

# SUMMARY OF THE BENEFITS OF THE AASP

## ASSOCIATION OF ADMINISTRATIVE SUPPORT PERSONNEL



**Membership**

**Networking**

**Trainings**

**Certification**

**Celebrations**

### THE AASP SOLUTION

In support of the revolutionary strides made by AMECONNECT, the new data management system of the office of the General Secretary for the AME Church, this is a summary of the proposed voluntary **AASP**, an Association of Administrative Support Personnel, presented as a solution to office isolation for unification through team efforts of the invaluable ministry of administrative support staff on every level throughout the Connection.

Through an inclusive three-to-five-year curriculum of collaborative training, standard operating procedures, and networking, the AASP will allow for greater collaboration between staff on various experience levels throughout the Connection, so the AASP motto: *“No office left behind”* can be realized. The roll-out of the AASP will occur in the following three stages:

#### **Stage One: Organization**

Identification of an Advisory Board of Directors & AASP Leadership comprised of representatives (admin support staff) from each episcopal district (July-August; First AASP Virtual Advisory Board meeting in September 2022; December 2022; March 2023; June 2023).

#### **Stage Two: Recruitment/Networking**

Recruitment of Membership & Team Partnership Facilitators per team (July-September 2022. Each Networking Team will creatively meet virtually to “Meet/Greet/Share” in October-November 2022 and separately as needed)

Team 1: Districts 1-3; 14-15    Team 3: Districts 7-9; 18-19    Team 5: Advocacy Team \*  
Team 2: Districts 4-6; 16-17    Team 4: Districts: 10-13; 20    Team 6: Virtual Support \*\*

\*Advocacy Team: Legal counsel (to address compensation, work conditions, contracts, harassment, discrimination, abuse, etc.) will review work situations as requested within the best interests of the administrative support personnel.

\*\*Virtual Support Team: Ready team of administrative support personnel to assist with offices without adequate staffing (Outreach Component); any level of available administrative support personnel will be able to assist as needed.

### **Stage Three: Training/Certification/Celebration**

Certification/Training Tracks (Quarterly trainings beginning January 2023; April 2023; July 2023; October 2023)

- a. Administrative Support Personnel (Track One) 1-4 year experience  
Open to all new support staff interested in becoming an administrative support staff member with a curriculum designed to provide a foundation in AME church history, polity, and theology, as well as training in interpersonal skills, organization, office skills, and technology, etc. to become a certified administrative support personnel.
- b. Peer to Peer Empowered Facilitators (Track Two) 5-9 year experience  
Open to those who have served five or more years who will be certified to serve as skilled facilitators to assist other administrative offices with identified needs to succeed.
- c. Ambassadors of Servant Leadership--Mentorship Team (Track Three) 10+ year experience  
Mentorship certification training for administrative support staff who have gained skills and experience to train, facilitate and mentor other staff
- d. Diamonds of Lifetime Excellent Service (Track Four) 20+ year experience



***Recognition and celebration of administrative support personnel who have served faithfully over 20 years (retired or active) on each service level (local, episcopal, or connectional) whose witness and invaluable impact shine as “diamonds” that glorify God; these servant leaders will serve as role models and witnesses (able to train, facilitate, or mentor) to less experienced administrative staff. Suggested First Annual Diamonds of Lifetime Excellent Service Recognition & First AASP Meeting: April 2023 during Administrative Professionals Week, the last week of April 2023---Location, TBD.***

# AASP Timeline 2022-2024

July 2022	Promotional/Invitational Emails (Facebook-Set up)
August 2022	Promotional/Invitational Emails (Website Set-up)
September 2022	First Meeting of AASP Advisory Board (Packets Available)
October 6, 2022	Networking Team 1: Districts 1, 2, 3, 14, 15
October 13, 2022	Networking Team 2: Districts 4, 5, 6, 16, 17
October 20, 2022	Networking Team 3: Districts 7, 8, 9, 18, 19
October 27, 2022	Networking Team 4: Districts 10, 11, 12, 13, 20
November 3, 2022	Service Team 5: Advocacy Team (Will receive recommendations from (Teams 1-4)
November 10, 2022	Service Team 6: Virtual Support ((Will receive recommendations from (Teams 1-4)

## 2023

January 2023	Quarterly Training
April 23-28, 2023	Quarterly Training First Annual Diamonds of Lifetime Excellent Service Celebration
July 2023	Quarterly Training
September 2023	Advisory Board Meeting
October 2023	Quarterly Training
October 6, 2023	Networking Team 7: Districts 20, 7, 19, 6, 2
October 13, 2023	Networking Team 8: Districts: 13, 8, 10, 16, 3
October 20, 2023	Networking Team 9: Districts: 12, 9, 4, 17, 14
October 27, 2023	Networking Team 10: Districts 11, 18, 5, 1, 15
November 3, 2023	Service Team 5: Advocacy Team (Will receive recommendations from (Teams 7-10)
November 10, 2023	Service Team 6: Virtual Support (Will receive recommendations from (Teams 7-10)

## 2024

January 2024	Quarterly Training
April 2024	Quarterly Training Second Annual Diamonds of Lifetime Excellent Service Celebration
July 2024	General Conference

# AASP ADVISORY BOARD



COMMISSION CHAIR OF STATISTICS AND FINANCE

CHIEF INFORMATION OFFICER

CHIEF FINANCIAL OFFICER

AASP LEADERSHIP

FOUNDING PRESIDENT OF AASP

VICE-PRESIDENT

RECORDING SECRETARY

CORRESPONDING SECRETARY MEDIA RELATIONS

TREASURER

PARLIAMENTARIAN

CHAPLAIN

ADVISORY TEAM CONSULTANT

VIRTUAL SUPPORT TEAM CONSULTANT

	Commission Member	Advisory Board Member	Team Facilitators	Diamonds of Lifetime Excellent Service Nominations
1 <sup>st</sup> District				
2 <sup>nd</sup> District				
3 <sup>rd</sup> District				
4 <sup>th</sup> District				
5 <sup>th</sup> District				
6 <sup>th</sup> District				
7 <sup>th</sup> District				
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18 <sup>th</sup> District				
19 <sup>th</sup> District				
20 <sup>th</sup> District				

**Note: Membership, Trainings, and Certification costs and expenses will be determined once the Advisory Board meets in September 2022.**

For more information, send your inquiries and administrative support personnel recommendations or nominations for *Diamonds of Lifetime Excellent Service* to [aaspmembership.certification@gmail.com](mailto:aaspmembership.certification@gmail.com) or contact Dr. BBCalloway, AASP Founding President at 404-245-5575.

