

CHURCH OF GOD IN CHRIST
NATIONAL ADJUTANCY CORP
2016 SUMMER ACADEMY



FIGHTING *for*
SALVATION *and*
RIGHTEOUSNESS
IN A VIOLENT AND IMMORAL WORLD

I TIMOTHY 6:12

*“Fight the good fight of faith,
lay hold on eternal life...”*

ADDITIONAL SCRIPTURE REFERENCES:

Matthew 11:12, Ephesians 6:10-18 and II Corinthians 10:3-4

Bishop Charles Edward Blake, Sr., Presiding Bishop
Bishop Matthew Williams, Adjutant General

Bishop Clarence Lewis, III, Senior Deputy Adjutant General

Bishop Robert L. Perry, Jr., Senior Deputy Adjutant General

Bishop Robert G. Rudolph, Jr., Scribe of the Adjutancy

Mother Geraldine Miller, Senior Adjutant Mother

Mother Connie Smith, Assistant Adjutant Mother

Overseer Guy Glimp, M. Div., STM., Dean

Dr. Doreatha J. Fields, Assistant Dean

Hyatt Regency Cincinnati | 151 West 5th Street | Cincinnati, OH 45202
Tuesday, July 5, 2016 through Friday, July 8, 2016





Church of God in Christ

THE NATIONAL ADJUTANCY

2313 E. 27th Avenue Tampa, FL 33605
407.656.5665 (info) | 813.248.5690 (office) | 813.571.3993 (fax)

July 5, 2016

"Blessed is that servant, whom his Lord when he cometh shall find so doing..." The Gospel of St. Matthew 24:46

**The Most Reverend
Charles E. Blake**
Presiding Bishop

Brothers and Sisters in Christ:

Dear Fellow Laborer:

**The Right Reverend
Matthew Williams**
Adjutant General

It is with joy that I greet you as we gather for the 2016 Summer Academy of the National Adjutancy of the Church of God in Christ. We have been called by God to serve our great church and support the vision and leadership of our Presiding Bishop, Bishop Charles E. Blake, Sr. During this Pentecost season, we have participated and witnessed the fresh breath of the Spirit in the renewal of our life and the life of the church.

**The Bishop
Clarence Lewis, III**
*Senior Deputy
Adjutant General*

Jesus commends each of us to serve in the spirit of excellence as we fulfill our mandate of "sanctifying the leader in the eyes of the people..." God has enriched our church with both pioneers and protectors. We have had visionaries who propelled us into the future and traditionalists who wanted to make sure that the treasures of the past are properly understood and valued. We celebrate our past, present and expected future.

**The Bishop
Robert L. Perry Jr.**
*Senior Deputy
Adjutant General*

Each of you have labored long and hard to uphold the fundamentals of our ceremonial, liturgical and protocol traditions. Many of you have made it your life's work to preserve the sacred mysteries and to unveil the beauty of the Glorious Gospel of Jesus Christ through dignified and reverent ceremonial and liturgical decorum.

**The Reverend
Lawrence C. Blake**
Adjutant Apostolic

As I travel the length and breadth of this nation, I sense an emergence of vital energy in the Adjutancy and a new focus for servant-leadership. It is my sincere hope that we envision a brighter future and the willingness to use our gifts and training in the service of our Lord and His Church.

**The Reverend
Robert G. Rudolph, Jr.**
Scribe of the Adjutancy

In closing, let us pray for the strength of our leader, Bishop Charles E. Blake, Sr. and for our great church, the Church of God in Christ.

**The Reverend
Guy Glimp**
Dean

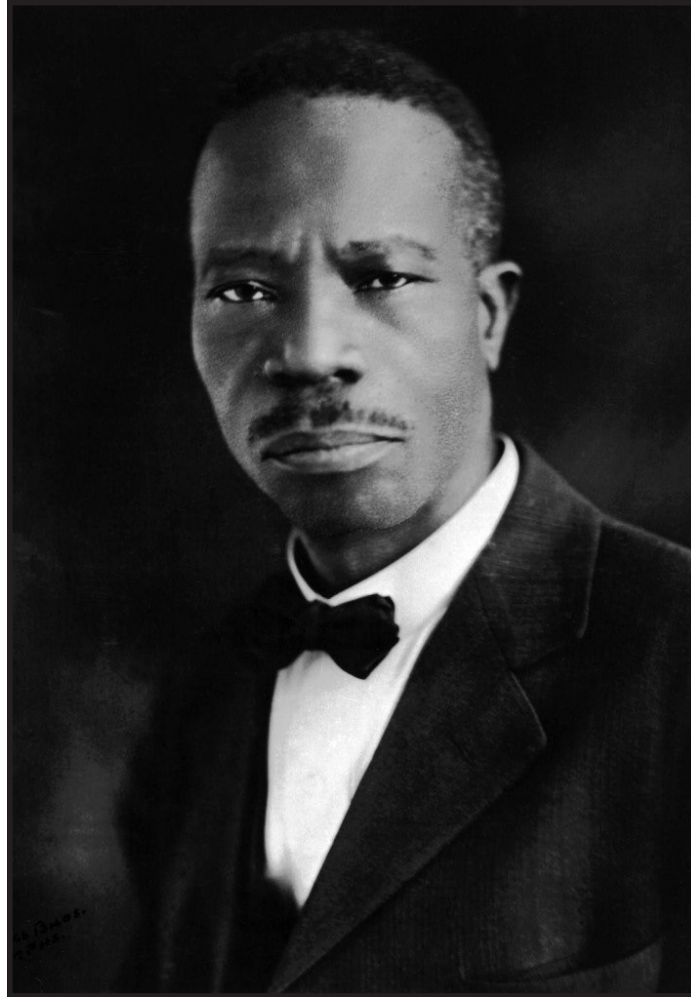
Faithfully,

**The Doctor
Doreatha J. Fields**
Assistant Dean

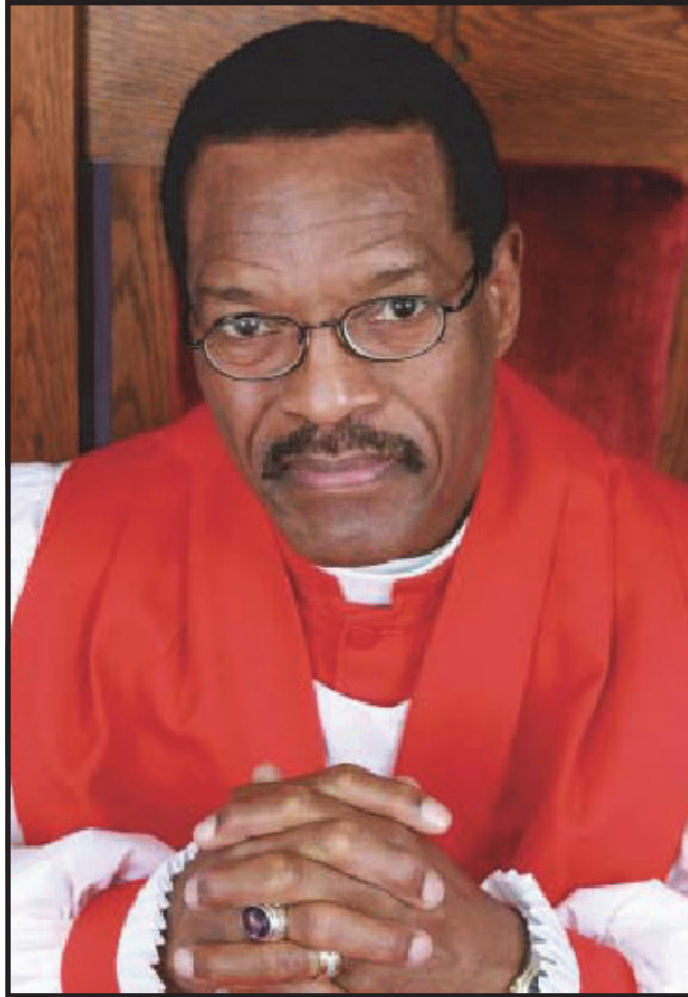
The Right Reverend Matthew Williams
Adjutant General - Church of God in Christ

GENERAL INFORMATION

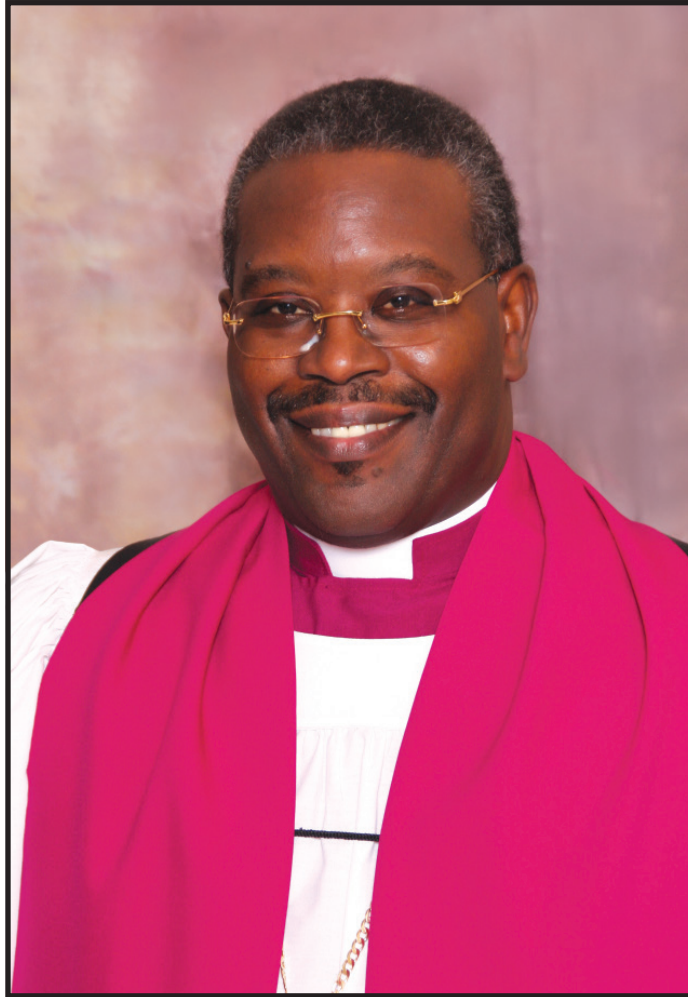
WWW.COGIC.ORG/ADJUTANCY
1.866.7ADJUTANT (866.723.5882)



BISHOP CHARLES HARRISON MASON
FOUNDER
CHURCH OF GOD IN CHRIST, INC.



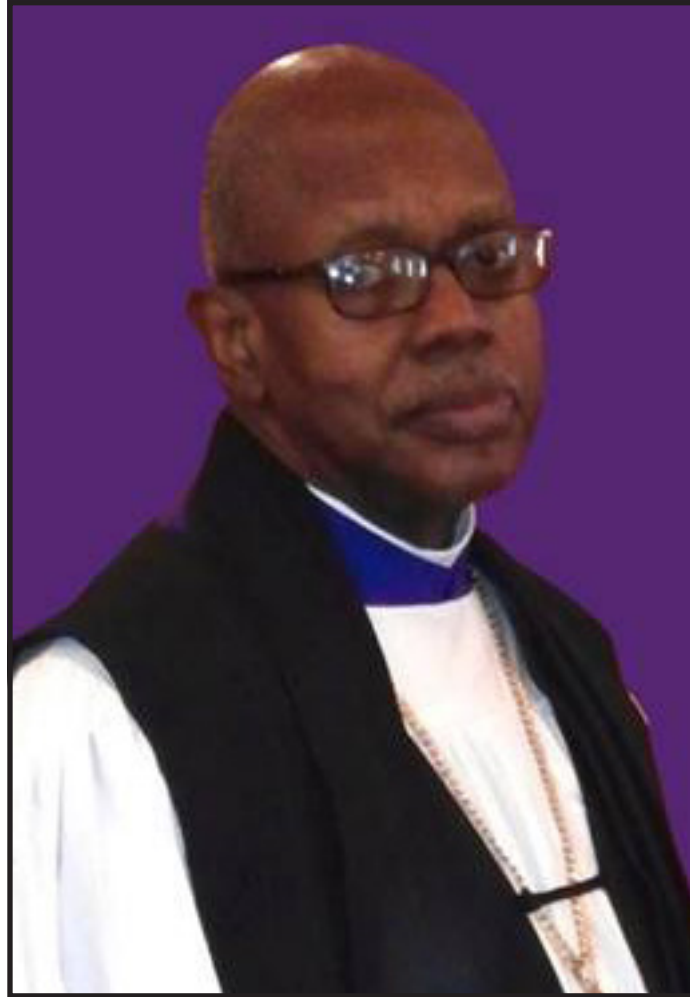
BISHOP CHARLES EDWARD BLAKE, SR.
PRESIDING BISHOP
CHURCH OF GOD IN CHRIST - WORLDWIDE



BISHOP MATTHEW WILLIAMS
ADJUTANT GENERAL
CHURCH OF GOD IN CHRIST - WORLDWIDE



BISHOP CLARENCE LEWIS, III
SENIOR DEPUTY ADJUTANT GENERAL
CHURCH OF GOD IN CHRIST - WORLDWIDE



BISHOP ROBERT L. PERRY, JR.
SENIOR DEPUTY ADJUTANT GENERAL
CHURCH OF GOD IN CHRIST - WORLDWIDE

The National Adjutancy Executive Committee

Bishop **Matthew Williams**, Adjutant General

Bishop Clarence Lewis, III, Senior Deputy Adjutant General

Bishop Robert L. Perry, Jr., Senior Deputy Adjutant General

Overseer Lawrence Blake, Adjutant Apostolic

Bishop Robert G. Rudolph, Jr., Scribe

Mother Geraldine Miller, Senior Adjutant Mother

Mother Connie Smith, Assistant Adjutant Mother

Overseer Guy Glimp, Dean of the Academy

Dr. Doreatha J. Fields, Assistant Dean of the Academy

Overseer Byron Stevenson, Chief Financial Officer

Overseer Darryl Allen, Treasurer

Overseer Eugene McCown, Chief Operations Officer

Overseer Gabriel Hatcher, Chief Adjutant Overseer

Augustus Pullen, Overseer of Induction Chamber

Overseer Phillip Green, Overseer of the General Board Chambers

Overseer Antonio Buckley, Overseer of Ceremonies

Sister Fe'Neda Bradshaw, Registrar

Sister Kinetta Lewis, Assistant to the
Registrar

The Academy Purpose and Mission

The Bible is replete with admonitions for believers to respect and honor Godly leadership. One of the ways the Church of God in Christ accomplishes the admonitions "to give honor to whom honor is due" and "in honor preferring one another", is through the National Adjutancy Corp. The Adjutancy is the servant ministry of the church and it is composed of men and women of willing hearts who realize the value of "sanctifying" the leaders of the church in the eyes of the people...

We are living in changing times, the call of the Servant (Adjutant) has evolved into more than the basics of what you have learned over the years. The 2016 Adjutancy Academy will help you tap into a new realm of servant leadership. We are excited about the opportunity that we have to educate and prepare you to serve this generation of leaders. The Adjutant General along with the Dean of the Academy, Overseer Guy Glimp, STM and Assistant Dean of the Academy, Dr. Doreatha J. Fields, have prepared each class with you in mind; your purpose, your call, your ministry and your destiny.

Think. Learn. Grow.

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- Tuesday Session A:** Called to Serve: Focus on the Purpose
- Tuesday Session B:** Called to Serve: Sanctifying the Leader
- Wednesday Session A:** PART I: The History of the National Adjutancy
- Wednesday Session B:** Essentials of the Adjutancy Manual
- Thursday Session A:** PART II: The History of the National Adjutancy
- Thursday Session B:** COGIC: Serving the Church & Its Leaders

Level II - Intermediate (4 + Years – Non Leadership)

- Tuesday Session A:** How to Organize Your Work for Excellence in Service
- Tuesday Session B:** Understanding the Importance of Protocol, Place & Preference
- Wednesday Session A:** Part I: Exploring Misconceptions of Trends & Traditional COGIC Protocol
- Wednesday Session B:** Five Fundamental Service Areas of the National Adjutancy
- Thursday Session A:** Part II: Exploring Misconceptions of Trends & Traditional COGIC Protocol
- Thursday Session B:** The Art of Managing People: Characteristics of a Servant

Level III - Jurisdictional Chief Adjutants and Lead Adjutant Sisters

- Tuesday Session A:** The Art of Managing People: Characteristics of a Servant
- Tuesday Session B:** Exploring Misconceptions of Trends & Traditional COGIC Protocol
- Wednesday Session A:** How to Organize Your Work for Excellence
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- Thursday Session A:** Using Contemporary Trends to Serve Your Leaders
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- Thursday Session A:** The Art of Managing People: Characteristics of a Servant
- Thursday Session B:** How to Organize Your Work for Excellence

Foreword

Welcome to 2016 Summer Academy of the National Adjutancy Corp,

This manual is intended to prepare the men and women of the Church of God in Christ who have been called by God to assist the Presiding Bishop in fulfilling his mandate as the Chief Apostle of the Church of God in Christ, Inc.

The primary mission of the Adjutancy Corp is to “Sanctify the Leader in eyes of the people”. Toward that goal, this manual provides a variety of core competencies, strategies and techniques that are designed to help Servant-Leaders live out their call in active ministry.

This manual was designed and compiled with the assistance of Dr. Doreatha Fields, Assistant Dean and a diverse group of experienced, ministry-tested Leaders of the National Adjutancy. This training manual is organized to provide in-depth training on the three major tenets of the Adjutancy Corp **(1) Ceremony, (2) Liturgy and (3) Protocol.**

The distinguished Academy Faculty have provided materials that we believe will be a tremendous help to you when you return to your home service areas. Through a proper understanding of the **Foundations, Fundamentals** and **Functions** of the National Adjutancy, you will be equipped to serve the leadership of our Church and the people God.

Grace and peace to you as you move forward in your training and discern the will of God for your life and the life of the Church.

Overseer Guy Glimp, M. Div., STM,

Dean of the Adjutancy

2016 NATIONAL ADJUTANCY CORP 2016 SUMMER ACADEMY TRAINING MATRIX

TUESDAY July 5, 2016	ADJUTANTS IN WORSHIP 8:30 – 9:30 AM	GENERAL SESSION 9:30 – 10:00 AM	ADJUTANTS IN TRAINING 10:00AM – 12:00 PM	Training Session A 10:00 – 10:55 AM	Presenter	Training Session B 11:05AM – 12:00PM	Presenter
On-Site Registration 7:30 a.m.	OFFICIATING Bishop Clarence Lewis	Academy Introduction Overseer Guy Glimp, Dean	Level 1 Catechumen (1 – 3 years) REGENCY BALLROOM A	"Called to Serve: Focus on the Purpose"	Bishop Clarence Lewis	"Called to Serve: Sanctifying the Leader"	Sr. Adjutant Mother Geraldine Miller
	SPEAKER Gwendolyn Smith		Level 2 (4+ years) Non-Leadership BUCKEYE B	"How to Organize your Work for Excellence in Service"	Chief Overseer Gabriel Hatcher	"Understanding the Importance of Protocol, Place & Preference"	Dr. Lena McClain
GENERAL SESSIONS REGENCY BALLROOM A	MINISTRY OF GIVING Overseer Byron Stevenson	Academy Directives Dr. Doreatha J. Fields, Assistant Dean	Level 3 Jurisdictional Chief Adjutants & Lead Adjutant Sisters BUCKEYE A	"The Art of Managing People: Developing the Personality & Characteristics of a Servant"	Bishop Augustus Pullen	"Exploring the Misconceptions of Trends while following the Traditional Order of Protocol in COGIC"	Dr. Herman Platt
	GREETINGS FROM OUR LEADERSHIP		Level 4 Overseers & Adjutant Mothers BLUEGRASS A/B	"Essentials of Episcopal Transitions"	Bishop Robert Perry	"Do's & Don'ts When Hosting Leaders"	Supervisor Dianne Bogan
WEDNESDAY July 6, 2016	ADJUTANTS IN WORSHIP 8:30 – 9:30 AM	GENERAL SESSION 9:30 – 10:00 AM	ADJUTANTS IN TRAINING 10:00AM – 12:00 PM	Training Session A 10:00 – 10:55 AM	Presenter	Training Session B 11:05AM – 12:00PM	Presenter
On-Site Registration 7:30 a.m.	OFFICIATING Bishop Clarence Lewis	Academy Introduction Overseer Guy Glimp, Dean	Level 1 Catechumen (1 – 3 years) REGENCY BALLROOM A	"Part I: The History of the National Adjutancy"	Overseer Antonio Buckley	"Essentials of the Adjutancy Manual"	Dr. Doreatha J. Fields
	SPEAKER Overseer Bruce Lemmel DeArmon, Sr.		Level 2 (4+ years) Non-Leadership BUCKEYE B	"Exploring the Misconceptions of Trends while following the Traditional Order of Protocol in COGIC"	Dr. Herman Platt	"Five Fundamental Service Areas of the National Adjutancy"	Dr. Bernadette Jeffrey
GENERAL SESSIONS REGENCY BALLROOM A	MINISTRY OF GIVING Overseer Byron Stevenson	Academy Directives Dr. Doreatha J. Fields, Assistant Dean	Level 3 Jurisdictional Chief Adjutants & Lead Adjutant Sisters BUCKEYE A	"How to Organize your Work for Excellence in Service"	Chief Overseer Gabriel Hatcher	"Understanding the Importance of Protocol, Place & Preference"	Dr. Lena McClain
	GREETINGS FROM OUR LEADERSHIP		Level 4 Overseers & Adjutant Mothers BLUEGRASS A/B	"Essential Protocol for Preferred & Platform Seating"	Adjutant Mother Connie Smith	"Steps & Samples for Developing Official Worship Services Program"	Bishop Robert G. Rudolph, Jr.
THURSDAY July 7, 2016	ADJUTANTS IN WORSHIP 8:30 – 9:30 AM	GENERAL SESSION 9:30 – 10:00 AM	ADJUTANTS IN TRAINING 10:00AM – 12:00 PM	Training Session A 10:00 – 10:55 AM	Presenter	Training Session B 11:05AM – 12:00PM	Presenter
On-Site Registration 7:30 a.m.	OFFICIATING Bishop Clarence Lewis	Academy Introduction Overseer Guy Glimp, Dean	Level 1 Catechumen (1 – 3 years) REGENCY BALLROOM A	"Part II: The History of the National Adjutancy"	Overseer Antonio Buckley	"COGIC: Serving the Church & Its Leaders"	Overseer Ma Ron King
	SPEAKER Bishop Percy Henderson		Level 2 (4+ years) Non-Leadership BUCKEYE B	"Exploring the Misconceptions of Trends while following the Traditional Order of Protocol in COGIC"	Dr. Herman Platt	"The Art of Managing People: Developing the Personality & Characteristics of a Servant"	Bishop Augustus Pullen
GENERAL SESSIONS REGENCY BALLROOM A	MINISTRY OF GIVING Overseer Byron Stevenson	Academy Directives Dr. Doreatha J. Fields, Assistant Dean	Level 3 Jurisdictional Chief Adjutants & Lead Adjutant Sisters BUCKEYE A	"How to Use Contemporary Technical Skills to Serve Effectively & Efficiently"	Overseer Ma Ron King	"Understanding the Distinguishing features of the Jurisdictional & National Adjutancy"	Dr. Joseph A. Conner, Sr.
	GREETINGS FROM OUR LEADERSHIP		Level 4 Overseers & Adjutant Mothers BLUEGRASS A/B	"The Art of Managing People: Developing the Personality & Characteristics of a Servant"	Bishop Augustus Pullen	"How to Organize your Work for Excellence in Service"	Chief Overseer Gabriel Hatcher
FRIDAY July 8, 2016 8:30 AM	ADJUTANTS IN WORSHIP Bishop Clarence Lewis		MINISTRY OF GIVING Overseer Byron Stevenson	ANNUAL ADDRESS Adjutant General Bishop Matthew Williams	ISSUING OF CERTIFICATES	ACADEMY CLOSING SESSION Dean Guy Glimp	2016 WINTER ACADEMY St. Louis, MO November 9 - 12

2016 Summer Academy Faculty

Foundations



Senior Deputy Adjutant General Clarence Lewis, III



Senior Adjutant Mother Geraldine Miller



Dr. Doreatha J. Fields



Overseer Antonio Buckley



Sister Michelle P. Rudolph



Overseer Ma'Ron King

Fundamentals



Bishop Augustus Pullen



Overseer Gabriel Hatcher



Dr. Lena McClain



Dr. Herman Platt



Dr. Bernadette Jeffrey

Functions



Senior Deputy Adjutant General Robert Perry



Deputy Senior Adjutant Mother Connie Smith



Bishop Robert G. Rudolph, Jr.



Supervisor Dianne Bogan



Dr. Joseph Conner



Adjutants in Worship

Tuesday, July 5, 2016

Evangelist Gwendolyn Smith

Evangelist Gwen Smith is the wife of Deacon Raymond Smith. She has one daughter Desiree Meyers, 2 grandchildren Joshua and Dominique Meyers, and a spiritual daughter, April Rankin' Jackson.

Evangelist Smith is a believer and follower of the teachings of Jesus Christ. She is saved, sanctified and Holy Ghost filled and speaks in tongues as the spirit of the Lord gives utterance. For that she is forever grateful.

She has served under the leadership of Pastor D.R. Gilmore of Mt. Calvary Church of God in Christ for 39 years. Bishop Benjamin Ravenel is the Prelate of the Commonwealth of PA Jurisdiction where she serves. She wears many hats and has many titles.

Smith is a Registered Nurse with a Bachelor's degree. She serves in her local church as Sunday School Superintendent and teacher, Wednesday night Bible study teacher and President of the church Nurses Unit. She works in the district as Vice President of the District Nurses. On the state level, she is a State Adjutant & President of the Harrisburg Region "We Care Ministry". She also works on the State Supervisor Budget Committee and serves as a National Adjutant.

Currently, she is enrolled at the Gettysburg Seminary for a Master of Arts Degree in Ministerial Studies.

Her favorite scriptures: *"Being confident of this very thing, that he which begun a good work in you will perform it until the day of Jesus Christ," Phil 1:6* and *"I can do all things through Christ who strengthens me,"* Philippians 4:13.

Her faith empowers her to believe that God will always qualify us for the responsibility he has given us because we are more than conquerors in Christ Jesus. Romans 8:37

Evangelist Smith has truly been chosen by God to walk in the various ministries assigned to her hands. She enjoys teaching and ministering to women to encourage and empower them in Christ Jesus.

Her favorite encouraging quotes are: Your past life does not define who you are in Christ; Live in your future, not your past; and Failure is not an option with God but a choice by you!



Adjutants in Worship

Wednesday, July 6, 2016

Overseer Bruce Lennel DeArmon, Sr.

Pastor Bruce DeArmon Sr. was born in Gary, Indiana in September of 1972 and is the seventh child of the late Deacon George DeArmon Sr. and Mother Sarah DeArmon (Huggins).

His studies in Instrumental Music and Electrical Engineering led him through careers in Machine and Technical Operations for over 18 years. In 2015, he began his career as a Funeral Director while attending American Academy McAllister Institute to receive a Bachelor's degree in Mortuary Science.

Pastor DeArmon accepted Christ as his personal Savior at just 12 years old and has a rich history of serving and leading God's people ever since. He began by working at Saints Home Church of God in Christ as a sound technician under the late Bishop William Blakley. In 1994 he joined Emmanuel Tabernacle Church of God in Christ in Minneapolis, and served as an Adjutant to the late Bishop Stanley N. Frazier until the Lord called Bishop Frazier home. After acknowledging his call to the ministry, Pastor DeArmon obtained his minister's license and graduated from the A.W. Wilson Bible Institute and was ordained an Elder in 2004.

In 2007, Pastor DeArmon was appointed and consecrated as the Jurisdictional Chief Adjutant by Bishop Fred Willis Washington, Prelate of the Minnesota Ecclesiastical Jurisdiction. After accepting the call to ministry in 2009 he founded Faith Tabernacle Church of God and Christ, inspired by Hebrews 11:16, "Without faith it is impossible to please God." He continued to work and lead in the ministry being appointed as an Assistant Jurisdictional Secretary of the Minnesota Ecclesiastical Jurisdiction, Overseer at Large in the National Adjutancy Corp and District Superintendent of the S.H. Overton Shekinah Glory District.

Faithful to God and family, Pastor DeArmon and his wife of 23 years, Tara LeShahn DeArmon, have been blessed with four children; Anthony, Britini', Bruce Jr. and Breanna. He continues to serve steadfast, unmovable and always abounding in the work of the Lord.



Adjutants in Worship

Thursday, July 7, 2016

Bishop Perry W. Henderson, J.F.

Born September 3, 1959, in the City of Detroit, Michigan. Fourth generation Church of God in Christ. He was educated in the Detroit Public School system, attended Henry Ford Community, Wayne State University, and Schoolcraft College in Michigan. Bishop Henderson has been married to Darlene Henderson (23 years) and had two biological daughters Diamond & Destinee'.

He began preaching in 1976, and was ordained as an Elder in 1985 by the late Bishop C. L. Anderson, Jr. (General Board Member). He served as a young elder for a while under the Pastorate of Bishop P.A. Brooks (now 1st Assistant Presiding Bishop) and when his uncle (the late Admin. Asst. Willie R. Ginyard) began his church, Deliverance COGIC of Pontiac, MI, he went to help him. He served there faithfully until 1998 after the demise of his Pastor. In December of 1998 he began Power In The Praises Church. Recently the church purchased a 43,000 square foot elementary school, sitting on 1.5 acres of land and has converted the facility into a Church of God in Christ edifice.

Bishop Percy W. Henderson II has served the leadership of the church on the national level for over two decades. He was Episcopal aAdjutant to the late Bishop C.L. Anderson, Jr., served on the national security team for the late former Presiding Bishop C.D. Owens, a National Adjutant, under the leadership of Bishop Bell, and Bishop Thoroughgood. He has also served as an Adjutant Overseer under Bishop Matthew Williams (Adjutant General). He served as a member of the Resolution Committee (General Assembly), Jurisdictional Youth Department President (in Great Lakes and Great Lakes Second Jurisdictions), a District Superintendent (in Great Lakes Second Jurisdiction of Michigan), an Administrative Assistant, and the Executive Jurisdictional Secretary under the leadership of the late Bishop Alfred M. Smith.

On November 9, 2014 this servant of the Lord was elevated to the office of Auxiliary Bishop in the Church of God in Christ by our current Presiding Bishop Charles E. Blake, Sr.

Annual Address

of the

Adjutancy General

BISHOP MATTHEW WILLIAMS



“CALLED TO SERVICE: FOCUS ON THE PURPOSE”

Senior Deputy Adjutant General Clarence Lewis, III

Welcome to the National Adjutancy Corp

You are here because you have expressed a desire to be a part of this National Service Ministry, and your Jurisdictional Prelate has endorsed you.

Objective:

At the end of this session, you will have a basic understanding of the mission of the Adjutancy, what the term ‘called to serve’ really means and your commitment to this ministry.

Mission Statement:

The National Adjutancy is a ministry of service. Adjutants serve with good conduct, character and behavior. Our common purpose and goal is to ‘Sanctify the Leaders in the eyes of the people’, perform our duties with integrity, honesty and courtesy. We will define Liturgical Worship related to our Most Holy Faith and serve with a Servant’s heart. (Manual)

As an Adjutant, there will be many times when you will have to make sacrifices – especially of your time.

To understand your role as a member of the National Adjutancy Corp, you must understand what the Adjutancy is and what it is NOT:

WHAT THE ADJUTANCY IS:

The Adjutancy in the Church of God in Christ is a service ministry with the Presiding Bishop serving as Commander-in-Chief. The Adjutant General, who is the leader of the Corp of Adjutants, serves as Aide or assistant to the Presiding Bishop. The Adjutant General has a staff of men and women serving under him. **We are that branch – The National Adjutancy of the Church of God in Christ.**

We should not view our role in a derogatory light. **SERVING IS MINISTRY.** “The Son of Man did not come to be served, but to serve,” Mark 10:45. God and the Church of God in Christ are looking for people of humility, special dedication, and a willing mind to serve.

WHAT THE ADJUTANCY IS NOT:

It is not a social club. To be sure, the Adjutancy is not a fraternal organization that you are initiated into because of your parents or any other prestigious reasons. The Adjutancy is not for you to rub elbows with your Leaders. Members do not meet to discuss church politics, complain about the inequities of the church, or talk about the inadequacies of the leaders.

COMMITMENT: The call to serve requires commitment.

WHAT WE DO:

In fulfilling our creed to sanctify the Leader in the eyes of the people, the National Adjutants, through dignified and reverent ceremonial decorum unveil the sacredness of the Office of the Presiding Bishop, while assisting in the awesome responsibility of service to all mankind.

Protocol in the National Adjutancy

Protocol is a prescribed code of etiquette that applies to a given situation, occasion, etc. It is that form of ceremony observed by diplomats, heads of state and leaders. Etiquette refers to codes that govern correct behavior. Protocol performs those acts of courtesy on behalf of leaders (e.g. proper public behavior towards a leader, etc.). All Adjutants must have a thorough knowledge of accepted codes and courtesy and proper behavior toward leadership.

An Adjutant must know his/her position

It is always improper for an Adjutant to walk in front of his Superior except to clear the way for the Superior to walk. It is further improper for an Adjutant to walk in front of the Superior seated in a pulpit setting. The Adjutant must always use the back of his leader as a means of access.

An Adjutant must know when to speak and when to keep quiet (not to join in conversation with leader and others)

Adjutants must never approach a Superior when he is engaged. You must never converse with the Superior standing above his head. If he is seated in a public service or conference, you should approach, kneel on one knee, lean close enough to hear and respond, then arise and retreat quickly to do whatever your instructions were. If you must cross in front of another leader to get to the one you are approaching or leaving, you must always excuse yourself. Never use the Superior, or his chair, as a leaning post – support yourself in getting up and down.

It is important that we respect our leaders

In the same spirit, the Adjutant is not to seek to ‘buddy’ the leadership, but to serve them. When your mission is completed, move quickly from the immediate presence of the Apostles being served.

The Adjutant is not to correct the leader in public.

The Leader is to be addressed by his/her proper title

Our forefathers taught that familiarity breeds contempt. This truth prevails in every area of life. It is, therefore, in that same spirit that we insist that Adjutants never seek to be ‘familiar’ with their Superiors. Unsolicited interference in the conversations of Superiors is the mark of ignorance and disrespect.

Every leader is to be referred to by his highest title and last name. Nicknames are never to be used in public or private. First name basis is out. The Superior may refer to you by your first name, or affectionately as “Son” or “Daughter”, but you must always respond with ‘Sir’ or ‘Bishop’. Short, discourteous or familiar answers will never be tolerated. Terms such as ‘okay’, ‘yeah’, ‘huh’, are not proper. In the event any Adjutant is found to be in breach of any of the above, he will be dismissed.

Adjutants must anticipate the needs of the leader.

Every Adjutant must have a spirit of humility and must be discreet.

The Adjutant must learn to work in the company of the Church-fathers Church Mothers, and hear only that which is spoken to him. The Adjutant must **never** repeat any matter they happen to overhear.

It is never in good taste for an Adjutant to be photographed with his Superior except it being with permission, preferably on a pre-arranged basis. Remember, you are not selected to ‘star’ but rather to ‘serve’.

As Adjutants, we are charged with many things – including the Leader’s vestments.

As an Adjutant, you are charged with the responsibility of securing the personal belongings of the Leader you assist. You must always know where your particular Superior’s garments are placed. You must be certain that their belongings are in good order and secure – **before** you leave that particular area.

REMEMBER: The Adjutancy is a service ministry. Only those who have the mind-set of a Servant can serve effectively. ***We must have a servant’s heart, coupled with a serving spirit.*** We should not view our role in a derogatory light. SERVING IS MINISTRY. “The Son of Man did not come to be served, but to serve.” Mark 10:45. God and the Church of God in Christ are looking for people of humility, special dedication, and a willing mind to serve.

(The National Adjutancy Training Manual serves as the reference for the material used for this session).

“CALLED TO SERVE: SANCTIFYING THE LEADER”

Senior Adjutant Mother Geraldine Miller, Executive Consultant

The Adjutancy is the servant's ministry of the Church. It is composed of men and women of willing hearts who realize the value of **“sanctifying”** the leaders of the church in the eyes of the people. The 2014 volume of the official Adjutancy Manual reflects the most recent revisions of the various service areas, ranks, roles and responsibilities of these special servants and handmaidens of the Lord.

1st Corinthians 12 enumerates some of the gifts that God set in the church. Among them the Apostle Paul lists the gift of **“helps”**. An Adjutant is a helper, supporter and aide to those who are in leadership.

One cannot serve effectively in the Adjutancy without first possessing a servant's spirit. Adjutants must be men and women of Godly demeanor and behavior. They must be an example of loyalty and holy submission to those in authority at all levels of the church. Adjutants cannot be those who expect praise for the service they render. Therefore, those who are selected for the National Adjutancy are men and women who have acknowledged the call of God to serve the leadership of the Church in matters of (1) Service (2) Protocol (3) Order and (4) Worship.

The primary original task of the Adjutancy was the organizing and coordinating of National communions, inaugurations, and installations of new Bishops and National Officers. The Adjutancy now serves in any setting where the Presiding Bishop is serving.

The Adjutancy is a **service ministry**. Only those who have the mindset of a servant can serve effectively. We must have a servant's heart coupled with a serving spirit. We should not view our role in a derogatory light. **SERVING IS MINISTRY**. “The Son of Man did not come to be served, but to serve,” Mark 10:45. God and the Church of God in Christ are looking for people of humility, special dedication and a willing mind to serve.

THE SACRAMENT OF HOLY COMMUNION (The Lord's Supper)

One of the chief ceremonies and ordinances of the Church of God in Christ is HOLY COMMUNION. As described in detail in the National Adjutancy Corp Official Manual, below are key protocol concepts that all Adjutants must adhere to:

PREPARATION OF THE LORD'S TABLE

When we go into the place set apart for preparation, the first order is prayer. We thank God for the privilege of serving at this altar and handling the holy vessels. We also ask Him to keep us in remembrance as to why we are observing the Feast and to count us worthy to help in the preparation, serving and partaking. All service is done quietly, with dignity, and reverence. There should be no unnecessary talking or moving about. A **lavabo bowl** is prepared with warm water for the minister to cleanse his hands. A very small amount of alcohol is usually added to the water. Soft white lavabo towels are used to dry his hands.

POST-COMMUNION PROTOCOL

After the sacrament of Holy Communion is concluded, all the vessels and linens are removed and taken to the work area for cleaning. This is also done in a reverent disposition and atmosphere. Unused consecrated wine should be poured into the piscine (basin equipped with a drain running directly to the ground) or carried outside and poured on the ground. Used vessels are washed in hot soapy water and dried with soft cloths. After cleaning, they should be handled with soft, dry gloves or cloths in order to prevent marking them. All sacramental linens should be laundered and ironed after each use.

ESSENTIAL TERMINOLOGY RELATED TO SACRAMENT OF HOLY COMMUNION

Burse

The corporal, pall and purificators are kept in the burse when not in use. The burse is a container like an envelope for storing the corporal, purificators and other linens and for carrying them to and from the altar for the Holy Communion.

Celebrant

The Officiating Minister as distinguished from his Assistant in the celebration of Holy Communion.

Chalice Cup

Used for administration of wine in Holy Communion. It is the most sacred instrument of the Church's Worship. It reminds us of the cup which the Lord blessed and drank from when He instituted the sacrament. It is also called "the common cup," "the cup of blessing," and the "communion cup".

Corporal

Square white linen cloth placed on center of mensa, on which communion vessels are placed.

Elements

The bread and wine used in Holy Communion, and the water in Holy Baptism.

Host

Unleavened wafer used in Holy Communion.

Lavabo Bowl

Bowl used for cleansing of Presiding Minister's hands in Holy Communion.

Linens

Refers to three groups of white linen cloths: **altar linens** (cerecloth, protector linen, and fair linen); **communion linens** (corporal, pall, purificators, and veil); and **other linens** (lavabo towel, credence linen, and baptismal napkins).

Pall

Linen-covered square placed over rim of chalice when not in use. It covers the chalice before & after communion. It is a linen covered square of stiff cardboard or plastic usually 7" to 9" square. The top of the pall is often embroidered in white with a cross. It is important to note that the corporal and pall are the most "sacred altar linens".

Paraments

Cloth hangings of various liturgical colors used to adorn the altar, pulpit, and lectern.

Paten

Plate used to hold bread during the distribution of Holy Communion. It is made to fit or rest in the rim of the chalice. It is symbolic of the “one bread” (body) broken in pieces. These pieces are called “wafers” or “hosts”.

Piscina

Basin which drains directly into the ground, used for disposal of baptismal and wine remaining after Holy Communion.

Purificator

Square linen napkin used to cleanse the rim of the chalice. It is usually 12” to 15” square with a cross embroidered in the center or on one end.

Sacrament

A rite commanded by Christ which uses an earthy element as a sign of God’s grace. The two sacraments are Holy Baptism and Holy Communion.

Sacred Vessels

The sacred vessels are used to serve at the altar in our churches. The pieces include the chalice and the paten.

Sacristy

Room used for storage and preparation of items needed in worship; also used by the clergy for vesting before services.

Veil

Cloth placed over sacramental vessels before and after the celebration of Holy Communion. It is used to cover the sacred vessels. It may be a large white linen or silk veil.

Resources:

- Church of God in Christ National Adjutancy Official Manual. 2014 Revised Edition.
- *Called to Serve: Adjutants Handbook*. Mother Geraldine Miller. Available at the COGIC Bookstore and Exhibits.

Part I: “HOW TO ORGANIZE YOUR WORK FOR EXCELLENCE IN SERVICE”

Presenter: Chief Adjutant Overseer Gabriel Hatcher

Training Emphasis: Organizing for Excellence: The National Adjutancy As Servant Leaders; Partner Excellence; Set Up For Up Coming Events; and Servant Responsibilities

- I). Why Excellence?
 - a. Gathering information
 - b. Staying On Top of the Game
 - c. Shared Tasks

- II). Partnering Excellence
 - a. Recognize when there is “Burn Out”
 - b. Leadership Renewal
 - c. Remain Pleasant and Approachable

- III). Roles
 - a. Find Your Lane and Stay In It
 - b. Survey “The Land”
 - c. Maintain Your Position

- IV). The Style of Handling Conflicts
 - a. Evaluate the situation
 - b. Stay neutral and focus
 - c. Do not become forceful
 - d. Know how to compromise
 - e. Problem solved

- V). Event Planner
 - a. Be On Top of your game
 - b. Keep a mental Calendar of upcoming events
 - c. “Color Coded”

PART II: "HOW TO ORGANIZE YOUR WORK FOR EXCELLENCE IN SERVICE"

Chief Adjutant Overseer Gabriel Hatcher

Training Emphasis: (1) Chief Adjutants and Lead Sisters come alongside those the Lord has made choice of to lead His Church, (2) Knowing your Place and Maintaining your Place, (3) Knowing How to Both Lead and Follow and (4) Your Role Performed Well.

- I). The National Adjutancy as Servant Leaders
 - a. The National Adjutancy is a Ministry of Service
 - b. A Common Goal as we Work Together
 - c. Having the "Eyes of an Eagle & Heart of a Servant"

- II). Multi-Tasking
 - a. See a Need, Meet a Need
 - b. Know How to Flow
 - c. Know When to Let Go

- III). Role of Jurisdictional Chief Adjutants and Lead Adjutant Sisters
 - a. Establish Order
 - b. Maintain Order
 - c. How to Handle Upcoming Events and/or Unforeseen Happenings
 - d. Be Creative
 - e. Follow Instructions as well as Give Instructions

- IV). C.E.L.S.
 - a. General Standards
 - b. Personal Appearance and Body Up-keep
 - c. Know your Ceremonial Dress
 - d. It's Okay to Be Colorful
 - e. Be Flexible
 - f. Be Aware that the "Program Is Subject to Change by the Leading Of:
 - g. Maintain a Positive Tone
 - h. Beware of Late-comers

Always Remember: We maintain our integrity, because we are not here to bring spot light or praise unto ourselves but rather, we are here, and we keep this in the forefront of our minds: **"TO SANCTIFY OUR LEADER IN THE EYES OF THE PEOPLE....."**

“UNDERSTANDING THE IMPORTANCE OF PROTOCOL, PLACE AND PREFERENCE”

Presenter: Dr. Lena McClain

This course will provide Adjutants with the knowledge and essential skills in deportment and decorum necessary to serve effectively.

The Adjutancy

The Adjutancy in the Church of God in Christ is a servant ministry. The Bible speaks of the gifts that God set in the church (1 Cor. 12:28). Among these gifts is one that is not frequently sought after “the gift of helps.” The gift of helps speaks of support, assistance, aid and service. The Adjutancy can be classified as a “ministry of helps.”

The word ‘*Adjutant*’ comes from the Latin word “adjutare” meaning to aid or assist. From its inception, the Adjutancy was not designed to be a social organization or a prestigious position. The basic premise and chief aim of the Adjutancy is service. Adjutants are trained to serve! No one can serve effectively in the Adjutancy unless he or she has a servant’s heart and a serving spirit. “*The Son of Man did not come to be served, but to serve*” (Mark 10:45). Adjutants seek to bestow honor, not receive it. No Adjutant looks forward to recognition, praise, honor or recompense. Their concern is not who gets the credit as long as God gets the glory.

Individuals appointed to the Adjutancy must be men and women of godly deportment and saintly decorum. They are always appropriately dressed, punctual, prepared, polite, trustworthy, discreet, poised, and dignified at all times; never show-boating or seeking the applause of men. They must have a good rapport with all levels of leadership in the church.

National Adjutants serve and assist the Office of the Presiding Bishop. We are under the guidance and direction of the Adjutant General to serve our leaders, to “*Sanctify the leader in the eyes of the people.*”

Jurisdictional Adjutants serve under the guidance of the Jurisdictional Chief Adjutant. All Chief Adjutants and Lead Adjutant Sisters should receive their training in the National Adjutancy Academy so that there is harmony within the Jurisdiction. If each Adjutant knows their duties, there will be order and no friction between them.

There should be a Lead Adjutant Sister who maintains close contact with the Chief Adjutant to relay his wishes to the other Adjutants Sisters. Only when everyone works harmoniously together can they “Sanctify the Leader in the eyes of the people.”

Deportment

Deportment is a nebulous concept that is not easily explained yet it is vitally important for the look and professionalism of the Adjutancy. It is defined as: the manner in which one conducts oneself, their behavior. Deportment encompasses many interrelated attributes that include, but are not limited to attitude, bearing, composure, confidence, diplomacy, courtesy, conduct, and awareness of personal limitations. Deportment is the synthesis of these attributes into intra-personal and inter-personal components.

It will be helpful to have an understanding of what the various attributes mean.

1. **Attitude:** Beliefs, feelings, values, and dispositions to act in certain ways.
2. **Bearing:** Dignified conduct or manner.
3. **Composure:** Calm, relaxed appearance, and steadiness of mind, particularly under stressful situations.
4. **Conduct:** The way a person behaves toward other people.
5. **Confidence:** Self-assurance, belief in your abilities while being free of doubt.
6. **Courtesy:** Polite behavior that shows respect for other people.
7. **Diplomacy:** Skillful handling of a given situation. Dealing with others without causing bad feelings.

The Adjutant must serve with a clear, thoughtful and focused mind. Serving with a clear, thoughtful and focused mind will enable you to anticipate and have a ready response for any situation that may occur. In addition, Adjutants should be familiar with their assigned area to serve. For example, you should know the layout of the location, i.e., sanctuary or convention center. If you know the layout, you are able to give clear directions and information to those needing assistance, direction to various classrooms, nurse's station, restrooms, the lost and found. Also, the Adjutant must know how to get an announcement to the announcer.

The Adjutant must be focused and prepared for the unexpected. For example, if a person gets sick in the section that you are serving, or you receive a life threatening message to relay to someone in your section, you should be able to handle the situation without panicking or causing chaos. Calm, direct, and timely responses to such issues are trademarks of a skilled Adjutant.

Adjutants are to serve when they are needed, and where they are needed, if they are needed. They should always serve with quietude and dignity. Adjutants should demonstrate flexibility by being able to shift from one assignment to another. Whenever you receive last-minute instructions from the Lead Adjutant, submit to those instructions. Do not complain. Do not pout. Do not feel inferior. Keep in mind that the Lead Adjutant receives directions from the Adjutant General and there is a reason for the last minute changes. Remember you are assigned to serve and be of help. Do your job to the best of your ability and God will be glorified.

Decorum

Decorum is mostly commonly defined as the appropriateness of behavior or conduct in relation to the surroundings. For example, the Adjutant displayed proper decorum by not walking in front of the leader seated in a pulpit setting. The Adjutant must always use the back of the leader as a mean of access. For example, the Adjutant displayed proper decorum by not walking in front of the leader except to clear the way for the leader to walk.

Twelve Serving Essentials

1. When approaching the Leader in a public forum, the Adjutant must never stand above the Leader's head. If the need arises for the Adjutant to speak to the Leader, he should approach, kneel on one knee (men only), lean close enough to hear and respond, then arise and go quickly to the assignment. Never stand up and speak aloud to the Leader.
2. It is disrespectful to refer to the leader by nick names, his/her first name, or the slang, "Doc." The leader should be referred to by his/her highest title and last name. Always respond to the Leader with respect and honor.
3. When working with Leaders, learn to hear only what is spoken to you. Never repeat anything that you happen to overhear. Standby quietly until given the opportunity to speak.

4. Be sensitive to Leaders; learn to read the verbal and non-verbal body language of your Leaders.
5. If your Leader is engaged in conversation with another of like rank you must never interrupt the conversation. Approach and stand quietly by until the opportunity to speak. Then say "Excuse me", say what you need to say, wait for an answer, if need be, then retreat.
6. When your Leader has guests that you are acquainted with, do not dominate their time in conversation. Briefly greet them and move on unless an invitation is extended to you to join them. Remember, they are your Leader's guests.
7. If photographs are being taken do not force yourself into the picture. Wait until you are asked. Remember, you are not selected to "star" but rather to "serve."
8. Never assume to state the position of, or to give an answer for your Leader in any situation unless directed by the Leader to do so.
9. You should always bear in mind that serving must be done with quietness, politeness and dignity. There should be as little movement and talking among Adjutants as possible.
10. Be aware of your body movement (especially your arms and hands) that emphasizes an idea or a feeling.
11. Never dress to attract unfavorable attention to yourself. Always be clean and well-groomed. Finger nails should be clean and befitting the occasion. Hair should be well groomed and not in extreme styles. Scripture decrees modesty in dress. Your dress, your hygiene, and all of your actions should reflect holiness. We are adjutants every day of our lives!
12. Talk with a positive tone. Always remember who you represent. Prepare your heart to serve the people and be a blessing to them before coming to church. If an Adjutant is visibly shaken, too troubled or too tired to be a blessing by serving the people, he/she should sit in the service that day and allow the Lord to minister personally to him/her.

Summary

The Adjutancy in the Church of God In Christ is a servant ministry. Those who are committed to this "ministry of helps" must have the heart of a servant, and seek to fully understand the importance of servanthood. As Adjutants, we serve to "Sanctify the Leader in the eyes of the people." Therefore, our intra-personal and inter-personal skills are essential to ensuring effectiveness and excellence in serving the leadership of our church in whatever place the need to serve is necessary. Adjutants must understand that godly deportment and saintly decorum should set them apart, not only to serve their leader, but to show the people how to honor and respect the leadership God has placed in the church. Adjutants should maintain this attitude: Serving our leaders equates to serving our Lord and to glorify God the Father. Apostle Paul said, "And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ" (Colossians 3:22-24) Remember, do your job to the best of your ability, follow protocol, adhere to the established guidelines set forth, honor and respect your leaders, and God will be glorified.

References

- Church of God In Christ National Adjutancy Training Manual – "Protocol". 2002.
Pages 98 - 99.
- Lewis, Dr. Barbara McCoo. The Christian Woman's Guide for Church Protocol & Saintly Decorum. 1998.
- Miller, Mother Geraldine E. "A Call To Order". A Handbook for Those Who Serve, Adjutants – Deaconess – Mother's Board

“THE ART OF MANAGING PEOPLE”

Bishop Augustus Pullen, Presenter

This class will explain different character and personality types.

In addition to how they influences and impacts the proficiency of their assignments. We will examine the characters and personalities of four types of individuals that have been given assignments to serve throughout the scripture.

We will examine the following:

- A. Readiness to serve
- B. Personal intent and purpose in serving
- C. Preparation to serve

We will look at the following:

1. Gehazi
2. Elisha
3. Joshua
4. The three Hebrew boys

We will then discuss the concept of:

1. Conflict
2. Conflict resolution
3. Conflict management
4. The negative effects of stress

Conflict will be defined as “Everyone’s need to feel understood, nurtured, and supported. Conflict occurs whenever people disagree over their values, motivations, perceptions, ideas, or desires.” Sometimes these needs appear trivial, but when a conflict triggers strong feelings, a deep need is often at the core of the problem. These needs can be a desire to feel safe and secure, respected and valued or a need for greater closeness and intimacy.

It is more than just a disagreement. It triggers strong emotions, and is based on our perception and value of the issue. When left unresolved it can fester, and even disrupt to violence, rage, and hostility (all forms of anger).

When you can recognize the legitimacy of conflicting needs and become willing to examine them in an environment of compassionate understanding, it opens pathways to creative problem solving, team building, and improving relationships.

We will define **conflict management** as one's ability to minimize the negative outcomes of conflict and promote the positive outcomes with goals of improving, learning, and establishing healthy relationships.

Stress will be defined as your body's non-specific response to any demand placed on it, rather pleasant or unpleasant.

Conflict resolution will be defined as the skills involved to cause reduction, elimination, or termination of all forms and types of conflict.

This class will lastly exam (3) conceptual schemes for handling conflict:

1. (5) Strategies of Managing Conflict

- A. Forcing
- B. Accommodating
- C. Avoiding
- D. Compromising
- E. Collaborating

2. Maccoby and Studder's (5) Steps to Managing Conflict

- A. Anticipate
- B. Prevent
- C. Identify
- D. Manage
- E. Resolve

3. Matching Strategies to Situations

The Major Source of Conflict is:

- (1) Power
- (2) Authority
- (3) Respect
- (4) Expectations
- (5) Unresolved outcomes

Remember we are Servants to God's Servants.

EXPLORING THE MISCONCEPTIONS OF TRENDS WHILE FOLLOWING THE TRADITIONAL ORDER OF PROTOCOL IN COGIC

Dr. Herman G. Platt, Presenter

I. Trends vs. Tradition

Trends: as a noun > style, general course or prevailing tendency; as a verb, be currently popular, to emerge as a popular trend, to veer or turn off in a specified direction.

Tradition: as a noun > something that is handed down statements, beliefs, legends, customs, information, etc. from generation to generation.

II. Theology

Christian: body of teachings, or any one of them, held to have delivered by Christ and his apostles but not originally committed to writing

Jews: received from Moses and handed down orally from generation to generation

Muslims: a hadith (a traditional account of things said or done by Muhammad or his companions)

Essentials of the Church of God in Christ

Pentecostal – Holiness

The identity of the persons who are claiming to be of the Church are first to experience and establish the lifestyle change. We have come from other reformations but we leave that in order to reflect the movement which we now embrace.

Understanding the National Adjutancy Corp

WHAT THE ADJUTANCY IS NOT:

To set forth the true purpose of the Adjutancy, we shall state what the Adjutancy is NOT.

- A. It is NOT a social club.
- B. Members do NOT meet to discuss:
 - 1. Church Politics
 - 2. Inadequacies of the leaders, or
 - 3. Inequities of the church.
- C. It is NOT a fraternal organization.

WHAT THE ADJUTANCY IS:

The word Adjutant comes from the Latin word "adjutare" which means to aid or assist. It is defined as a military officer who is an administrative assistant to a commander; an aide-de-camp; a helping hand; a right hand assistant. Therefore, the Adjutancy of our church is a service ministry with the Presiding Bishop serving as commander. The General Board, other Chiefs of Staff and the Adjutant General serve as aides or assistants to the Presiding Bishop. He has a staff of men and women serving with him. We are that branch, the National Adjutancy of the Church of God in Christ.

The Purpose of the National Adjutancy Corp

The purpose of the **National Adjutancy Corp** of the Church of God in Christ is to serve and assist the Office of the Presiding Bishop as he fulfills the arduous duties of "Chief Servant" of the church. As his "entourage" of servant-leaders, the Adjutants help our leader fulfill the mandate that "he who is greatest among you must be servant of all. ..." . The enormous task of ceremonially serving over four million constituents and the thousands who attend our national conventions is impossible for one man to accomplish. However, with the assistance of the National Adjutancy, our leader can serve the entire constituency in services of worship, communions, funerals, installations, inaugurations, and dedicatory activities.

In fulfilling our creed "to sanctify the leader in the eyes of the people", the National Adjutants, through dignified and reverent ceremonial decorum unveil the sacredness of the Office of Presiding Bishop, while assisting in the awesome responsibility of "service to all mankind".

On a smaller scale, the **Jurisdictional Adjutancy** fulfills the same roles and functions for Jurisdictional Bishops. Further, the Adjutancy Corp, through its Academy, provides instruction for all those who recognize the need for appropriateness, dignity and ceremony when bringing glory and worshipful praise to the God of an orderly universe. Hence, our Pentecostal mode of worship is not offended or interrupted, in that reverent fervor edifies the church and attracts the attention of the world. Paul's admonition in First Corinthians 14 was written for the sake of charismatic and zealous Corinthians. Paul made it clear that spiritual zeal or the use of gifts that might enhance worship should not be forbidden. His instruction was clear, *"all things should be done decently and in order ..."* This is the Biblically sanctioned purpose of the National Adjutancy.

Understanding Proper Attire of Adjutant Brothers & Sisters:

There are those who choose to bring in other attire than that which has been endorsed through the National Adjutancy Academy of training. There is prescribed attire and a protocol for its application in service. Class A, Class B, identify what is worn for particular events and services.

The Adjutant must remember that their appearance should never attract undue attention. The Dress Code of the Church of God in Christ must be adhered to in the strictest manner.

Decorations and mixed attire will not be tolerated among Adjutants. Sobriety is the order of the day for an Adjutant both publicly and privately. An Adjutant must always be Clean and well groomed. Fingernails shall be clean and trimmed neatly. For men, your suit or cassock shall be clean and pressed. Ladies, your habit or official wear shall be in similar order. Shoes must be shined and in presentable condition.

Proper hygiene is necessary for serving. Your breath must always be intact. Mints and breath fresheners should be kept on hand so that you will not offend anyone.

In this modern and increasingly permissive society, hair styles and length have become somewhat of an issue in the Holiness church. However, the Word of God has instructed us not to "conform to this world ..." It is therefore, in that spirit that we insist on every Adjutant having their hair groomed in a manner in which becomes his holiness ministry. Your hair will have to be cut to a conservative length and uncurled. Curled, extremely wild and long Afro styles which border femininity will not be tolerated.

Mustaches and beards must be neatly trimmed and well groomed. Platform shoes are also to be avoided. Shoes of a conservative make are to be worn and there can be no compromise.

G. Glimp & D. Fields (Ed.), The National Adjutancy Church of God in Christ 2014 Pocket Guide (pp.10,11,29,30). Winter Garden: FL.

“ESSENTIALS OF EPISCOPAL TRANSITIONS”

Senior Deputy Adjutant General Robert L. Perry

As Adjutants, we are taught to “Sanctify our Leaders in the eyes of the people.” That same degree of commitment should be evident at their passing. We must strive to adequately provide the same degree of respect and reverence during this very solemn time as during the tenure of a Bishop. He is not a fallen leader but a promoted one. II Kings 13:21 says ... “And it came to pass as they were burying a man, that behold, they spied a band of men; and they cast the man into the sepulcher of Elisha: and when the man was let down, and touched the bones of Elisha, he revived, and stood up on his feet.” This passage leads me to believe that our commitment to serve our Bishops should continue, even after death.

If the bones of the Prophet Elisha could bring life back to the body of the unrighteous, the remains of the leaders of our church must be viewed and handled with upmost respect and reverence. Therefore, we feel compelled to continue assisting the Adjutancy in its challenge to provide dignity and service to our Bishops to the very end.

SYSTEMATIC PREPARATION

The Jurisdictional Chief Adjutant should be well versed in various responsibilities. Here is a list of them for review:

- Have an updated biography of the Bishop;
- Have current color photo of the Bishop, dressed in his vestments;
- If the Bishop is terminally ill, tactfully discuss his final arrangements with his family and Jurisdiction;
- Make certain that you inform them of the procedures of the National Church; and
- Make certain that you have the Adjutant General’s contact information.

AT THE TIME OF DEATH

If the Bishop is terminally ill, if at all possible, the Jurisdictional Chief and/or the Episcopal Adjutant should be present at the time of transition. This is to make certain that his departure takes place in a dignified manner. For example, make certain that he is properly covered in his bed, only allow select individuals to be present and that the family is as comfortable as possible. If the Bishop’s death takes place totally unexpected, once you arrive to the location of departure, it becomes your responsibility to dignify the place and situation as much as possible. Once the Funeral Home Staff arrives it is advised that you do the following:

THE FINAL PREPARATION GUIDELINES FOR THE FAMILY OF THE BISHOP

Please be aware that the National Adjutancy is praying for you during this very trying time in your lives and we are availing ourselves to assist throughout this time of preparation. The following is a list of concerns:

- Stress to the funeral home handling the arrangements to adhere to the instructions that will be given by the Office of the Adjutant General and/or his representative.
- Please prepare and provide us with biographical information that is required for the national program.
- Feel free to work with the jurisdictional staff in the preparation of the local and jurisdictional home-going service programs. The national service format is already set, and will be facilitated by the Presiding Bishop and the General Board.

- Allow the Jurisdiction to do whatever is necessary, in preparing to receive the leadership of our church. The Adjutant General and his staff will make certain that the same level of dignity and spirit for hospitality is exhibited during your beloved one's tenure.
- Make available the Bishop's vestments, cross and ring to the Jurisdictional Chief Adjutant.

THE FINAL PREPARATION GUIDELINES FOR THE JURISDICTIONAL ADJUTANCY

The Jurisdictional Adjutancy has a tremendous responsibility during this time of preparation. They must work very closely with the Jurisdiction's Chief Adjutant, and he must maximize the abilities of all of the men and women that are serving with him. You are challenged to utilize the training that you have received in the Academy sessions. The following is a list of concerns in this area:

- Make certain that your Bishop's remains are properly cared for, and the utmost dignity is maintained. Be available to accompany every movement or transporting of your leader's remains.
- Stress to the funeral home handling the arrangements, the necessity to adhere to the instructions that will be given to them by the Office of the Adjutant General and/or his representative.
- Secure and properly care for the Bishop's cross, ring and vestments.
- Maintain constant contact with the Adjutant General's Office.
- When the time comes make certain that the Bishop is properly vested.
YOUR PARTICIPATION IS REQUIRED!
- Introduce yourself and inform them of your role in the preparation and arrangement process of your leader. Stress to them that they will not be conducting a basic service, but one of significance.
- Request that they provide you with their business card, and inform them that they will need to await instructions from the Adjutant General's Office prior to starting the Process of Preservation of the Bishop's body.
- Accompany the remains to the funeral home and remain on the premises during the embalming of the body (outside of the embalming room) making certain that the Bishop's presence in their facility is noted and properly respected. There should be **NO SMOKING, USE OF PROFANITY OR PLAYING OF UNSACRED MUSIC IN THE ROOM(S)** where the Bishop's remains are placed.

THE PREPARATION OF THE BISHOP'S BODY

Suggested process and/or procedures will be given to the Funeral Service Provider, with reference to how we prefer that the Body be prepared by the Adjutant General's designee. After the embalming of the Bishop's body, the following steps are to be taken:

- The Bishop is to be attired in his pajamas and robe, until he is dressed for casketing.
- The Bishop's body is to be placed in a **NON-COMMON AREA** of the funeral home. Preferably an **AREA OF PRIVACY**.
- The Bishop is to be covered from shoulders to feet with a **PURPLE FABRIC** that is at least 4' by 7" and his head is to be covered by a piece of **WHITE LINEN** 3' by 3', overlapping the purple at the shoulders. He is to remain in this state until preparation for casketing.

PREPARATION FOR CASKETING

During the local and/or Jurisdictional Services, the Bishop can be dressed in garments other than his vestments, but for the national service he must be in his vestments. It is permissible and proper for him to be in his vestments for all services.

The Jurisdictional Chief Adjutant or Episcopal Adjutant are to be present to oversee and assist in the dressing and casketing of their leader.

Additional instructions will be given during the time of preparation for the home-going services.

- Select Pastors and Elders to serve as Honor guards during the local and/or Jurisdictional Homegoing Services.
- Work with the Jurisdictional Leadership to make certain that the proper housing and transportation be provided for the national leadership that will be attending the national home-going celebration.
- On the day of the national service, avail yourself to the needs of the Adjutant General.

PREFERRED CHOICE OF CASKETS TO BE USED

The following are choices of caskets available, for the Bishop's family of which to select. They are SOLID BRONZE, and available through the Overseer of Memorials.

The casket will be CUSTOM DESIGNED for each individual Bishop, and will be Full couch with removal Lids, as per sample photos.

“DO’S & DON’TS WHEN HOSTING LEADERS”

Presenter: Mother Dianne M. Bogan

It is important to know that our leaders are a gift from God to the church. It is therefore necessary that we have the proper attitude towards our leaders. Romans 12: 10, 13 admonishes us to “***honor and prefer one another and to be given to hospitality.***” It further states that we should render to all tribute and honor to whom it is due.

As Adjutants/Servants, you should not only have a servant’s heart and spirit, but you should also know the proper code of ethics and behavior towards leaders. Let me add that it is necessary to “like” your leaders. When you “like” someone, you are happy for them, and happy to be with them. That brings us to a related key, which is to serve as if you were serving Jesus.

As we discussed in our lesson on protocol, we must build good practice habits of following the proper chain of command, having a meek and quiet spirit, studying the areas of leadership, knowing their titles and positions and always making preparation for executive seating ***before*** the start of all services and events.

Rendering your service must be done with humility, having a humble spirit and an attitude of unselfish concern for the welfare of others. It is the total absence of arrogance, conceit and haughtiness. Have a deep sense of respect for the leader, and acceptance for, and tolerance of, your leader’s personality and their way of doing things. It is out of love that we serve. In fact, service is the manifestation of love.

Points to Ponder:

I. Being Hospitable Towards Leaders

- a. How to address/speak to the leader
- b. Be mannerable

II. Hosting Leaders

- a. Hotel accommodations
- b. Transportation (ground, air)
- c. Parking
- d. Seating
- e. Changing Room

III. Hallowing Leaders

- a. Keep the people focused on the leader
- b. Exalt them in your conversation with others
- c. Enhance their position against contenders
- d. Make sacrifices for the betterment and growth of the leader
- e. Avoid being “COGIC Paparazzi” for your social media pleasures

References

“Protocol Guidelines and Procedures for the Servant Ministry”
by Supervisor Dianne Bogan.

“PARTS I & II: THE HISTORY OF THE NATIONAL ADJUTANCY”

Overseer Antonio Buckley

The Historical Snapshots of the National Adjutant Corp

Historically, the Presiding Bishop has charged the National Adjutancy Corp with the sacred task of standardizing the fundamentals of our ceremonial, liturgical and protocol traditions. The Presiding Bishop Joseph Oglethorpe Patterson as the Church continued to expand organizationally and as he developed its ceremonial pomp and circumstance, had a strong need for men and women that would serve, set up and assist in these ceremonies to fulfill the worship of its organizational denomination - the Church of God in Christ. This ministry as we know today is called the National Adjutancy Corp. The National Adjutancy Corp was developed and did evolve in the home of, then, Military Officer Air Force Colonel Jesse Delano Ellis, as he assisted as an Elder at Pentecostal Temple Institutional Church of God in Christ of Memphis, Tennessee. Elder Ellis was given permission to gather men and women who would help in this ministry. Therefore, the Elder Phillip Aquilla Brooks, of Detroit, Michigan, Elder Walter Emil Bogan of Flint, Michigan, and Elder Roy Lawrence Hailey Winbush of Lafayette, Louisiana and Elder Floyd Eugene Perry of Cleveland, Ohio were asked to work and serve on the newly formed Adjutancy as active members of the Corp.

Their first act as a Corp was to assist the Presiding Bishop in the elevation service of, then, Jurisdictional Secretary, Timothy Titus Scott of Clarksdale, Mississippi, to the office of Jurisdictional Bishop in Northern Mississippi, after the death of Bishop B. S. Lyles in 1972. Additional brethren were added: Elder Marcus Butler of Jackson, Mississippi and Elder Bufford Terry of Cleveland, Ohio.

The Adjutancy Corp was established as the mechanism through which these essential traditions could be preserved and enacted. The essence of this servant ministry in the Church of God in Christ is long-standing. However, the Corp has been under formal organization and appointed leadership since 1976, under the administration and direction of the first elected Presiding Bishop - His Grace, the Honorable Bishop James Oglethorpe Patterson, Sr.

The first uniform that distinguished the Adjutancy Corp. was a black cassock trimmed in red piping. This later was upgraded by Elder Ellis. During the Convocation of 1976, then, Elder P. A. Brooks was appointed Chief Adjutant and Elder Ellis, was given position of Adjutant Apostolic. Elder Ellis continued to assist the Presiding Bishop in forming the ceremonial, liturgical, protocol and uniformity of the denomination.

Women were added to the Corp. The General Supervisor of the Women's Department Mother Mattie McGlothen of San Francisco, California, sent Mother Rebekah Gorham, of Hartford, Connecticut, to represent the Women's Department. Mother Emily Bram- Bibby of Brooklyn, New York was sent because of her influence with Presiding Bishop Patterson. During the Convocation, the altar was prepped and fell short of what was needed for proper protocol decorum in preparation for the communion service. As a result, Elder Ellis approached the Trustee Board for funds and was denied by, then, Elder Willie Lee Porter of Memphis, Tennessee and Elder Roger Jones of Flint, Michigan. After exhausting all avenues Mother McGlothen was approached and was persuaded to assist in the giving of the necessary finances.

Under the leadership of Bishop P. A. Brooks men and women were added to the Corp Protocol was broadened. Elder P. A. Brooks, was leader of the Corp and soon became the Bishop of the historic Northeast Michigan Jurisdiction after the Bishop Charles J. Johnson was given emeritus status because of health reasons. Seeking to serve this church at a higher level, Bishop Brooks ran for a seat on the General Board and was elected to the General Board in 1981 leaving the Chief Adjutant position vacant. Bishop Floyd Eugene Perry was appointed because the Presiding Bishop didn't want to elevate an Elder over a Bishop. Bishop Floyd Eugene Perry had become a Bishop while in the Adjutancy at that time. Working closely to the Corp, the Bishop Perry continued to do great services for the church, traveling with the Presiding Bishop as he appointed new officers and Bishops to this now vastly growing denomination. Promotions continued for those who served well until UNAC needed a Chairman after the elevation of the Bishop Roy L. H. Winbush to the General Board. Bishop Perry was appointed and given the opportunity to serve as the new UNAC Chairman currently known as AIM (Auxiliaries In Ministries). As a result, the first Adjutant to the Adjutancy, Elder Jesse Delano Ellis was given this position Chief Adjutant in 1988.

Presiding Bishop J.O. Patterson's health was failing and he informed the church of his health condition and of his faith in God to fight until the end. However, during that time, Elder Ellis was called and offered a position as Pastor and Bishop of a growing reformation called the United Pentecostal Churches of Christ in Cleveland, Ohio. He accepted this position. Bishop Harold Jenkins Bell of Nashville, Tennessee - the nephew of the Presiding Bishop and, son of the Mother Freddie Bell, First Assistant General Supervisor of the International Women's Department under Mother Mattie McGlothen - was considered and appointed Chief Adjutant in 1989.

During the tenure of Bishop Harold Jenkins Bell the Adjutancy Corp grew to its large constituency of servants; men and women giving themselves to the SERVANT'S MINISTRY. Bishop H. Jenkins Bell established the Adjutant's Academy and it was under the leadership of Bishop Bell that he commissioned the preparation and publication of the first Official Handbook of the National Adjutancy Corp. This exhaustive manual contained the do's and don'ts of servant ministry. Bishop Bell introduced the regional Adjutant's Training for Regional Adjutant Mothers and Overseers. He pioneered the present job description of the *Chief Adjutant* soon to be known as *Adjutant General* to the Presiding Bishop as he traveled with the Second Elected Presiding Bishop Louis Henry Ford of Chicago, Illinois. Bishop Bell served Bishop Ford during his visits to many Jurisdictional Convocations, Denominational Conventions, the burying of Auxiliary/ Jurisdictional Bishops, Consecrations of new Jurisdictional Bishops, preparing the funeral services of our General Supervisor Mother McGlothen and the appointing of Mother Emma Crouch, of Dallas, Texas. Bishop Bell established and started the Summer Academy where men and women came together from all over the country and throughout the world to be trained in what was the PROPER PROTOCOL of the CHURCH. This Academy caused the men and women of the church to study intensely from 9am to 4pm in the evening.

Bishop H. Jenkins Bell established and recorded with his jurisdictional choir the hymns of the church and led the ceremonies of the Church in the singing of church hymns. Bishop Louis Henry Ford made his transition into the presence of the Lord suddenly. As a result, Bishop Chandler David Owens of Atlanta, Georgia, succeeded Bishop Ford as the Third Elected Presiding Bishop and Bishop Bell continued to serve the Office of the Presiding Bishop as he had done in times past. However, promotion always followed the General of the Adjutancy Corp. At the death of General Board Member, Bishop Morgan James, of Cleveland, Ohio, the Presiding Bishop and General Board, with the approval of the General

Assembly filled the then vacant seat with the Adjutant General Bishop H. Jenkins Bell who was the fourteenth man after the General Board quadrennial election. Then Bishop Owens filled the vacancy left by Bishop Bell in 2000 with the Dean of the Academy, Dr. Barnett Karl Thoroughgood, of Virginia Beach, Virginia. Dr. Barnett Karl Thoroughgood carried the mantle of excellence in service by revising the Official Manual of the Adjutancy and giving the Corp a Mission Statement & Purpose that resonates in our spirits until this very day: That our sole purpose and goal of the Adjutancy was ***“TO SANCTIFY THE LEADER IN THE EYES OF THE PEOPLE.”***

In the 2000, Quadrennial Election of the General Board and Presiding Bishop was changed. Never in the history of our church had a seated Presiding Bishop been removed from his position. However, Bishop Chandler David Owens maintained a seat on the General Board and became known as the Former Presiding Bishop while Bishop Gilbert Earl Patterson of Memphis, Tennessee, ascended to the seat of Chief Apostle of the Church of God in Christ. Dr. Barnett Karl Thoroughgood continued to serve and seeing that there had never been two Presiding Bishops serving on the General Board one former and another presently serving, Dr. Thoroughgood and Mother Geraldine Miller met with the newly elected Presiding Bishop G. E. Patterson and suggested that the Chief Servant’s vestments color should change from red purple to scarlet. Bishop Patterson soon elevated Dr. Thoroughgood to Adjutant Bishop and made Mother Miller the Adjutant Supervisor. Bishop Thoroughgood appointed Dr. Lemuel Thurston of Kansas City, Kansas, as the Adjutant Dean of the Academy.

Bishop Barnett Karl Thoroughgood, was given the authority to change the seating chart for the platform by enlarging, beautifying and changing the whole appearance of the National Holy Convocation. It was during his tenure that the Quadrennial Inaugural services had more protocol, decorum, pageantry and splendor. In addition, under his administration, the final memorial services, obituaries and programs that were given to the fallen leaders were made uniform.

It was in 2005, that the Presiding Bishop Gilbert Earl Patterson made choice of Bishop Matthew Williams of Tampa, FL to carry the legacy further. Bishop Matthew Williams became attentive to the needs of the Presiding Bishop and was instrumental in setting a separation and distinction between the Adjutancy and Security. He defined the roles of each Adjutant Overseer position and assigned personal Adjutant Overseers to each General Board Member which took the pressure off the General Board Chamber Overseer. Bishop Matthew Williams also gave the officers of the Adjutancy great exposure to the Church Leaders so much so that under his leadership there are three Auxiliary Bishops who serve within the Corp whom the General Board felt was worthy of the elevation. During his administration, the Acolytes Ministry was established and altar paraments were purchase to adorn the altar of our most holy meeting - the HOLY CONVOCATION of the Church of God in Christ. Under his administration he has endorsed women in active leadership. Dr. Doreatha Fields of Palm Bay, FL, was appointed as the first female Assistant Dean of the Academy. Yes, Bishop Matthew Williams continues to expand on the foundation that was laid by his predecessors. He embraces our rich tradition that shall continue to lead us to a greater destiny.

Remember, the primary original task of the Adjutancy was the organizing and coordinating of National communions, inaugurations, and installations of new Bishops and National Officers. The Adjutancy now serves in any setting where the Presiding Bishop is serving. For the Adjutancy’s sole purpose is to: ***“Sanctify the Leader in the EYES of the People.”***

PICTORIAL HISTORY OF THE NATIONAL ADJUTANCY CORP



Bishop Phillip Aquila Brooks



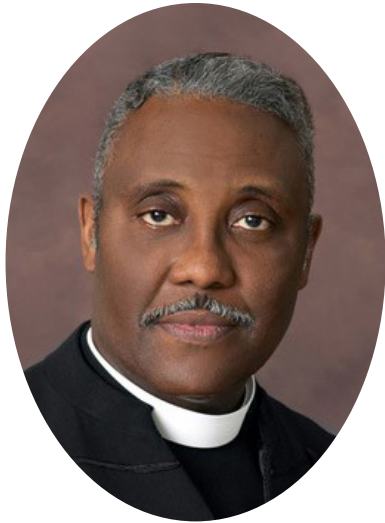
Bishop Walter Emile Bogan



Bishop Roy Lawrence Hailey Winbush



Bishop Floyd Eugene Perry



Bishop Jesse Delano Ellis



Bishop Harold Jerkins Bell



Mother Rebecca Gorham



Mother Emily Bram-Bibby



Bishop Barnett Karl Thoroughgood



Bishop Matthew Williams

“ESSENTIALS OF THE ADJUTANCY MANUAL”

Dr. Doreatha J. Fields, Assistant Dean of the Adjutancy

The purpose of the National Adjutancy Corp of the Church of God in Christ is to serve and assist the Office of the Presiding Bishop as he fulfills the arduous duties of “Chief Servant” of the church. As his “entourage” of servant leaders, the Adjutants help our leader fulfill the mandate that “he who is greatest among you must be servant of all” The enormous task of ceremonially serving over four million constituents and the thousands who attend our national conventions is impossible for one man to accomplish. However, with the assistance of the National Adjutancy, our leader can serve the entire constituency in services of worship, communions, funerals, installations, inaugurations and dedicatory activities.

The National Adjutancy is an extension of the Office of Presiding Bishop. Direction for service is given by him. The National Adjutancy is the Chief Office of Protocol for the entire church.

Personnel

The efficient fulfillment of the purpose of the Adjutancy is accomplished through those dedicated servant-leaders who qualify for the sacred task of serving the leadership of our church. Membership in the Adjutancy is not automatically granted simply because someone wishes to join the Corp. There are specific pre-requisites to membership. *(page 17 – National Adjutancy Manual Pocket Guide)*

Qualifications

Those persons seeking membership in the National Adjutancy Academy must be recommended to the Adjutant General by their Jurisdictional Bishop and/or Supervisor of Women for that Jurisdiction. Subsequent to this recommendation and approval, the candidate must attend the National Adjutants Academy. A Certificate of Completion of the Academy’s course of study must then be earned. Following the final approval of the candidate’s application, he or she will be inducted into the National Adjutancy Corp *(page 17 – National Adjutancy Manual Pocket Guide)*

The Ranks Within the National Adjutancy:

(National Adjutancy Corp Manual pages 17 – 22 Pocket Manual)

A. The Adjutant General

By definition, an Adjutant General is one who serves as an aide and/or assistant to a commanding officer. As an assistant, the Adjutant General usually has a staff under his direction. So is the case with the Adjutant General of the Church of God in Christ. He is a Special Aide and Assistant to our Presiding Bishop, from whom he receives his appointment. This appointment, when approved by the General Board, establishes the Adjutant General’s responsibilities as the Minister of Service, Protocol, Order and Worship for the Church of God in Christ.

As the Chief of the National Adjutancy, he is responsible for the general oversight of the Corp. His term of office is concurrent with that of the administration. The Adjutant General maintains an open line of communication with the Presiding Bishop. As well, he must endeavor to work in harmony with all leaders, branches, departments and auxiliaries of our National Church.

In consultation with the Presiding Bishop, the Adjutant General selects qualified men and women to serve the Church through the Adjutancy. Upon approval, National Adjutants are placed under the direction of the Adjutant General for instruction, training and assignments. The various divisions of the Adjutancy are coordinated by the Adjutant General. He gives direction for all matters of ceremony.

When Jurisdictional ceremonies are under the auspices of our National leaders, the General precedes the Apostles of the church to the Jurisdiction and prepares the Jurisdiction for their arrival. Further, this officer is responsible for the adornment of the altar; for processional protocol and the implementation of the official dress code for all National ceremonies (*Pages 18 – 19 2014 National Adjutancy Corp Manual Pocket Guide*).

B. Senior Deputy Adjutant General

As of 2010, the term “Senior Deputy Adjutant General” (formerly “Assistant Adjutant General”) is second in order, this Servant must be available to assist the Adjutant General in all matters of concern. He is appointed by the Adjutant General. He also serves as Vice- Chairman of the Executive Committee and fulfills such other duties as assigned to him by the Adjutant General.

C. Adjutant Apostolic

This servant is the Apostolic Aide to the Presiding Bishop. He is appointed by the Presiding Bishop and is responsible for the care of the Chief Apostle’s vestments. He must be available at all times to travel with the Presiding Bishop. Due to the nature of his assignment, the Adjutant Apostolic must be in constant contact with the Adjutant General for the harmonious conduct of duties. He is also a member of the Executive Committee.

D. Scribe of the Adjutancy

This servant is responsible for the accurate record keeping of the minutes of the Executive Committee and General Sessions of the Adjutancy. He is to keep an active list of members of the Adjutancy. As well, he fulfills other duties as assigned by the Adjutant General. He, too, is a member of the Executive Committee.

The National Scribe has within his possession certificates of appointments and a file on each National Adjutant. (This file consists of an application, photo, resume, and letters of recommendation from his/her Pastor, Bishop or Supervisor when applicable. He also maintains all national inaugurations, installations, consecrations, and communion programs. The Scribe keeps application renewal forms and seating charts for special services. The Scribe’s duties are ongoing.

The Jurisdictional Scribe should maintain files, certificates, letters of recommendations, Jurisdictional programs, seating charts, etc. for the Jurisdiction. A roster of the Jurisdictional Adjutancy, including addresses, telephone numbers, local churches, and district data, should also be maintained. Letters, communiqués, and all records for the Jurisdictional Corp should be included in this secretary’s files. He is the counterpart, on the Jurisdictional level, to the Scribe on the National level.

E. Dean of the Academy

The Adjutant General is the chief instructor and trainer of the Adjutancy. Assisting him is the Dean of the Academy. This Servant must be knowledgeable in all matters of service, protocol, order, and worship. He shall, with the Adjutant General, coordinate all schedules and activities for the Academy.

F. Assistant Dean of the Academy

The Assistant Dean works with the Dean of the Academy and assists in developing and planning Adjutancy training curriculum and materials.

G. Adjutant Overseers

These servants are in charge of the various divisions of the Adjutancy such as the: (1) Apostolic Chamber, (2) Episcopal Chamber, (3) Induction Chamber, (4) Holy Chamber, (5) Platform Protocol and (6) Processional Protocol. They are assisted in their duties by National Adjutants.

H. The Executive Committee. These Servants will, in consultation with the Adjutant General, conduct the affairs of the Adjutancy throughout the year. The Executive Committee shall be composed of:

- Adjutant General,
- Senior Deputy Adjutant General (2010),
- Adjutant Apostolic,
- Scribe of the Adjutancy,
- Senior Adjutant Mother,
- Deputy Adjutant Mother,
- Dean of the Academy,
- Assistant Dean of the Academy,
- Overseer of the General Board Chambers,
- Overseer of Ceremonies,
- Overseer of the Induction Chamber,
- Overseer of preferred & Special Seating
- Chief Financial Officer,
- Chief Operations Officer,
- Treasurer and
- Registrar

I. Women in the Adjutancy

Female candidates for the National Adjutancy must receive recommendations from both the Bishop and Supervisor of Women of the Jurisdiction where they are constituents. These candidates must be women of good reputation and personal integrity. They must possess tact, discretion, diplomacy, and love for the church and its leaders. As assistants, these women aid their Jurisdictional Supervisors and National Supervisor of Women. There are basically four ranks within the National Adjutancy for women:

1. **Senior Adjutant Mother** - Serves as the highest-ranking female responsible for coordinating and leading the Adjutant Mother and Adjutant Sisters
2. **Deputy Senior Adjutant Mother** - Serves as an Assistant to the Senior Adjutant Mother.
3. **Adjutant Mothers**- Serve in cooperation with Adjutant Overseers in preparation for National ceremonial occasions. Their duties are assigned by the Adjutant General.
4. **Adjutant Sisters** - Serve as assistants and aides to the National Adjutant Mothers in the execution of their assigned duties.

J. Other National Adjutants

- **1. Ceremonial Adjutants** - As in the case of all National Adjutants, Ceremonial Adjutants must qualify for service. Usually they are the servants who assist in National ceremonial occasions. Their duties are assigned by the Adjutant General. They serve under the immediate direction of an Adjutant Overseer or Senior Adjutant Mother.
- **2. Adjutant Levites** - Lay Brothers in the church who desire to assist in this ministry are called Adjutant Levites. Their service is limited to those areas in which clerical credentials are not required. They are appointed by the Adjutant General upon the recommendation of their Pastor and Jurisdictional Bishop.
- **3. Vergers and Acolytes** - These persons are appointed by the Adjutant General and are under the immediate direction of the Apostolic Adjutant. Vergers bear the Processional Cross and Acolytes serve as Candle lighters. They may be men, women, or children. An Acolyte is a youth member (male and female) of the congregation ranging in age from 10 to 12 who assists with altar duties. Acolyte duties may include: Leading procession during Official Services and annual Advent Vespers (candlelight) service; Carrying candle lighter/extinguisher (bell-shaped snuffers); Lighting candles; Standing guard at altar during communion; and Extinguishing candles at the end of worship.

K. Adjutant Episcopal

The designated aide to the Jurisdictional Bishop consults with the Jurisdictional Chief Adjutant to make sure that primary and immediate concerns of the Bishop are met. He must be available to travel with the Bishop, especially within the Jurisdiction. He is also responsible for the upkeep and security of the Bishop's vestments.

L. District/ Regional Adjutants

District/Regional Adjutants represent the Jurisdictional Adjutancy whenever the Leader's presence is in that particular region or district. They are to make sure that the desires and wishes of the Jurisdictional Bishop are adhered to and carried out. This includes: proper transportation, appropriate accommodations and that the required honorarium is provided. They should be knowledgeable of the general duties and wishes of the Jurisdictional Leadership.

Resources

"A Call To Order". A Handbook for Those Who Serve, Adjutants – Deaconess – Mother's Board. Mother Geraldine Miller.

National Adjutancy Official Manual. 2014 Revised Edition

FIVE AREAS OF SERVICE:

- 1. Holy Communion, 2. Episcopal Elevation/ Induction; 3. Episcopal Transitions/Memorials; 4. Official Day Processionals and**
- 5. Floor/Platform Seating**

'But ye are a chosen generation, a royal priesthood, an holy nation, a peculiar people; that ye should shew forth the praises of him who hath called you out of darkness into his marvelous light' 1 Peter 2: 9

Dr. Bernadette Jeffrey
Adjutant Mother

Introduction

Adjutant General Bishop Matthew Williams guides and directs the National Adjutancy Corp goal to serve and assist Office of the Presiding Bishop for the glory of God. All action of the National Adjutancy Corp follows this. Adjutants serve the leaders of God and the people of God in the things of God as to the glory of God. This commitment expresses love for God and those He directs to lead His people. Adjutants faithfully and obediently offer their service to God and His Church. For they are reminded that Christ took upon himself the "form of a servant" (*Philippians 2:7*). Adjutants, much like Paul and Timothy, are servants of Christ (*Philippians 1:1*).

Each of us moved from being slaves to sin to become slaves of righteousness (*Romans 6:17-18*). Adjutants do not seek honor, rather we bestow honor. Adjutants, you have been blessed with the opportunity for service and empowered to walk anointed for service. Each of you are here today because you believe that you are called to serve. Obviously, you want to do your best as unto the Lord so that your labor is not in vain. This requires us to be prayerful, diligent, trustworthy, confidential and sanctified.

Serve

To serve is both to occupy and to act. Scripture teaches that people serve other human beings or serve God. The words "serve" "servant" and "service" and its various forms occur well over 1, 100 times in the Bible.

Service: Occupation and Action

Service at its best is worship. The Bible never refers to action that believers do just for others as worship. Only action believers do for HIM is worship. The occupation, job and work of National Adjutancy Corp (NAC) is service. NAC actions, deeds and achievements are service. Our acts and occupations serve. The ministering work of the NAC for our leadership and today's humanity

harmonizes with Jesus' instructions, *'Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven'* (Matthew 5: 16). As a National Adjutant, you are fulfilling a particular role as it pertains to worship. When the saints of God come together for worship, we have been chosen/selected to serve in particular roles to give glory to Jesus Christ. For Jesus Himself spoke to His disciples about serving on the night they shared His final Passover Meal. This important Last Supper illustrates how the LORD views serving. Christ declares blessings and promises and untold rewards to all faithful servants in doing the will of God from the heart.

Even these so-called 'menial' efforts that we are often called to do may at first appear to be akin to slave labor. Many may even tell you that such activities are 'beneath' the dignity and worth of who you really are. However, when we labour for Christ's sake our efforts become worship. It is a snapshot in humility that at once honors Jesus' words, *'Not so with you. Instead, whoever wants to become great among you must be your servant'* (Mark 10:43 NIV). This means that each Adjutant must truthfully evaluate whether one is occupying and acting in the place of an Adjutant as unto the LORD or as unto men. The scripture even warns that service is not with *'eye-service, as men-pleasers, but as bondservants of Christ, doing the will of God from the heart'* (Ephesians 6:6). Further, *Luke 16:15* states *'And He said to them, you are those who justify yourselves in the sight of men, but God knows your hearts; for that which is highly esteemed among men is detestable in the sight of God.'* Remember, service is never as unto the person, rather it is always unto Christ.

Servants

Throughout the Bible, prophets, priests, kings and numerous great ones are all identified as servants. Among them are Abraham (*Genesis 26:24*), Jacob (*Genesis 32:4*), Joshua (*Joshua 24:29*), Ruth (*Ruth 3:9*), Hannah (*1 Samuel 1:11*), Samuel (*1 Samuel 3:9*), Jesse (*1 Samuel 17:58*), Uriah the Hittite (*2 Sam 11:21*), Joab (*2 Samuel 14:20*), Isaiah (*Isaiah 20:3*), Daniel (*Daniel 9:17*), Ben-Hadad of Aram (*1 Kings 20:32*), and Nebuchadnezzar of Babylon (*Jeremiah 25:9*). In fact, holy scriptures identify Moses as servant almost 40 times and King David more than 50 times. We are National Adjutants. National Adjutants are servants. We say yes to the Lord and agree to let Him shape us as vessels prepared for His use. This obligation of sacrifice and obedience to the Word of God not only points to our occupation as a 'bondslave' to Christ, but also points to the life of Jesus, who Himself became the suffering servant who obediently gave His life to death on the cross. For even on this day Jesus Christ, as our High Priest (*Hebrew 4: 14-16, 5:1-11*), is in heaven making intercessions to the Father on our behalf (*Romans 8:34*). Thus we are absolutely dependent on Him. He is our Lord. He has full claim on us and we offer a full commitment to Him. As servants we can exercise no will or initiative on our own. As servants we offer ourselves as a part of our worship that gives God glory.

Adjutants are servants in God's holy church and view giving their time, talents, and treasury as an

honor and a privilege and a demonstration of their love for the Lord and His people. According to Jesus, there is greatness in serving. For indeed Jesus reminds us that if anyone wishes to be great, *'He [or she] is to be servant of all'* (Matthew 20:26). The operative word here is SERVE. We are called to help, assist, or give aide. We serve the temporal...everyday needs of leaders. We usually are the first to get to church and the last to leave. And often we may not be noticed; we serve with a praying spirit, an humble heart, with dignity and self-control. In practical terms this means we 'sanctify the leader in the eyes of the people' and know what to do at the proper time. If you stay in your place, you will always have a place.

Again, service as work is what we do. Protocol is an essential part of our work and brings beautiful order in our sanctified gatherings and times of worship. The Adjutant General appoints National Adjutant Overseers and National Adjutant Mothers over areas of service. Men and women are assigned to various divisions of the Adjutancy and work with the Adjutant Overseers and Adjutant Mothers.

Five Fundament Areas of Service

The National Adjutancy Training Manual identifies five fundamental areas of service. Those areas are 1. **Holy Communion**, 2. **Episcopal Elevation/ Induction**; 3. **Episcopal Transitions/ Memorials**; 4. **Official Day Processionals** and 5. **Floor/Platform Seating**. Specific order is required for each of these areas. Please note, we do not have the authority to change any of these fundamental areas of service.



Therefore, under no circumstance should an Adjutant minimize or dismiss the significance of these fundamental areas of service. Just as God meticulously details what is important to Him so should we meticulously emphasize these things as important to us.

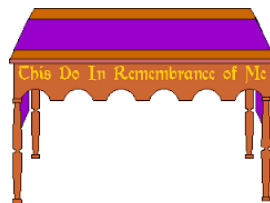
1. Holy Communion



And he took bread, gave thanks and broke it, and gave it to them, saying, "This is my body given for you; do this in remembrance of me." In the same way, after the supper he took the cup, saying, "This cup is the new covenant in my blood, which is poured out for you." Luke 22:19-20

Holy Communion, also called the Lord's Supper, reminds us of what Jesus did on His way to Calvary, symbolizes our present relationship with Jesus, and promises of what Jesus will do in the future. At the time of the Passover, Jesus [the bread of life] broke unleavened bread and gave it to the disciples. Then He poured out wine [His blood for our sins] and gave it to the disciples. Then Christ ordered them to hold communion often in remembrance of His death on the cross, burial and resurrection. And when He had taken some bread and given thanks, He broke it and gave it to them, saying, *"This is My body which is given for you; do this in remembrance of Me"* (Luke 22:19). Jesus, our Passover Lamb, once and for all, offered His blood and body as our eternal sacrifice to atone for all sin. During each Holy Communion we fellowship with Christ and every Christian believer celebrating in the symbolic meal of the bread and the cup. This is the chief service of the Church and the Lord requires us to do this until He returns. These sacred services should help others to 'see' Christ, ponder His extreme sacrifice and examine their faith soberly and joyfully.

Preparation



*'He will show you a large room upstairs, all furnished.
Make preparations there.' Luke 22: 12*

Adjutants are responsible for preparing the sacred vessels, sacraments and linens for Communion. This works well when the Chief Adjutant designates a person to coordinate the necessary preparations. Know where the sacred items are kept and take responsibility for making sure that special and specific care is always given to those items. In the Jurisdictions, all with this assignment work closely with the Chief Adjutant and Lead Adjutant Sister to ensure proper timing and actions before the scheduled Holy Communion Service. Every Jurisdiction should have a worship place

and space to prepare for Holy Communion. (Speak to your Chief Adjutant for guidance). Official clerical attire for men and women is required when conducting these duties. You begin your first action with prayer for the privilege and honor of serving Holy Communion and handling the holy vessels of communion.

Before Communion Services Begin:

- a. Give thanks and bless the LORD.
- b. Ask God to hold each in remembrance once more of why we observe this Holy Feast and to count each worthy to handle the sacred vessels and serve and partake Holy Communion.
- c. Do not talk unless necessary and whenever required, speak softly.
- d. Give yourselves to quiet hymns with no unnecessary movements or talking.
- e. Prepare a warm lavabo bowl with a small amount of clear rubbing alcohol for the celebrant to cleanse His hands.
- f. Prepare the fresh bread [never recycled] and the cup as directed.
- g. Dress the High Altar as illustrated in the NAC Handbook
- h. Dress the Supply Tables as illustrated in the NAC Handbook.
- i. Set all sacred vessels in order and in place.
- j. Serve in your assigned areas as designated by the Chief Adjutant.

After Communion Services End:

- k. Communicate with the Chief Adjutant.
- l. Remember to resume your assigned work after the dismissal prayer.
- m. Remove and prepare for storage all sacred vessels used for communion.
- n. Handle the leftover sacred elements as instructed with the same decorum as during the preparation for communion.
- o. Conclude your work with thanksgiving.
- p. Inform the Chief Adjutant that your work is completed.
- q. Depart the premises only after all final details of your service are concluded.

National Adjutant Mother Geraldine Miller will give specific guidance concerning Communion.
See your **NAC Official Handbook for additional details.

2. Episcopal Elevation/ Induction



The Official Induction Ceremony for each Bishop Designee occurs on the final day of the Annual Holy Convocation. It is a sacred, somber, confidential, unique and eternal event that requires each Inductee and Inductee's Wife to appear before the National Church for an Official Act of Induction.

The closed ceremony is part of the consecration acts. The Presiding Bishop, General Board and Board of Bishops in the Church Of God In Christ, Inc. acknowledge, credential and dedicate those called by God to lead the people of God. It is a sacred once-in-a-lifetime event that forever changes the leader, the leader's family, the church and the world. We know that God anoints and appoints great men with great vision to achieve great harvests of souls for His glory and honor. Only the Adjutant General can authorize access to the Induction Chamber for an Adjutant. All Adjutants are invited to pray for these leaders and diligently strive to 'sanctify' the leaders in the 'eyes of the people'.

Each Bishop Designee and his wife is contacted by the Adjutant General and Adjutant Mother Mary Bell concerning the Induction Ceremony. Mother Mary Bell is the widow of former Adjutant General Bishop Harold Jenkins Bell and is a national expert in all things pertaining to Induction and is assisted by Adjutant Mother Bernadette Jeffrey. The Adjutant General directs and guides the preparation and details of Induction. Mother Bell selects recommended Adjutant Sisters to serve in the Induction Chamber. At the conclusion of the Induction Ceremony, Mother Bell and Mother Jeffrey escort the procession of the newly inducted Bishops' Wives into the front of the assembly for the concluding of the Acts of Consecration for the new Bishops.

Although access to the areas pertaining to the Induction Chamber is highly restricted, it is important that every Adjutant show special care and concern for the Bishop Designee, Wife and family members. This is a once-in-a-lifetime occasion that forever changes everyone. We believe that it is a great honor and sobering event to be called by God into greater leadership in this great church, the Church Of God In Christ, Inc. ****See your NAC Official Handbook for details.**

3. Episcopal Transitions/Memorials



Upon the home-going of the Jurisdictional Bishop, the Adjutant General Bishop Matthew Williams, Bishop Robert L. Perry, Jr. Senior Deputy Adjutant General and Bishop Clarence Lewis, Senior Deputy Adjutant General as directed by the Presiding Bishop, welcome the Jurisdictional Chief Adjutant and Lead Adjutant Sister to extend this sacred service to the mourning families and Jurisdiction through the Jurisdictional Adjutancy. For National Funerals, Adjutants play a key role as liaisons and comforters in the Jurisdictional and National Church Services to the Bereaved Family, the Jurisdiction and Community. Adjutants follow the directives of the Adjutant General in all arrangements. Assignments could include matters related to transportation, lodging, technical assistance, vestments, decoration of the altar, floral arrangements, processional, seating, floral

bearers, recessional and other related areas. A Jurisdictional Bishop's funeral is about 90 minutes long. The Jurisdictional Supervisor's funeral is slightly less than 90 minutes long. Adjutant Mother Diane Bogan is the Official Liaison for the Department of Women for all funerals of Jurisdictional Supervisors. At all times politeness, quietness, dignity, respect and honor should be shown when prayerfully serving. Talking should be kept at a minimum. Your voices should be softer and never harsh or loud. Your gestures should be limited and brief. You should never display a spirit of 'familiarity' nor use this opportunity to promote yourself. Official attire is required.

Memorials



Memorials refer to the things that are done in remembrance of the deceased. It can often be in the form of a writing about the factual acts of a person before death. It is our custom to write an obituary as commemoration of the life of the Jurisdictional Prelate. These written tributes attest the sacred and civic contributions of the leader. These written documents are often in the form of a Resolution, Proclamation or even a Funeral Petition. In such cases, it is proper that all written memorials be submitted to the Bishop Robert Rudolph, Scribe of National Adjutancy.

Remember the family after the services in love and kindness. Their grieving only intensifies in the days following internment. Your love for your deceased leader should also be expressed to the grieving family from time to time. Yet we are reminded that *'For we know that if our earthly house of this tabernacle were dissolved, we have a building of God, an house not made with hands, eternal in the heavens'* (I Corinthians 5: 1). ****Review your NAC Official Handbook** for details.

4. Official Day Processionals



'But all things should be done decently and in order.'
I Corinthians 14: 40

Official Day Processionals illustrates order in the church. Official Processionals occur Sunday in the Annual Holy Convocation of the Church Of God In Christ, Inc. Our God is a God of order. Any worship gathering that is out of order is considered 'strange' and unacceptable. Old Testament writings about disordered behaviors of Hophni and Phinehas (*I Samuel 2: 34*) clearly stated the divinely pronounced consequences that followed. Specific directives and suggestions for Official

Day Processionals are determined by the Adjutant General and directed by Bishop Robert Rudolph, Scribe of the NAC. Official attire for this sacred service is always required. Specialized attention is given to orderliness, schedules, and personal grooming. ****See your NAC Official Handbook for additional details.**

5. Floor/Platform Seating



Floor and Platform Seating strictly follows the protocol of the Church Of God In Christ, Inc. to facilitate order throughout all worship services. The NAC specifies areas of Floor and Platform seating during National Meetings. It is important that all floor and platform seating is reserved to insure proper order, decorum and sacredness during worship services. National Platform Seating protocol is for designated officials of the church. The NAC designates seating related to an official's current or emeritus appointment for service in the national church. In other words, seating pertains to the office and or assignment of a specific leader. It is not personality driven, rather it gives proper respect and honor to whom honor is due. Assistant National Adjutant Mother Connie Smith, National Adjutant Overseer Gabriel Hatcher and Bishop George Davis determine the reserve seating structure and options based on the official protocol of the church. Limited movement and talking help to reduce the chances the audience will be distracted during worship services. All Adjutants assigned to work in the Floor and Platform Seating know what to do.

Summary

You cannot go wrong by doing right. Remember Paul reminds us '*... God is not unrighteous to forget your work and labour of love, which ye have shewed toward his name, in that ye have ministered to the saints, and do minister' (Hebrews 6: 10)*. As you fulfill your assignment in any of the Five Areas of Service: **1.** Holy Communion, **2.** Episcopal Elevation/ Induction; **3.** Episcopal Transitions/ Memorials; **4.** Official Day Processionals and **5.** Floor/Platform Seating, be assured that God takes notice of you. Others may dismiss the service you render. Praise the LORD, God will not forget. Actually Jesus addressed this in the New Testament when he said, '*His lord said unto him, Well done, thou good and faithful servant: thou hast been faithful over a few things, I will make thee ruler over many things: enter thou into the joy of thy lord' (Matthew 25:21)*.

All Adjutants pray for the Church of God in Christ and our beloved Presiding Bishop Charles E. Blake each day to further the gospel of Jesus Christ throughout the world. We love and pray for all of our leaders and saints and their families and friends. We thank God for salvation and ask that our labor shines as light that points others to Him. We invite the Holy Ghost to use us for His purposes. We look forward to hearing the LORD say, **WELL DONE!!**



**“ESSENTIALS PROTOCOL FOR
PREFERRED & PLATFORM SEATING”
Deputy Adjutant Mother Connie M. Smith**

It is very important that we respect and honor our leaders. The Bible teaches us to respect leadership. We are to “give honor to whom honor is due” and “in honor preferring one another” Romans 13:7. Seek to bestow honor, not to receive it.

Protocol – doing what is correct at the proper time and having the proper conduct along with the ability to perform. (CMS)

Seating and platform protocol deals with ensuring dignity and order while properly receiving the leadership of all ranks and any guest who’s been invited to share the platform. Seating is according to rank related to elected officials, executive levels of leaders, as well as national appointed officers of the church.

One should have a thorough knowledge of these persons by name and presence. So as to minimize undo embarrassment both for the leader and/or guest, as well as unnecessary disruption and confusion that draws public attention which brings disparagement upon the Presiding Bishop and Presidium as we are the extension of the Office of the Presiding Bishop.

Grace in movement, proper appropriate clothing and grooming, in addition to oral care is an absolute necessity.

Each National Convention preferred platform seating is different. The difference includes, but is not limited to the measurement of the stage, the number of chairs and how the chairs are arranged. Guidelines and schematics are followed.

The Holy Convocation

The suggested preferred platform seating necessitates a disciplined servanthood team that consists of the following persons that serve and assist in executing assignments.

The scope of their assignment may include these persons, as well as others.

Convocation Chairman, Director, Liaison
Convocation Platform Commissioners
Deputy Adjutant Mother
National Adjutant Mothers
National Adjutant Sisters

*The team members are responsible for, but not limited to the proper seating of the following:
(Note: Not listed by rank or position. This is an example only.)*

The Presiding Bishop's Family
 The Presiding Bishop's Staff
 The Presiding Bishop's Guests
 The Presiding Bishop's Wife
 The First Lady's Staff and Guests
 Wife of the First Assistant Presiding Bishop
 Wife of Second Assistant Presiding Bishop
 Wives of Former Presiding Bishops
 Wives of General Board Members
 Wives of Former General Board Members
 Wives of National Elected Officers
 Wife of General Assembly Chairman
 Wife of General Assembly Vice-Chairman
 Wife of Adjutant General
 Wives of Board of Bishops Chairman, First Vice-Chairman, Second Vice Chairman
 Board of Trustees
 General Supervisor, Department of Women
 Assistant General Supervisor, Department of Women
 National Appointed Department Assistants (Females)
 Wives of National Appointed Department Presidents
 The Mason Family
 Department of Women Executive Board
 Department of Women Advisory Board
 General Board Members Family

Women's International Convention/Crusade

The suggested preferred platform seating necessitates a disciplined servanthood team that consists of the following persons that serve and assist in executing assignments. The scope of their assignment may include these persons, as well as, others.

National Adjutant Mother, Liaison, Department of Women, Logistics
 Deputy Adjutant Mother
 National Adjutant Mothers
 National Adjutant Sisters

The team members are responsible for, but not limited to the proper seating of the following: (Note - Not listed by rank or position. This is an example only.)

General Supervisor, Department of Women/Convention President
 Presiding Bishop's Wife
 Assistant General Supervisor, Department of Women
 Wife of First Assistant Presiding Bishop
 Wife of Second Assistant Presiding Bishop
 Wives of Former Presiding Bishops

Coordinator, Women's International Convention/Crusade
Marshal, Women's International Convention/Crusade
Department of Women Executive Board Chairperson
Department of Women Advisory Board Chairperson
Department of Women Legal Counsel
Co- Coordinator, Women's International Convention/Crusade
Host Supervisor
Host Bishop's Wife
Wives of General Board Members
Event Planner – Logistics, Women's International Convention/Crusade
Event Planner – Public Relations, Women's International Convention/Crusade
Treasurer, Department of Women
Department of Women Executive Board
Department of Women Advisory Board
Wives of Former General Board Members
Co-Host Supervisors and Bishop's Wives
Wives of National Elected Officers
Appointed Department Assistants (Females)
Wives of National Appointed Department Presidents
Board of Trustees Members (Females)

Auxiliaries In Ministry (AIM)

The suggested preferred platform seating necessitates a disciplined servanthood team that consists of the following persons that serve and assist in executing assignments. The scope of their assignment may include these persons, as well as others.

Appointed National Adjutant Overseer, Liaison
Deputy Adjutant Mother
National Adjutant Mothers
National Adjutant Sisters

**“STEPS & SAMPLES FOR DEVELOPING OFFICIAL
WORSHIP SERVICES PROGRAMS”
Bishop Robert G. Rudolph, Jr.**

THE ROLE OF THE SCRIBE

STATEMENT OF PURPOSE

POINTS OF PURPOSE

- As Adjutants, we are taught to “sanctify our leaders in the eyes of the people.” That same degree of commitment should be evident at their passing.
- We must strive to adequately provide the same degree of respect and reverence during this very solemn time as during the tenure of a Bishop.
- He is not a fallen leader but a promoted one.
- The Adjutancy believes that our commitment to serve the Bishops of our church should continue, even after death.

ROLE OF THE SCRIBE DURING HOME GOING

- IMPORTANCE OF POSITION
- KEEPER OF RECORDS
- LIAISON TO THE PRESIDING BISHOP AND THE ADJUTANT GENERAL

PREPARATION ESSENTIALS

THE FINAL DISPOSITION OF MORTAL REMAINS

RECORD KEEPING

ATTIRE

CLASS “A” ATTIRE

THE OBITUARY

COMPONENTS OF OBITUARY

“COGIC: SERVING THE CHURCH & KNOWING ITS LEADERS”

Presenters: Overseer Ma’Ron King

ESSENTIAL LINKS & SUPPORTIVE RESOURCES



**“HOW TO USE CONTEMPORARY SKILLS TO SERVE
EFFECTIVELY & EFFICIENTLY”**

Overseer Ma’Ron King

Saved, Sanctified and Using the World Wide Web

- I. Technology keys for our Leaders
 - a. National Church Keys
 - b. Ministry Keys

- II. Navigating through COGIC
 - a. Technology tools used by the Church of God in Christ
 - i. COGIC Website
 - ii. ICAS
 - iii. Adjutancy Website

- III. Phobias (Barriers to use)
 - a. Learning something new
 - b. Uninformed / Misinformed / Fear
 - c. Generational Divide
 - d. Privacy Issues

- IV. Getting your leaders to become Tech Savvy

**“DISTINGUISHING FEATURES:
NATIONAL & JURISDICTIONAL ADJUTANCY”
Dr. Joseph A. Conner, Sr.**

First Corinthians 12 enumerates some of the gifts that God set in the church. Among them the Apostle Paul lists the gift of “*helps*.” An Adjutant is a helper, supporter and aide to those who are in leadership.

To set forth the true purpose of the Adjutancy, we need to understand what the Adjutancy is NOT.

- A. It is NOT a social club.

- B. Members do NOT meet to discuss:
 - 1. Church Politics

 - 2. Inadequacies of the leader

 - 3. Inequities of the church

It is NOT a fraternal organization.

National Adjutants are to serve and assist the office of the Presiding Bishop. They are under the guidance and direction of the Adjutant General, to serve our leaders, to “sanctify the leader in the eyes of the people.”

The National Adjutancy includes a viable Corp of women who serve as National Adjutant Mothers and National Adjutant Sisters. The female candidates who wish to serve must be recommended by both the Jurisdictional Bishop and the Jurisdictional Supervisor of Women. These women should be women of good reputation, godly deportment and personal integrity. They must possess tact, discretion, diplomacy and must be lovers of God, the church and their leaders.

Adjutant Mothers are appointed by the Adjutant General. They serve with the Adjutant Overseers in preparation for National Ceremonial occasions. They are appointed to serve in specific areas and are assigned by the Adjutant General. These women are assigned to the various divisions of the Adjutancy.

Adjutant Sisters serve as assistants to the Adjutant Mothers in the execution of their assigned duties. Sisters need to make themselves accessible – to assist as needed, through the proper chain of command.

Jurisdictional Adjutants serve under the guidance of the Jurisdictional Chief Adjutant. All Chief Adjutants would do well to receive their training in the National Adjutant Academy, as should the Lead Sister, so that there will be harmony in the Jurisdiction. If each knows their duties, there will not be friction between them.

There should be a Lead Adjutant Sister who should be in close contact with the Chief Adjutant. She can then contact and relay his wishes to the other sister adjutants. Only when all work together in harmony can they “sanctify the leader in the eyes of the people.”

It would be helpful if each jurisdiction would use similar order as that of the National Adjutancy. The following is a list of suggested positions with comparisons:

National Adjutancy

Jurisdictional Adjutancy

Adjutant General	Chief Jurisdictional Adjutancy
Sr. Deputy General	Assistant Chief Adjutant
Adjutant Apostolic	Adjutant Episcopal
Scribe	Secretary
National Adjutant Overseer	Jurisdictional Adjutant Overseer
National Ceremonial Adjutant	Jurisdictional Ceremonial Adjutant
National Adjutant Mothers	Jurisdictional Lead Sister
National Adjutant Sisters	Jurisdictional Adjutant Sisters
National Adjutant Levites	Jurisdictional Adjutant Levites
Acolytes and Vergers	Acolytes and Vergers

The Jurisdictional Adjutants filling these positions have the same responsibilities assigned to their National counter parts.

This structure within each Jurisdiction will insure proper coordination between the National Adjutancy and the Jurisdictional Adjutancy. Also, a viable Jurisdictional Adjutancy will insure proper conduct when the Presidium of the church visits.

To insure uniformity throughout the entire church, it is recommended that the Adjutant’s Academy only operate on the National level.

The Jurisdictional Adjutancy is a group of men and women from within the Jurisdiction having acknowledged a call from God and then is selected to serve the leadership of the church in matters of Service, Protocol, Order and Worship. The Jurisdictional Adjutancy is a ministry to serve the leaders of the Jurisdiction. Appointments to the Adjutancy are based upon the Jurisdictional Bishop’s wishes and desires.

The duties of the Jurisdictional Adjutancy are numerous throughout the year and seasons. The Adjutants prepare for the consecration and installation of the Bishop, District Superintendent, Pastors, and District Missionaries. The Jurisdictional Adjutancy is responsible for executing a dignified Home Going service for deceased members of the same offices.

The Jurisdictional Adjutancy also assists the Jurisdictional Bishop in the orderly promotion of Jurisdictional Ceremonial occasions and other duties requested and assigned. The Jurisdictional Adjutants serve at the pleasure and will of the Jurisdictional Bishop and are designated to work in any area of work in the Jurisdiction to which they may be assigned by the Bishop or the Chief Jurisdictional Adjutant.

Chief Jurisdictional Adjutant

One who serves as an aide or assistant to the Jurisdictional Bishop. He serves at the pleasure of the Bishop. He is responsible for general oversight of all Protocol and Etiquette within the Jurisdiction. He must maintain an open line of communication with the Bishop and Administrative Staff in an attempt to bring harmony to all departments and leaders within the Jurisdiction. He makes certain that all Ceremonial and Official Dress codes are understood and carried out. A consultant to Pastors and Jurisdictional Leaders in the areas of Protocol, Order and Programming.

Adjutant Episcopal

The designated Aide to the Jurisdictional Bishop. Consults with the Chief Adjutant to make sure that primary and immediate concerns of the Bishop are met. He is responsible for the upkeep and security of the Bishop's vestments.

The Adjutant General

By definition, an Adjutant General, is one who serves as an aide and/or assistant to a commanding officer. So is the case with the Adjutant General of the Church of God in Christ. He is a special aide and assistant to our Presiding Bishop from whom he receives his appointment. This appointment, when approved by the General Board, establishes the Adjutant General's responsibilities as the Minister of Service, Protocol, Order and Worship for the Church of God in Christ. He is responsible for the general oversight of the Corp. His term of office is concurrent with that of the administration.

The Adjutant General maintains an open line of communication with the Presiding Bishop. As well, he must endeavor to work in harmony with all leaders, branches, departments, auxiliaries of our National Church.

In consultation with the Presiding Bishop, the Adjutant General selects qualified men and women to serve the church through the Adjutancy. With approval, National Adjutants are placed under the direction of the General for instruction, training and assignments.

Senior Deputy Adjutant General

As of 2010, the term "Senior Deputy Adjutant General" (formerly 'Assistant Adjutant General') is second in order, this servant must be available to assist the Adjutant General in all matters of concern. He is appointed by the Adjutant General. He also serves as Vice-Chairman of the Executive Committee and fulfills such other duties as assigned to him by the Adjutant General. Presently, we have two persons serving in this capacity.

Adjutant Apostolic

This servant is the Apostolic Aide to the Presiding Bishop. He is appointed by the Presiding Bishop. He is responsible for the care of the Chief Apostle's vestments. He must be available at all times to travel with the Presiding Bishop. Because of the nature of his appointment, the Adjutant Apostolic must be in constant contact with the Adjutant General for the harmonious conduct of duties. He is also a member of the Executive Committee.

Scribe of the Adjutancy

This servant is responsible for the accurate record keeping of the minutes of the Executive Committee. He is also to keep an active roll of members of the Adjutancy. He fulfills other duties as assigned by the Adjutant General.

The National Scribe has within his possession certificates of appointments and a file on each national adjutant. He also maintains all national inauguration, installation, consecration and communion programs. The scribe keeps application renewal forms and seating charts for special services. The scribe's duties are ongoing.

Dean of the Adjutancy

The Adjutant General is the chief instructor and trainer of the Adjutancy. Assisting him is the Dean of the Academy. This servant must be knowledgeable in all matters of service, protocol, order and worship. He shall, with the Adjutant General, coordinate all schedules and activities for the academy. He is a member of the Executive Committee.

Assistant Dean of the Adjutancy

The Assistant Dean of the Academy works with the Dean to develop and implement training, classes and materials to be used in the Summer Academy and Winter Academy. The Academy provides in-depth training in Protocol, Ceremonies, Vestments, Official Services and Episcopal Induction Transitions which leads to certification as a National Adjutant.

Adjutant Overseers

These servants are in charge of the various divisions of the Adjutancy such as the Apostolic Chamber, the Episcopal Chamber, the Induction Chamber, Platform Protocol and Processional Protocol. They are assisted in their duties by National Adjutants. Adjutant Overseers are also members of the Executive Committee.

Ceremonial Adjutants

As in the case of all National Adjutants, Ceremonial Adjutants must qualify for service. Usually they are the servants who assist in National Ceremonial occasions. Their duties are assigned by the Adjutant General. They serve under the immediate direction of an Adjutant Overseer and/or Adjutant Mother.

Adjutant Levites

Lay brothers in the church who desire to assist in this ministry are called Adjutant Levites. Their service is limited to those areas in which clerical credentials are not required. They are appointed by the Adjutant General upon the recommendation of their Pastor and Jurisdictional Bishop.

Vergers and Acolytes

These persons are appointed by the Adjutant General and are under the immediate direction of an Adjutant Overseer. Vergers bear the Processional Cross and Acolytes serve as Candle lighters. They may be men, women or children.

The Jurisdictional Adjutancy is a group of men and women from within the Jurisdiction having acknowledged a call from God and then are selected to serve the leadership of the church in matters of Service, Protocol, Order and Worship. The Jurisdictional Adjutancy is a ministry to serve the leaders of the Jurisdiction. Appointments to the Adjutancy are based upon the Jurisdictional Bishop wishes and desires.

The duties of the Jurisdictional Adjutancy are numerous throughout the year and seasons. The Adjutants prepare for the consecration and installation of the Bishop, District Superintendent, Pastors, and District Missionaries. The Jurisdictional Adjutancy is responsible for executing a dignified Home Going service for deceased members of the same offices.

The Jurisdictional Adjutancy also assists the Jurisdictional Bishop in the orderly promotion of Jurisdictional Ceremonial occasions and other duties requested and assigned. The Jurisdictional Adjutants serve at the pleasure and will of the Jurisdictional Bishop and are designated to work in any area of work in the Jurisdiction to which they may be assigned by the Bishop or the Chief Jurisdictional Adjutant.

Chief Jurisdictional Adjutant

One who serves as an aide or assistant to the Jurisdictional Bishop. He serves at the pleasure of the Bishop. He is responsible for general oversight of all Protocol and Etiquette within the Jurisdiction. He must maintain an open line of communication with the Bishop and Administrative Staff in an attempt to bring harmony to all departments and leaders within the Jurisdiction. He makes certain that all Ceremonial and Official Dress codes are understood and carried out. A consultant to Pastors and Jurisdictional Leaders in the areas of Protocol, Order and Programming.

Resources used for this presentation:

National Adjutancy Official Manual

National Adjutant Sister Training Manual





The National Adjutancy

www.cogic.org