical tables.
- Don Youngs to duplicate CD-ROM's and deliver to mail house.