

- Each person within the ministry is dedicated to providing the best possible service to the guest speakers and EBC members.
- All service will be done in a professional and courteous manner.
- All members ensure they and their vehicle are professionally presented when transporting guests.
- Each area of service will be covered by several members of the ministry.
- We will regularly evaluate our service to ensure we are providing the highest quality.



Coordinator

- Make initial contact with guest or church member and gather all pertinent information
- Make all arrangements for travel and hotel for guest or church members
- Schedule transporters for guests' ground transportation.
- Communicate with ministry member, guest and/or church members.

Transporter

- Responsible for transporting guest speakers to and from airports, hotels and church during their stay.
- Ensure guest is properly fed during transporting if necessary.
- Arrange commercial transportation for EBC travel (entire church travel)

Hotel Coordinator

- Evaluate hotels
- Negotiate rates and sign contract with 3 hotels in the city

Fruit Basket

 Ensure an appropriate fruit basket is delivered to the hotel prior to guest arrival.

Travel Services Members 🕏



Carolyn Allison
Transporter
Fruit Basket



Nadyne Brown
Coordinator
Transporter



Cornell Gwyn
Transporter



Gloria Millner
Coordinator
Transporter



Darryl Prince
Coordinator
Transporter



William Reeves
Transporter



Sylvia White Coordinator

Picture Coming Soon

Dianna Jackson
Coordinator

Emmanuel Baptist Church

1075 Shalimar Drive Winston-Salem, NC 27107 336-788-7023 Ebc ws1075@triadbiz.rr.com



The mission of the Travel Services Ministry is to ensure travel arrangements, transportation and hotel accommodations are provided for incoming guest speakers and EBC members in an efficient, professional and timely manner.

Rev. Dr. John Mendez, Pastor

Objectives

- Efficiently make all travel and hotel reservations for guest speakers coming to Emmanuel Baptist Church when needed.
- Promptly transport all guest speakers to/from airport, hotel and church during their stay in the city.
- Organize transportation and hotel stay for EBC members attending conventions
- Arrange transportation and hotel stay, if needed, for EBC attending church functions away from the city.
- Ensure the Pastor's accommodations are made for travel away from the city when requested.

For more information contact:

Nadyne Brown
336-682-9016
nbrownws@aol.com
or
Gloria Millner
336-413-3259
millneg@bellsouth.net



Guest Speakers:

- Make all transportation and hotel reservations.
- Transportation between public transportation site, hotel and church.
- Gift basket in room upon arrival.
- Ensure guest is fed upon arrival and before departure if needed.
- Arrange transportation to other locations in town if reasonable requests are made.

Conventions:

- Arrange all public transportation for EBC members who have been approved to attend conventions.
- Make hotel accommodations for attending members.

EBC Travel

- Arrange transportation for EBC members who are attending a church function that requires public transportation.
- Arrange hotel accommodations for members attending a church function that requires overnight stay.

Notes:

Travel Services members are reimbursed for any meals purchased for guests and themselves while transporting a guest.

Mileage to/from the airport is eligible for reimbursement at the current government rate if requested.



Guest Speakers:

- A guest speaker must be approved by the Pastor and written confirmation sent to the speaker.
- A request form must be completed by the requesting ministry and given to the Travel Services Ministry.
- The Travel Services Ministry will make all the necessary arrangements and notify the requesting member and guest speaker.

Conventions:

- All EBC members attending a convention must be approved by the Pastor and the Deacon Board.
- A request form must be completed by the requesting member and given to the Travel Services Ministry.
- The Travel Services ministry will make the necessary travel and hotel reservations and relay information to the members attending the convention.
- The Travel Services ministry will be responsible for ensuring the group has transportation from the airport, train station, etc. to and from the hotel when attending the convention.

EBC Travel:

- When the church body is traveling outside the city for an engagement that requires public transportation, the Travel Services ministry will be responsible for arranging transportation.
- If chartering a bus, the Travel Services ministry will contract with the bus company and ensure the members are notified and signed up for the bus.
- When needed, the Travel Services ministry will make all hotel reservations for the church.
- The Travel Services ministry is not responsible for making travel or hotel arrangements for individuals or ministries not attending conventions or if the travel is not a part of a total church function.