

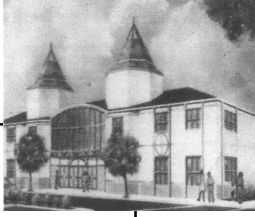
Allen Temple Baptist Church

Founded in 1919

Dr. J. Alfred Smith, Jr., Senior Pastor

Rev. Jacqueline A. Thompson, Assistant Pastor

Dr. J. Alfred Smith, Sr., Pastor Emeritus



Pastoral Team

Rev. Reuben Hurtado
Pastor, Iglesia Bautista
de Allen Temple

Rev. Warren Long
Administrative Manager
Office of the Pastors

Dr. Malvina Stephens
Congregational Care

Dr. Eunice Shaw
Community Care

Rev. Daniel Buford
Prophetic Justice

Rev. Pamela Wilson
Evangelism

Rev. Olu Bereola
Visitation

Rev. Theophous Reagans
Global Missions

Dr. Alvin McLean
Worship, Arts, Media
& Technology

Min. Charlotte Williams
Director of
Communications

Ms. Gloria Cox- Crowell
Director of Development

Chairpersons

Dea. Charles Peterson
Deacons Ministry

Dea. Verta L. Cotton
Deaconess Ministry

Sis. Francine LarKrith-
Thompson
Trustee Ministry

ALLEN TEMPLE BAPTIST CHURCH WORSHIP, ARTS, MEDIA & TECHNOLOGY CLUSTER Best Practice – January 2012

Submission of Strategies for God's Mission

The following is the procedure for the submission of Strategies for God's Mission for consideration and/or approval by the Office of the Pastors:

- All Strategies must be submitted no later than 12:00pm on Wednesdays.** Requests are to be sent to Minister Charlotte Williams, Director of Communications, at strategies@allen-temple.org.
- Submissions are to include specific details on the event (date, time, location, purpose of event, any images or flyer to be placed on the website, contact person name, telephone number and e-mail address).
- Images should be submitted in JPEG format, at a minimum of 300dpi, and at a minimum size of 640x480.
- Flyers should be submitted in PDF format and optimized for web publishing.
- Movies for the website should be submitted in AVI format.
- Requests are to include whether the Strategy is preferred to be in the bulletin, on screen or both, as well as the requested run time (number of weeks the Strategy will appear) in the bulletin, on screen, on the website, or all three.
- The Office of the Pastors will review all Strategies and approve accordingly by determining when and where approved Strategies will be publicized, whether in the bulletin, on screen, on the website, or all three, as well as the run time, and communicate approvals to Minister Williams.
- The standard practice for Strategies for God's Mission run times are as follows:
 - Four weeks prior to the event for in-bulletin
 - Two weeks prior to the event for on-screen
 - Four weeks prior to the event for the website
- Minister Charlotte Williams will place all on-screen Strategies accordingly according to their vehicle (print bulletin, on-screen, website and social networking outlets).
- Please note that the bulletin goes to print and on screen and website Strategies are on lockdown on Wednesday afternoons. Website posts are posted by Friday evening. Strategies content will only change at the discretion of the Senior Pastor or Assistant Pastor.