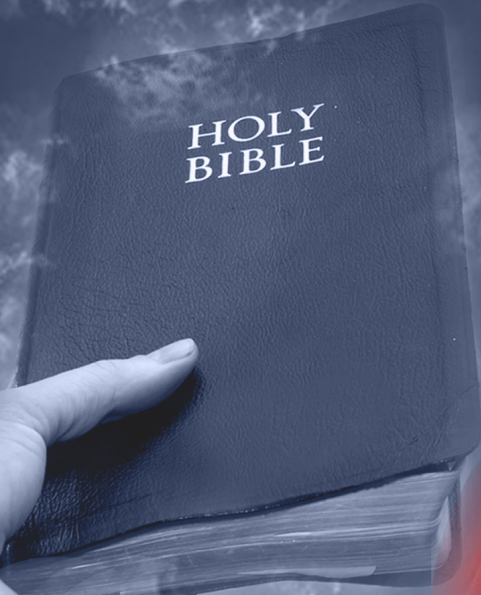




CHURCH OF GOD IN CHRIST NATIONAL ADJUTANCY CORPS



2017 SUMMER TRAINING ACADEMY



“In This Changing World
Let Us **Hold On** to
OUR Unchanging
Faith”

BISHOP CHARLES EDWARD BLAKE, SR., PRESIDING BISHOP

BISHOP ROBERT G. RUDOLPH, JR., ADJUTANT GENERAL

Bishop Augustus D. Pullen, Deputy Adjutant General

Overseer Harold D. Reed, Sr., Deputy Adjutant General

Overseer Earl R. Matthews, Scribe of the National Adjutancy

Mother Geraldine E. Miller, Adjutant Mother

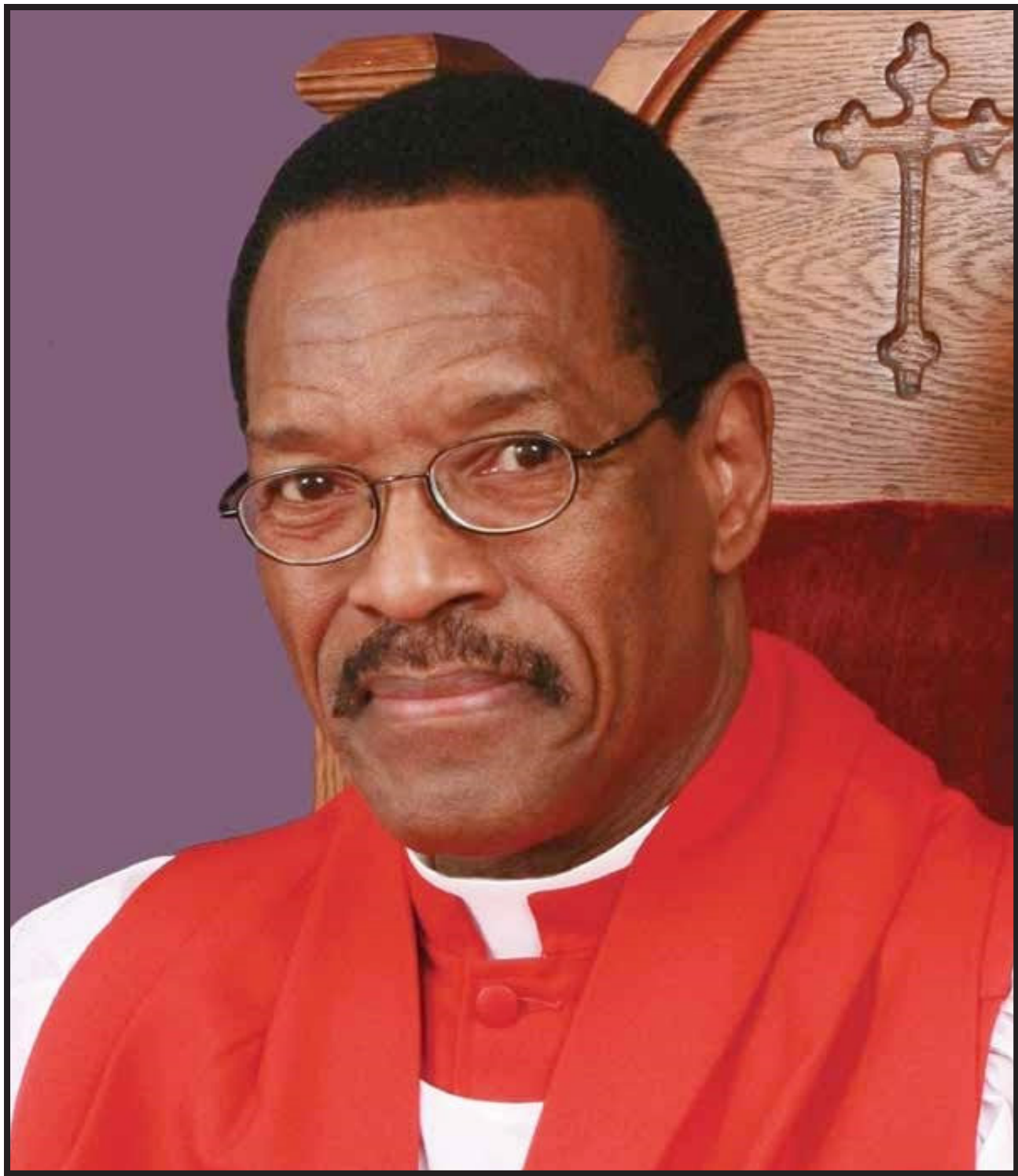
Mother Jerrine M. Simmons, Deputy Adjutant Mother

Mother Connie M. Smith, Deputy Adjutant Mother

Overseer Guy Glimp, M. Div., STM., Dean of the Academy

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

**Omni Charlotte Hotel | 132 E. Trade Street | Charlotte, NC
Tuesday, July 4, 2017 through Friday, July 7, 2017**



The Most Reverend
Charles Edward Blake, Sr.
Presiding Bishop & Chief Apostle
Church Of God In Christ



Church Of God In Christ, Inc.

938 MASON STREET | MEMPHIS, TENNESSEE 38126
(901) 947-9345 OFFICE | (866) 550-9078 FAX

OFFICE OF THE ADJUTANT GENERAL

BISHOP CHARLES E. BLAKE, SR.
PRESIDING BISHOP & CHIEF APOSTLE

BISHOP ROBERT G. RUDOLPH, JR.
ADJUTANT GENERAL

July 2, 2017

Dear National Adjutancy,

In January, 2017, I was honored by Presiding Bishop Charles E. Blake, Sr., to have been chosen to serve as the Adjutant General for our beloved Church Of God In Christ. Words cannot express how honored I am to have been given the opportunity to serve at this level in our denomination. I want to thank both the Presiding Bishop, the former Adjutant General and newly elected General Board Member, Bishop Matthew Williams for allowing me to “shadow” both of them for the past 11 years as the Scribe of the National Adjutancy.

For the past 30 years, I have served as a National Adjutant. My first Adjutancy class in the mid-1980s was taught by the late Adjutant General, Bishop H. Jenkins Bell as he spoke on the importance of service to the Leaders of our church. The opportunities given to me will never be forgotten. I come to this position not as a novice but as a person who has a great deal of experience in government, administration and church work in general.

Thank you, my Brothers and Sisters for accepting me in this position. I am most appreciative to the Presiding Bishop Charles E. Blake, Bishop Matthew Williams and the Adjutancy Corps Executive Board for assisting me in the transition. Thank you for your service and sacrifice to the National Adjutancy Corps and to the Church Of God In Christ. The “Corps” has a rich legacy that we will continue to uphold and build upon. I am committed to the Corps and to you to ensure that we excel together. The best is yet to come.

Sanctifying the Leader, I Am,

Bishop Robert G. Rudolph, Jr.

WWW.COGIC.ORG/ADJUTANCY

Summer 2017 National Adjutancy Corps Academy “Excellence in Training for Perfection in Service”

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Bishop

Charles Harrison Mason

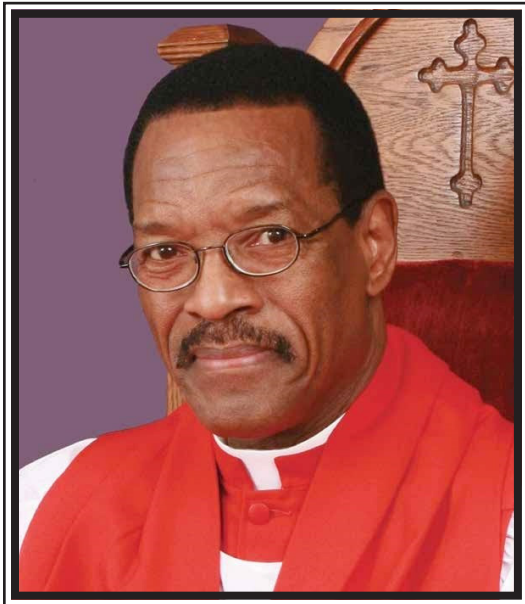
**Founder
of the
Church Of God In Christ**



Bishop

Charles E. Blake, Sr.

**Presiding Bishop
of the
Church Of God In Christ**



Bishop

Robert G. Rudolph, Jr.

**Adjutant General
of the
Church Of God In Christ**



The Academy Purpose and Mission

Welcome to 2017 Summer Academy of the National Adjutancy Corps.

This year's training 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 National Adjutancy Corps 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 training manual was designed and compiled with the assistance of a diverse group of experienced, ministry-tested Leaders of the National Adjutancy Corps. This training manual is organized to provide in-depth training on the three major tenets of the National Adjutancy Corps (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 our great Church.

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 Corps.

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 2017 National 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, Bishop Robert G. Rudolph, Jr., along with the Dean of the Academy, Overseer Guy Glimp, M.Div., 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.



Overseer Guy Glimp, M. Div., STM,
Dean of the Adjutancy



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

	7:30 a.m.	TUESDAY, JULY 4TH	WEDNESDAY, JULY 5TH	THURSDAY, JULY 6TH	FRIDAY, JULY 7TH
	On-site Registration	Executive Committee: "Forward-Focused Leadership Goals" Adjutant General Robert G. Rudolph, Jr.	Spouses of Servants: "Ministerial Support & Personal Resources" Lady Michelle Rudolph	Adjutant Mothers: "Scope of Service & Responsibilities" Adjutant Mother Geraldine E. Miller	Episcopal Servants: "Perfecting Service of Scribes & Episcopal Adjutants" Overseer Earl R. Matthews, Scribe
	Attendance Sign - in	Attendance Sign - in	Attendance Sign - in	Attendance Sign - in	Attendance Sign - in
	Adjutants in Worship (AIW) Officiating Grand Ballroom	Bishop Augustus D. Pullen Deputy Adjutant General	Bishop Augustus D. Pullen Deputy Adjutant General	Overseer Harold D. Reed, Sr. Deputy Adjutant General	Overseer Harold D. Reed, Sr. Deputy Adjutant General
	Leadership Greetings	Mother Geraldine E. Miller Adjutant Mother Bishop Robert G. Rudolph, Jr. Adjutant General	Mother Geraldine E. Miller Adjutant Mother Bishop Robert G. Rudolph, Jr. Adjutant General	Mother Geraldine E. Miller Adjutant Mother Bishop Robert G. Rudolph, Jr. Adjutant General	Mother Geraldine E. Miller Adjutant Mother & Guests of the Adjutant General
	Praise & Worship	Chief Adjutant Overseer Gabriel Hatcher	Chief Adjutant Overseer Gabriel Hatcher	Chief Adjutant Overseer Gabriel Hatcher	Chief Adjutant Overseer Gabriel Hatcher
	Inspirational Speakers	Evangelist Fe'Neda Bradshaw SW Michigan 4 th Jurisdiction Deputy Adjutant General Harold D. Reed, Sr.	Overseer Kenneth Anderson North Carolina 2 nd Jurisdiction Deputy Adjutant General Harold D. Reed, Sr.	Deputy Adjutant General Bishop Augustus D. Pullen Connecticut 2 nd Jurisdiction Episcopal Advisor Bishop Frank J. Anderson, Jr.	ANNUAL ADDRESS OF THE ADJUTANT GENERAL Bishop Robert G. Rudolph, Jr. Episcopal Advisor Bishop Frank J. Anderson, Jr.
	Ministry of Giving	Dean Guy Glimp, M.Div., STM. Plenary Session Dr. Doreatha J. Fields Academy Directives	Dean Guy Glimp, M.Div., STM. Plenary Session Dr. Doreatha J. Fields Academy Directives	Dean Guy Glimp, M.Div., STM. Plenary Session Dr. Doreatha J. Fields Academy Directives	Issuing of Certificates & Appointments
SESSION A	New Adjutants Orientation (First Time - 2 years) Ballroom: Willow/Birch	"National Adjutancy 101" Adjutant Mother Geraldine E. Miller	"Called to Serve: Responsibilities & Expectations" Adjutant Mother Geraldine E. Miller	"Key Terminology & Areas of Service in the Adjutancy" Deputy Adjutant General Bishop Augustus D. Pullen	Academy Evaluations
	Non-Leadership Adjutants Level 2 (3+ years) Pine Room	"Understanding National Adjutancy Protocol" Dr. Herman Platt	"Using Contemporary Trends to Serve Leaders" Evangelist Angie Casey Dobson	"Effective Strategies for Serving in the National Adjutancy" Dr. Herman D. Platt	Plans & Registration Information for Fall Academy, 2017
	Chief Adjutants & Lead Adjutant Sisters Magnolia/Poplar Room	"Relationship Between the Adjutancy & Bishopric" Overseer Antonio Buckley	"Etiquette for Interacting with Public Officials" Overseer Deidric Tupper	"Critical Considerations for Using Social Media" Overseer Nate' M. Jefferson	
	National Leadership: Overseers Consortium Juniper Room	"Roles of Overseers Within the Jurisdictions" Chief Adjutant Overseer Gabriel Hatcher, Facilitator	"Equipping Overseers for Responsibilities & Duties" Chief Adjutant Overseer Gabriel Hatcher, Facilitator	"Essential Strategies & Service Techniques for Overseers" Chief Adjutant Overseer Gabriel Hatcher, Facilitator	
SESSION B	Foundations & Fundamentals Clinic Dr. Doreatha J. Fields, Moderator	"Strengthening Your Serve: Episcopal Transitions" Overseer Harold Reed, Dr. Lena McClain, Overseer Christopher McNair, Overseer Antonio Buckley, Mother Jerinne M. Simmons	"Strengthening Your Serve: National Conventions" Overseer Gabriel Hatcher, Mother Linda Raddliff, Mother Connie M. Smith, Overseer Toney L. McNair, Sr., Dean Guy Glimp	"Strengthening Your Serve: Episcopal Inductions" Overseer MaRon King, Dr. Bernadette Jeffrey, Overseer Phillip Green, Mother Mary Bell, Bishop Augustus D. Pullen	Closing Academy Directives: Dean Guy Glimp & Assistant Dean Dr. Doreatha J. Fields

SPECIAL NOTE: EXECUTIVE BOARD PHOTOGRAPHY SESSIONS ON WEDNESDAY & THURSDAY AT 2:00 P.M. IN THE OAK EXECUTIVE BOARDROOM

Sunrise Symposiums

7:30 a.m. to 8:30 a.m.

Oak Room

Tuesday, July 4, 2017

Executive Committee Symposium

“Forward-focused Leadership Goals”

Bishop Robert G. Rudolph, Jr., Adjutant General

Wednesday, July 5, 2017

Spouses of Servants Symposium

“Ministerial Support & Personal Resources”

Lady Michelle Rudolph, Wife of the Adjutant General

Thursday, July 6, 2017

Adjutant Mothers Symposium

“Scope of Service & Responsibilities”

Mother Geraldine E. Miller, Adjutant Mother

Friday, July 7, 2017

Episcopal Servants Symposium

“Perfecting Service of Scribes and Episcopal Adjutants”

Overseer Earl R. Matthews, Scribe of the National Adjutancy Corps

ADJUTANTS IN WORSHIP

Tuesday, July 4, 2017

Evangelist Fe'Neda Bradshaw



Profile of Service in the National Adjutancy Corps

Evangelist Fe'Neda Bradshaw has served as a Jurisdictional Adjutant in the Southwest Michigan 4th Jurisdiction for 16 years under Bishop Fred Lewis. In 2005, she was selected to serve as Registrar of the National Adjutancy under Adjutant General Matthew Williams and has served as Registrar for 12 years. In 2007, she was appointed Adjutant Mother over the Registration Department. With her quiet anointing, she continues to exhibit a Servant's heart as she diligently serves God while serving others.

Wednesday, July 5, 2017

Overseer Kenneth Anderson

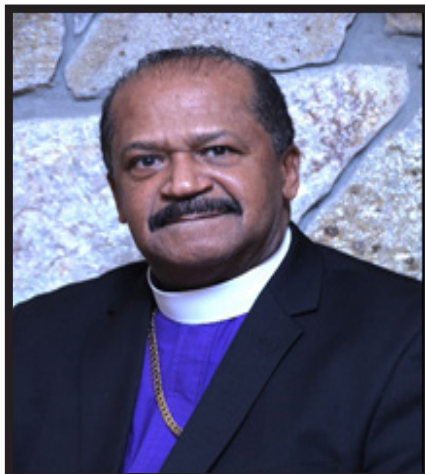


Profile of Service in the National Adjutancy Corps

Pastor Anderson has been a member of the Adjutancy Corps since 1988 as a Jurisdictional Adjutant for Bishop A. LaDell Thomas, Sr. He formed of the Jurisdictional Adjutancy for the Germany Jurisdiction under Bishop Carlis L. Moody, Sr. He served as the Chief Adjutant of North Carolina 2nd Ecclesiastical Jurisdiction for 17 years under Bishop Cornelius E. Anderson, Sr. and Bishop Otis Lockett, Sr. He currently is Assistant Chief Adjutant. Pastor Anderson was elevated to Adjutant Overseer, in 2015 by Bishop Matthew Williams.

Thursday, July 6, 2017

Bishop Augustus D. Pullen



Profile of Service in the National Adjutancy Corps

Bishop Pullen is well known for his extensive work in Church Leadership and as the National Adjutant for the northeastern region for the Church Of God In Christ.

Bishop Pullen has been the Senior Pastor for Rehoboth Church Of God In Christ with two locations, in Bridgeport for thirty-three years and Hartford for over eight years. Bishop Pullen is well known for his extensive work in Church Leadership and as the National Adjutant for the northeastern region for the Church Of God In Christ. In 2017, he was appointed as the Deputy Adjutancy General for the Church Of God In Christ.

ADJUTANTS IN SERVICE

“Strengthening Your Serve” Foundations & Fundamentals Clinic

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

Tuesday, July 4, 2017

“Strengthening Your Serve: Episcopal Transitions”

Panelists

Overseer Harold D. Reed, Sr., Deputy Adjutant General

Dr. Lena McClain

Overseer Christopher McNair

Overseer Antonio Buckley

Mother Jerrine M. Simmons, Deputy Adjutant Mother

Wednesday, July 5, 2017

“Strengthening Your Serve: National Conventions”

Panelists

Overseer Guy Glimp, Dean of the Academy

Mother Connie M. Smith, Deputy Adjutant Mother

Overseer Gabriel Hatcher, Chief Adjutant Overseer

Overseer Toney L. McNair, Sr.

Mother Linda Radcliffe

Thursday, July 6, 2017

“Strengthening Your Serve: Episcopal Inductions”

Panelists

Bishop Augustus D. Pullen, Deputy Adjutant General

Overseer Phillip Green

Overseer MaRon King

Dr. Bernadette Jeffrey

Mother Mary Bell

ADJUTANTS IN TRAINING

Tuesday, July 4, 2017

Focus Group: NEW ADJUTANTS ORIENTATION

“National Adjutancy 101”

Adjutant Mother Geraldine E. Miller, Instructor

Welcome to the National Adjutancy Corps!

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 National Adjutancy Corps, what the term ‘called to serve’ really means, and your commitment to this ministry.

Mission Statement

The National Adjutancy Corps is a ministry of service. National 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; 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 Corps, you must understand what the National Adjutancy IS and what it is NOT:

WHAT THE ADJUTANCY IS:

The National Adjutancy Corps 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 Adjutancy Corps, 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 Corps 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 10:44. 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'.

General Discussions and Questions & Answers Session

Review of National Adjutancy Corps Resources & Books



Adjutants in Training

Tuesday, July 4, 2017

Focus Group: Non-Leadership Adjutants “Understanding National Adjutancy Protocol” *Dr. Herman D. Platt, Instructor*

Definition:

Protocol – the official procedure or system of rules governing affairs of state or diplomatic occasions; a system of rules that explain the correct conduct and procedures to be followed in formal situations; the accepted or established code of procedure or behavior in any group, organization, or situation.

The distinct order and procedure for practice, ceremonies, worship and behavior in the Church Of God In Christ is a matter of protocol. These rules govern the codes of ethics, etiquette and service.

All Adjutants are expected to adhere to these rules and govern themselves accordingly. To operate outside of these rules is a call of immediate dismissal.

Areas of Concern:

1. It is always improper for an Adjutant to walk in front of his Superior except to clear the way for the Leader to walk.
 - Adjutants must also be careful that they do not walk in front of their Leader seated in a pulpit setting. The Adjutant must always use the back of his Leader as a means of access.
2. Adjutants do not seek to be included in photographically setting with their Leader.
 - They must always keep in mind that they are servants and not “stars”.
3. Adjutants must avoid, at all cost, becoming too familiar with the Leader.
 - They must guard against becoming involved in the Leader’s conversation unless they have been asked by the Leader to do so. Unsolicited interference in the conversation of the Leader is the mark of ignorance and disrespect. Always stand aside or leave the room when the Leader engages in a personal conversation.
 - Adjutants must learn to work in the presence of the Leader and hear only that which is spoken to them. An Adjutant must never repeat any matter he happens to overhear.

4. The Adjutants are always apprised of the Leader's belongings.
 - They are to make sure that they have been secured and placed in proper fashion so that they will always be available for the Leader at all times.
5. Adjutants must never approach the Leader while he is engaged.
 - They must wait for the appropriate time and then approach the Leader in an orderly manner.
6. 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, lean close enough to hear and respond, then arise and go quickly to the assignment. Never stand up and speak aloud to the Leader. When crossing other Leaders, it is always proper to excuse yourself.
7. No Adjutant calls his Leader by any other name than his highest title.
 - It is disrespectful to refer to the Leader by nicknames or his first name or the slang "Doc". Always respond to the Leader with respect and honor. For additional information regarding protocol, please refer to the revised edition of the National Adjutancy, 1998, supplement volume II by Elder Lemuel Thuston.



ADJUTANTS IN TRAINING

Tuesday, July 4, 2017

Focus Group CHIEF ADJUTANTS & LEAD ADJUTANT SISTERS

“Relationship Between the Adjutancy & Bishopric

Overseer Antonio Buckley, Instructor

We are to sanctify the Leader in the eyes of the people.....

The Holy Assignment and Call to God’s Leader

The assignment and charge that God gives us for the Leader is a precious call that prepares us for the next level of ministry. It is the obedience of following, humbly, and submitting that determines our future Servant Leadership position and how those that will follow us will conduct themselves. Our relationships with our Leaders, whether male or female, matters to both you and the Leaders level of trust and reliance upon the Adjutant.

The scripture gives a great example of this in 2 Kings 5:1-4; 13-14 when Naaman listen to his wife’s Hand maiden: 2 Kings 5: 1-4; 13-14

The more consistent and dependable you become will strengthen the bond that you have with the Servant Leader. Elijah and Elisha were call by God to work together, because Elisha was willing to follow Elijah to the end even though it became difficult at times to understand the assignment Elisha received the mantle of his master after Elijah ascend to Glory.

Elijah and Elisha at the end of Elijah ministry which caused Elisha to receive the Mantle of Elijah: 2 Kings 2:1-15

The Qualification of an Adjutant

The Adjutant ministry is a ministry of service. Anyone who wishes to serve in the adjutancy can expect a life of servitude. No Adjutant looks forward to recognition, praise, honor or even a courteous thank- you. Often Adjutants serve without any type of remuneration.

No Adjutant seeks personal glory or self-aggrandizement. They must be discreet, poised and dignified at all times; never show-boating or seeking the applause of men. There are times when the task is arduous and very difficult to achieve. However, Adjutants must persevere with all dispatch, requesting the aide of fellow Adjutants to obtain the goal.

When serving the Servant Leader do not take what belongs to the Leader 2 Kings speaks concerning Gehazi deception and his reward 2 Kings 5:20-27

Personal Attire

The Adjutant is a servant, and he must remember that his appearance should never attract undue, unfavorable attention to himself. The Dress Code of the Church 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. Your suit or cassock shall be neat. Your shoes must be shined and the heel should not be runover at the sides.

A thorough bath and good toiletries will be 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 his/ her hair groomed in a manner which becomes his/her holiness ministry. Your hair will have to be cut to a conservative length and uncurled. Curled, extremely wild and long afro styles which border on femininity will not be tolerated. Mustaches and bears must be neatly trimmed and well groomed. Platform shoes are also to be avoided. Shoes of a conservative make are to be worn and at that point there can be no compromise.

LOGISTICS: Calculate everything and all the seemingly unimportant details needed to successfully complete your task. Gather all of whatever it is that is needed so that there will be no hindrance when the time comes for the task to be performed. A specific roster of resource person and places will help the Adjutant in certain logistical matters.

A concentrated study of the Church Of God In Christ Manual will help the Adjutant learn, if not memorize, the ceremonial procedures for the installation of officers, the dedication of buildings, the baptizing of penitents, the marrying of couples and the burying of the dead.

A final work of wisdom here: **Listen carefully to your Bishop’s instructions.** Write down what he says for you to do. Keep a daily log of procedures and appointments. Many other things will come before you and you may not remember his exact words. **Write them down!**

Service – Service is devoted to the care of the temporal needs of the three levels of leadership. Included here, is the Adjutant’s ability to assure the availability of all items mentioned above in “Logistics.” Particular attention must be given to lodging because the accommodations provided, must be commensurate with the rank and office of the Official. Service also applies to the care of vestment, and making sure the Leader’s every need is met. Additionally, included in Service, is any administrative or technical assistance the Leader may direct to be performed. All Adjutants must have a thorough knowledge of accepted codes of courtesy and proper behavior toward leadership... and after all of this, see to it that the job is done!! Render the service.

He aided Aaron to hold up the hands of **Moses** when **Moses** realized that the Israelites prevailed in battle while **his hands were raised**: “Aaron and Hur stayed up **his hands**,

the one on the one side, and the other on the other side". ... In the Books of Chronicles Hur is either the son or the father of **Caleb. Exodus 17: 10-12**

a. **A Service Kit:** The Adjutant should have a small zipper pouch with the following items as may be needed at any time by the Leader; Fingernail clipper, file, extra button(s) for the clerical collar, sewing kit, small scissors, small stapler, band aids, small comb, Clorets or similar breath freshener.

b. **Resources Persons and Places:**

1) A comprehensive telephone directory (palm-top referred). Invariably, the Leader will need to know a phone number at such a time as when no phone book is available.

2) When you are traveling with your Leader, as soon as you arrive at the town in question, take the time and jot down the following locations:

- Photo copy store
- Drug store
- Hospital (if the Leader is diabetic or has any other medical condition that may require special or immediate attention.

3) If the city is a famous tourist area, find out when guided tours are available so that if the Leader has time and wants to take an interesting tour, you will have some suggestions offer.

4) Be sure you find out the schedules of all events. Be sure that your Leader has tickets, if needed for those events. Be sure you find out about transportation availability. Become an expert relative to the logistics of your Leader's appointment/ meeting times and places.

5) **Always** sit or stand where your Leader can see you. Always let your Leader know if you are asked to work with the Adjutancy on tasks that take you away from the presence of your Leader.

Types of Relationships between Bishops and Adjutant in the Scripture

1. Moses –vs- Aaron and Miriam – Moses' older siblings/ assistants tried to oppose him on his decision concerning his wife and God punished them for correcting the Leader. Numbers 12: 1-10

2. Moses –vs- Aaron and Hur – Aaron and Hur had spiritual eyes to see and assist Moses during the battle to lift his arms for victory. Exodus 17: 10-12

3. Moses –vs- Jacob and Caleb – Jacob and Caleb brought Moses and the Children of Israel a good report. Numbers 14: 6-9

4. Saul –vs- David – Saul envied David, however David was the only one that could com Saul down. 1 Samuel 19: 6- 12

5. David –vs- Absalom – Absalom David's son despised David and desired to take his kingdom. 2 Samuel 15: 12-17

6. David –vs- Shimei- Shinmei envied David and enjoyed at the almost defend of Absalom against David. 2 Samuel 16:5-13

7. Jesus –vs- Judas – Judas the treasurer of Jesus’ disciples betray Jesus for 30 pieces of silver. Luke 22:2-8

8. Jesus –vs- John – John was the beloved disciple that knew the secrets of Jesus. John 13: 23-26

NEVER TAKE FOR GRANTED THAT YOUR LEADER KNOWS WHAT YOU ARE DOING, JUST BECAUSE YOU ARE WITH OTHER ADJUTANTS.

REGARDLESS OF THE LEGITIMACY OF YOUR ASSIGNMENT, LET YOUR LEADER KNOW WHERE YOU ARE AND WHAT YOU ARE ASKED TO DO.



ADJUTANTS IN TRAINING

Tuesday, July 4, 2017

Focus Group: NATIONAL LEADERSHIP: OVERSEERS CONSORTIUM

**“Roles of Overseers Within the Jurisdictions”
Chief Adjutant Overseer Gabriel Hatcher, Facilitator**

Training Emphasis: Setting boundaries, and knowing your role.

We have need to know, as National Overseers who we really are,
and what type of Authority we really have.

Forming and Maintaining a good relationship within and without.
This strengthens us in our performance as men of God.

- 1). What is Relationship?
 - * A Closed or Open Mouth
 - * A Friend: to be; or not to be
 - * A Drama Free Atmosphere

- 2). My Role
 - * Lights, Camera, Action
 - * Eyes “Shut” Wide Open

- 3). Boundaries
 - * Draw a line in the Sand
 - * Take that “chip” off your shoulder
 - * Dare yourself to Speak

Session Aim: At the end of this session, my goal is that WE leave from this place with the utmost respect and reference for our fellow brethren. We are Better Together, and our Relationship is strengthened when WE communicate and learn how to relate to one another.

ADJUTANTS IN TRAINING

WEDNESDAY, JULY 5, 2017

Focus Group: NEW ADJUTANTS ORIENTATION “Called to Serve: Responsibilities & Expectations” *Adjutant Mother Geraldine E. Miller, Instructor*

COMMITMENT

The ‘call to serve’ requires ‘commitment.’

WHAT WE DO

The creed of the National Adjutancy Corps is ‘To Sanctify the Leader in the eyes of the people’.

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 should 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', 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 discrete.

The Adjutant must learn to work in the company of the Church-fathers, and hear only that which is spoken to him. The Adjutant must **never** repeat any matter he happens 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; therefore, 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 superior's garments are placed. You must be certain that his/her belongings are in good order and secure – **before** you leave that area.

REMEMBER: The National Adjutancy Corps 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 10:44. God and the Church Of God In Christ are looking for people of humility, special dedication, and a willing mind to serve.

ADJUTANTS IN TRAINING

Wednesday, July 5, 2017

Focus Group: NON-LEADERSHIP ADJUTANTS “Using Contemporary Trends to Serve Leaders *Evangelist Angie Casey Dobson, Instructor*

1 Samuel 16:21-23 - And David came to Saul, and stood before him: and he loved him greatly; and he became his armourbearer. And Saul sent to Jesse, saying, Let David, I pray thee, stand before me; for he hath found favor in my sight. And it came to pass, when the evil spirit from God was upon Saul, that David took a harp, and played with his hand: so, Saul was refreshed, and was well, and the evil spirit departed from him.

Definition:

Contemporary Trends - in the style of the present or recent times; modern. Relatively recent

A. Trending Topics

- a. Servanthood – What is the ministry all about? What is the need? What is the specialty that identifies one from another?
- b. It is our job as a servant to maintain God’s property.
- c. What God has entrusted to us must be properly maintained.

B. First Things First

- a. As a servant we ought to live, sleep, dream and walk in our God given assignment.
- b. When people see us, they should see the assignment. This is how we maintain the property of God.

C. How what I know can help me serve

- a. It is our assignment to encourage, edify and strengthen
 - i. Encourage – Pour back into
 - ii. Edify – Build up
 - iii. Strengthen – Boost; Charge

D. Preparation

- a. Chosen/Assignment
- b. Stand and Stay
- c. Produce and Reproduce

E. Keeping it Real

- a. Navigating Socially
- b. The Servants Challenge

ADJUTANTS IN TRAINING

Wednesday, July 5, 2017

Focus Group: CHIEF ADJUTANTS & LEAD ADJUTANT SISTERS

“Etiquette for Interacting with Public Officials”

Overseer Deidric Tupper, Instructor

ETIQUETTE & PROTOCOL WITH GOVERNMENT AND CIVIC OFFICIALS

“REFRESHED AND RELOADED”

INTRODUCTION

The Church is the Body of Christ on earth, the fellowship of the faithful. It is the “Ecclesia”, the gathering of the people of God who assemble to worship together the Triune God: Father, Son, and Holy Spirit. To do a good job in anything requires organization. Every good idea and goal must be planned well to be successful.

This information is intended to outline the steps involved in receiving, and presenting dignitaries and other officials. Also, it will list the order of seniority of elected and Church Of God In Christ organizational officials, and how they should be greeted, presented etc.

The rules and processes of official/diplomatic protocol are based in pragmatic thinking, common sense, and good manners. Protocol makes the job of representing our church organization easier by facilitating our work as a team, making our relationships and interactions with others more predictable, and by providing a basic social framework and hierarchy to follow.

The Adjutancy is charged with leading and continuing the link between public officials and religious diplomats, provide technical or subject matter expertise of our organization, the Church Of God In Christ to entities unfamiliar with our protocol and etiquette and provide the leadership of the Church Of God In Christ with strategic advice on all aspects of Diplomatic & Public Affairs. We’ve designed this information as a model to guide our officials and staff, and to help them master the basics of official/diplomatic protocol.

It is a blessing to present the following information regarding “Church Etiquette & Protocol,” as it relates to Government and Civic Officials. May the brief information contained in this presentation offer some clarity on several practical expressions of our Christian faith.

Protocol: Definition and History

By definition, protocol generally refers to customs and rules of politeness and courtesy between individuals and society. That is, the rules of official and social behavior. For government, nations, provinces, and yes, religious organizations, protocol is a system of conventions, procedures and symbols which express their identity and facilitate relationship between them. In short, protocol is a set of formal rules describing how to deal with officials.

The definition of etiquette is the conduct or procedure required by good breeding or prescribed by authority to be observed in social or official life. Therefore, we must understand that “protocol” prescribes to knowing what is required, and etiquette provides the vehicle in which to execute or knowing how to perform set protocols.

It would be impossible to discuss and provide every rule governing every situation. Nevertheless, the following suggestions are basic. Always apply common courtesy and you will never go wrong in those situations not covered in this session.

We should always display proper consideration for the office represented by the person.

The term “protocol” comes from the Greek and means “first glue”. It may be said that protocol is the “glue” that holds official life in our society together.

Protocol is rooted in a sound knowledge of human relationships. Relationships, particularly official ones between nations, corporations, religious and civic Leaders have come to be governed by a series of accepted practices. These practices reflect the observance of mutual respect and consideration among institutions. It makes possible the conduct of all affairs to be conducted in an atmosphere of courtesy and friendliness. It is a mode of behavior most favorable to the achievement of understanding and cooperation.

The Church Of God In Christ observes the traditional practices that have long been accepted as showing a due measure of honor and respect to other institutions of powers and their representatives, as well as our own national institutional representatives.

Definitions

While the list is not exhaustive, it lists some of the most commonly used words, terms and acronyms. For this manual, we will use definitions from Merriam Webster’s Dictionary (2007), and Merriam Webster on-line dictionary.

Decorum: Propriety of manner or conduct; grace arising from suitableness of speech and behavior to one’s own character, or to the place and occasion; decency of conduct; seemliness; that which is seemly or suitable.

Etiquette: The forms required by good breeding, or prescribed by authority, to be observed in social or official life; observance of the proprieties of rank and occasion; conventional decorum; ceremonial code of polite society.

Honorific: A title or form of respect. Example: “The Honorable” is an honorific or courtesy title used to indicate respect for the stature of elected officials.

Precedence: The right to proceed in order, rank or importance, including the right to precede others in ceremonies or social formalities; the order to be observed in ceremonies by persons of different ranks, as in international diplomatic precedence.

Dignitary: Any elected or appointed official. For example, head of state, ministers, heads of local and municipal governments, cabinet members, diplomats.

Protocol Order of Precedence: An adopted order of precedence that applies to persons who are listed for the purposes and at the levels identified. Example: The Protocol Order of Precedence for the United States applies mostly at the national and international levels and is part of the recognized system of international courtesy.

Protocol: The customs and regulations dealing with diplomatic formality, precedence, and etiquette (in official life; comparable to etiquette used in social life). Example: Elected officials rank higher than local appointed officials and should be introduced before them.

Rank: An official or social position or standing. Example: The President determines the order in which U. S. Cabinet members will be ranked in the federal Protocol Order of Precedence that applies mostly at the national and international levels.

Seniority: Priority, precedence or status obtained as the result of a person's length of service. Example: council members may be ranked in order of seniority for introductions and for privileges such as the order of presentation or introduction; selection of office space, seating and parking; and presiding or spokesperson responsibilities in the absence of the Mayor and Mayor Pro Tempore.

Title: A descriptive or distinctive appellation typically designated by right of rank, office or attainment. Example: The Mayor of the City of Laredo.

X: A journalistic symbol typically used herein to indicate that a specific number is to be substituted. Example: "Council Member, District X," indicates that the council member's district number must be substituted, when known, for the "X."

What does government, civic, corporate and religious protocol involve?

Protocol and etiquette covers such areas as official visits procedures, forms of address (written and verbal), tables of precedence, guidelines for hospitality, seating-plans, gifts and dress codes. Protocol is a complex system of rules and conventions which govern the relationship between governmental, civic, corporate and religious institutions.

- I. Communication & Forms of Address (Written and Verbal)
- II. Formal Visits - Contact Person, Arrival Time, Parking, Greetings, Final Directives, and Holding Room (If Necessary)

III. Guidelines for Hospitality – Providing Refreshments (Water, Juice, Mints), Entertainment (Proper small talk), Introductions (Within Holding Room)

IV. Seating Plans, Gifts, Dress Code, Speaking Opportunities

KEY RESPONSIBILITIES:

- (a) carrying out the functions and duties including the implementation of policies and procedures related to interaction of government and religious Leaders; and
- (b) tendering advice to the leadership of the church related to protocol during public affairs; and
- (c) coordinate and communicate with government officers from local, county, state and federal entities; and
- (d) receive diplomats (government/religious) at events and services; and
- (e) execute protocol governing recognition during services and activities of Elected Officials or Representatives and Diplomats from Ecclesiastical Organizations or dignitaries; and
- (f) interact with the delivery and allocation of goods and services by local public-sector government including (services of: Chief of Police, Fire Commissioner, Chief of EMT); and
- (g) the efficient, effective, management of the activities related to governmental, corporate, and civic and religious Leaders.

Critical Success Areas – As we continue to serve we must be responsible for meeting the following but not limited to:

1. Leading and coordinating the development, review and implementation of the Protocol and Etiquette as we interact with government, corporate, civic and religious organizations in line with the Adjutant General’s goals disseminated from our Presiding Bishop.
2. Working collaboratively with other Executive Staff members and Department Leaders to streamline services.

KEY COMPETENCIES

- a. Sound knowledge of government processes, systems and structures.
- b. The ability to exercise judgment and determine the implications on the administrative advice rendered to government;
- c. Proven diplomatic ability to represent the Church Of God In Christ;
- d. Proven Leadership qualities;
- e. Proven ability to strategize and provide direction and vision;
- f. Ability to communicate effectively and appropriately with all levels;
- g. Result orientated;
- h. Ability to forge mutual relationships with all stakeholders;

BEHAVIOURAL COMPETENCIES

We must uphold:

- a. **honesty** – acting honestly, being truthful, and abiding by government laws and Church Of God In Christ bylaws;
- b. **impartiality** – providing impartial advice, acting without fear or favor, and making decisions on their merits;
- c. **service** – serving people well through faithful service to the Church Of God In Christ;
- d. **respect** – treating people, the members of the Church Of God In Christ, and colleagues with courtesy and respect;
- e. **transparency** – taking actions and making decisions in an open way;
- f. **accountability** – being able to explain the reason for actions taken, and taking responsibility for those actions;
- g. **efficiency and effectiveness** – achieving good results for the Church Of God In Christ in an economical way.

Code of Conduct

We must, while in the performance of our duties:

1. exercise care and diligence; and
2. be professional, courteous, and treat everyone with respect and without coercion or
3. harassment; and
4. take reasonable steps to disclose and avoid any real or apparent conflicts of interest in connection with their duties; and
5. ensure the proper and prudent use of resources; and
6. use official information only for official purposes; and
7. not improperly use their status or authority to seek or obtain a benefit for themselves or any other person or body; and
8. at all times act and behave in a manner that upholds and promotes the integrity, values, and good reputation of the Church Of God In Christ; and
9. comply with any other conduct requirements as may be prescribed.

PROTOCOL CHECKLIST

o NOTICE OF OFFICIAL ATTENDANCE

o NOTIFIES HIS/HER RESPECTIVE LEADERSHIP

o DETERMINES PROCESS AND IDENTIFY PARTIES FOR HANDLING SUCH REQUESTS AND SUBSEQUENT VISIT

o RESPECTIVE CHURCH OF GOD IN CHRIST REPRESENTATIVE WILL WORK WITH THE HIGHEST RANKING ELECTED OFFICIAL'S REPRESENTATIVE WHO WILL BE RECEIVING THE DIGNITARY/OFFICIAL

o SAID REPRESENTATIVE SHALL ALSO PROVIDE SPECIFICS REGARDING THE PROGRAM IN QUESTION.

CONTACT: (000) 123-4567 (ex)

o LOGISTICS

o RECEIVING LINE (GREEN OR HOLDING ROOM)

o IDENTIFIED LEAD LOCAL PERSON

o VISIT SITE AND IDENTIFIED NEEDS

o PODIUM

o BACKGROUND (INFORMATION FOR EVENT & HONOREE - BIOS)

o SEATING ARRANGEMENTS

o GENERAL PARKING & VIP PARKING

o TRANSPORTATION (NUMBER OF VEHICLES ARRIVING)

o PROGRAMS (PROVIDED TO DIGNITARIES

o SPEECHES (WHEN DELIVERED, WHERE TO STAND, AND HOW LONG TO DELIVER)

o TRANSLATIONS

o PROTOCOL GIFTS, AND PRESENTATIONS

o PHOTOGRAPHER

o LOCAL PRESS (MEDIA) INSTRUCTIONS

o IDENTIFY VOLUNTEERS

o SITE SURVEY TO CONFIRM ARRANGEMENTS

o NOTIFICATIONS (LOCAL /OTHER OFFICIALS PRESENT AT EVENT)

o SET UP OF LOGISTICS AT MEETING WITH ALL PARTIES INVOLVED TO ENSURE THE SUCCESS OF VISIT /EVENT

ADJUTANTS IN TRAINING

Wednesday, July 5, 2017

Focus Group: NON-LEADERSHIP ADJUTANTS “Equipping Overseers for Responsibilities & Duties” Chief Adjutant Overseer Gabriel Hatcher, Facilitator

Training Emphasis: Within this area of study, we will dive into certain areas that may be in some cases considered “unchartered”. In some cases, we shy away from issues and subjects that may require some in depth discussion.

Hopefully, we will answer some unaddressed questions that have need for a direct answer.

Question 1: What is our “Duty” as an Overseer?

Question 2: What is our actual “Role” as an Overseer?

Question 3: What are we “Responsible” for as an Overseer?

- Tools?
- Systems?
- Layout?
- Game Plan?

We, as Overseers, are looked upon to know What? When? Where? Why? and How? to make “it” happen.

We will hopefully leave here with clear passage of thought on “How To” and “What For”.

Whether, we be a General Board Overseer; an Overseer “with” an assignment; or an Overseer-At-Large, we will discuss ways of being a part of “One Team”.

Remember: “TEAM WORK, MAKES THE DREAM WORK”.

ADJUTANTS IN TRAINING

Thursday, July 6, 2017

Focus Group: NEW ADJUTANTS ORIENTATION

“Key Terminology & Service Areas of the Adjutancy”

Deputy Adjutant General Bishop Augustus D. Pullen, Instructor

1 Timothy 3:14-14 These things write I unto thee, hoping to come unto thee shortly. But if I tarry long, that thou mayest knowest how thou oughtest to behave thyself in the house of God, which is the church of the living God, the pillar and ground of the truth.

Mark 10:45 For even the Son of man came not to be ministered unto, but to minister, and to give his life as a ransom for many.

"The National Adjutancy Corps of our church is a service ministry with the Presiding Bishop serving as commander; the General Board as other Chiefs of Staff and the Adjutant General as an aide to the Presiding Bishop. We are that branch -The National Adjutancy Corps of the Church Of God In Christ, that is to serve and aide the Office of the Presiding Bishop as he fulfills the arduous duties of "Chief Servant ' of the church. As service priest, we will help our Leader fulfill the task of ceremonially serving the constituents of our church in the national conventions, in areas of worship, communion, funerals, installations, inaugurations, and dedicatory activities.

In fulfilling our creed "to sanctify the Leaders in the eyes if the people", the National Adjutancy Corps, through dignified and reverent ceremonial decorum, unveils the sacredness of the Office of Presiding Bishop, which assists in the awesome responsibility of service to all mankind" (Taken from excerpts of the official National Adjutancy Manual for the Church Of God In Christ)

Areas of Concentrations and concerns for the Adjutancy

- Worship/Liturgy -From the Greek for "the peoples work", the prescribed worship service of the church. In Judaism and from the beginning of Christianity, worship, altar preparation, sacrament (a rite commanded by Christ that uses an earthly element with the word of God to convey God's grace; through Holy Baptism and Holy Communion) and celebratory services require special preparation. We aid our Leaders in making sure that this is done ecumenically correct. The Liturgy is the church's form of corporate worship, and is derived from examples and instructions given in the Old as well as the New Testament. This liturgy has come down to us through the ages because it sets us within the mainstream of Christian worship and helps us remember and celebrate God's mighty acts of salvation. This responsibility also involves, not only the altar, but the care of Sacramental linens, sacred vessels, and vestments
- Service - Service is devoted to the care of the temporal needs of the Leaders. Included is transportation, lodging (making sure accommodations are commensurate with the office), the care of vestments and making sure the Leader's every need is met. Also included is any

administrative or technical assistance the Leader may need and that they direct the Adjutant to provide or perform.

- Protocol -Protocol is a prescribed code of etiquette that applies in any given ceremony, meeting or occasion. It is the code of ceremonial forms and courtesies of precedence, accepted and proper and correct in official dealings. It is that form of ceremony observed by Diplomats, Heads of States and other political and ecumenical Leaders. Etiquette refers to the codes and standards that govern correct and appropriate behavior. Protocol performs those acts of courtesy on behalf of the Leaders. All Adjutants must know and exercise this code of courtesy and conduct at all times, especially when interacting with leadership.
- Order - Order insures that every occasion functions in harmony with what has been prescribed by the codes of etiquette and protocol. Etiquette is to know what to do at the proper time and pursuing that standard. Protocol is doing what is right at the proper time. Order is setting the proper time and logistics for protocol and etiquette to take place. It is important to establish time for the ceremony and aspects of it, the proper processional order, identifying program participants, if there is a prescribed procedure and make sure that the procedure is followed. This involves proper communication and interaction with all other service agencies of the church.

REMEMBER, LEARN AND PRACTICE -Ecclesiastes 10:4. "If the spirit of the ruler rises up against thee, leave not thy place; for yielding pacifieth great offences."

I. The Structure of the Church

- a. It is important that all Adjutants know who all General Board members, Bishops, and Nationally appointed and voted persons are that serve our church.
- b. Never request assignment in which you will have to deal with and know who the Presidium of our church is, if you do not know them and the correct title of their position. (Always refer to Leaders by the highest title they hold)

II. Personal Grooming and Hygiene

- a. Clothing and shoes
- b. Body, hands, teeth (mouth) care and posture.
- c. Hair care
- d. Car care

III. Stress Management! Critical Debriefing/Mental Stability

- a. Proper attitude
- b. Who do you think you are speaking to?

- c. Good reputation and character
Not a gossip or busy body
Associations with questionable persons. "Evil communication corrupts good manners."
Not involved in scandalous or improper activities. "Avoid the very appearance of evil."

- I. Proper Attire
 - a. Class B vestments
 - i. Black clerical shirt/White full collar.
 - ii. Black suit (no piping or other decor).
 - iii. Black shoes and socks.
 - iv. Designated cord.
 - b. Class A vestments
 - i. Black clerical shirt/ White full collar.
 - ii. Black Cassock/Anglican.
 - iii. Surplice.
 - iv. Black tippet (stole) with the COGIC Seal on the left side.
 - v. Cincture.
 - vi. Black shoes and socks.
 - vii. Designated cord.

- II. Personnel

- III. Processional/Recessional Protocol - The technical beginning for any liturgy is the processional.
Entrance and exit formation and behavior is critical to the tone of service and the image of the Leader.

The National Adjutant should be adept, order, form, and details of all processionals and recessionals for the following:

National Official Day
Consecration of Jurisdictional Bishop Funeral of Presidium
Jurisdictional Official Day
 - a. Ascending orders -Least to most
 - b. Descending orders -Most to least
 Funeral of Jurisdictional Bishop Funeral of a Pastor
 - a. Ascending orders -Least to most
 - b. Descending orders -Most to least
 Funeral of General Supervisor Funeral of Jurisdictional Supervisor
 - a. Ascending orders -Least to most
 - b. Descending orders -Most to least

- IV. Proper titles
 - a. Most vs. Right

- V. Proper seating

ADJUTANTS IN TRAINING

Thursday, July 6, 2017

Focus Group: NON-LEADERSHIP ADJUTANTS “Effective Strategies for Serving in the National Adjutancy” *Dr. Herman D. Platt, Instructor*

Definitions:

Effective – successful in producing a desired or intended result. Successful, effectual, potent, powerful; valuable, helpful; beneficial.

Strategies: a plan of action or policy designed to achieve a major or overall aim. Master plan, grand design, game plan, plan of action; policy.

Adjutancy Strategies

Who do I serve? Serve God or man

Answer:

You serve both. First know that it is God that gives you salvation: Both grace and mercy. Jesus says render unto Caesar that which is. You are placed by man in earthly positions. Not heavenly places. Obey them that have the rule over you. Understand the assignment.

What authority do I have?

Answer:

It is in the office of adjutancy. What do you know and how do you know that. Consider the place, time and service. We are seen and heard according to the protocol. Who has granted you authority: Leader; whether you are chief or servant laborer, be prayerful, watch the flesh.

The Bishop will not listen.

Answer:

He is the Leader. We are to esteem the Leader before the people and in the heart and mind of the people. Create and have a relationship that you can explain and encourage rightness in the situations. Gain the trust of the Leader.

The wife/children – Respect.

Answer:

Made to look bad. Consultation and human dignity; conversation and knowing who you are. Prayerfully submit and (candidly??) quit.

They are jealous of me.

Answer:

Who are they? What do they do for you and with you? Consider people as having an idea of what they think is best.

Are you really good at what you do?

Then, do you make them feel that you represent them.

Jealous of what?

I think I should be an Overseer/Chief.

Answer:

Selection from Bishop request.

Selection by leadership from within.

Selection because of fulfillment in the Corps' structure.

Where are you?

Bible: To desire the office is noble but are you in the will of God. He has purpose and design for your life. Prayerful thought.

What is the cost/sacrifice?

My Chief is never available.

Answer:

What is the structure of the Corps?

Does every position or function pertain to your state?

Serve 4 Bishops.

Answer:

Who are they and how are they titled?

Executive or Administrative

Jurisdictional Bishop

- Main concern
- Functional service > other Adjutants

ADJUTANTS IN TRAINING

Thursday, July 6, 2017

Focus Group: CHIEF ADJUTANTS & LEAD ADJUTANT SISTERS

“Considerations When Using Social Media”

Overseer Nate’ Jefferson - Special Assistant to the Adjutant General, Facilitator

PowerPoint Presentation

What will you learn?

Can I effectively market my Jurisdiction?

How to incorporate marketing into my Jurisdiction?

- Common marketing tools

- Marketing Keys

- Marketing Examples

- Marketing Tools

Evangelism = Marketing. Evangelism refers to the practice of relaying information about a particular set of beliefs to others. Marketing is the process by which companies create value for customers and build strong customer relationships, in order to capture value from customers in return.

What are your goals?

They should include:

- Recruit

- Retain

- Reach

The core of your Jurisdiction

- The Word

- The People

What is Ministry Marketing?

Identify those you need to reach

- Understand their needs.

- Develop programs and ministries that meet those needs.

- Get the word out.

- Work in Ministry

- Follow up

- Evaluate

How can I Effectively Market my Ministry?

Identify Market (demographics)

Age

Gender

Economic Status

Occupation

Locale

Who are you trying to reach? (member profile)

Active Member

Ministry Department

Establish internet presence

Create a Website

Establish Social Media Pages

Name Consistency

Build Social Media Audience

Create Internet

Trends (# - hashtags)

Branding

Common Marketing Tools

Newspaper and Magazine

Radio and Television

Billboards

Website

Social Media

Word of Mouth

Marketing Keys

Consistency

The most important component in branding is consistency.

Make sure you are conveying the same message all the time.

Color Scheme, Logo, Letterhead, Business Cards, Flyers.

Communication

Make sure you are conveying your message with full effectiveness.

Communicate the vision of your ministry.

Contact

Make sure there is a ways to contact your ministry.

The “voice” of your ministry needs to be pleasant.

Marketing Examples (Apple, Nike, McDonald’s, COGIC)

Establish your brand

Write the vision: (Word centered, people driven)

Outline your goals

Craft your message

What is your target audience?

What are their needs?

Establish communication forms that meet their needs

Places to brand your identity; create brand synergy

Bulletin

Worship Service

Events

Newsletter

Ads

Direct Mail

Brochure

Website

Radio

Flyer examples:

Bad examples – typo, lack of graphic representation, no color, unapproved picture, no appeal

Great examples – colorful, pictures, informative, inviting

Additional Marketing Tools

WordPress (blog)

Constant Contact (email marketing)

Call mall (mass messaging)

Office Depot (printing) SPC#: 80117426978

National Adjutancy Core Values

Protocol

Service

Dedication

Narional Adjutag Hashtag

#COGICWESERVE

Final Thoughts: People are at the center of your ministry.

Remember:

Outline a plan.

Work trough a plan.

Meassure your results.

Produce quality materials; deliver consistent messages.

Engage people though questions, topics and encouragement.

Maintain relationships

Recruit, Retain, Reach

ADJUTANTS IN TRAINING

Thursday, July 6, 2017

Focus Group: NATIONAL LEADERSHIP - OVERSEERS CONSORTIUM

“Essential Strategies and Service Techniques for Overseers”

Chief Adjutant Overseer Gabriel Hatcher, Facilitator

Training Emphasis: Overseers within the Jurisdiction must know and understand how to be Creative. The Chief Adjutant and Lead Sister, must have an example to follow. Who better than the Overseer, because that word, “Overseer” is just that what it says, “to oversee”.

1). Handling Conflicts

- * Evaluate the situation
- * Know How and When to compromise
- * Create an Atmosphere of Peace

2). What is a Technique?

- * Strive to be skillful
- * Flexible and Versatile
- * Execute and Perform

3). The Mind is a terrible thing to waste

- * Establish a Positive Tone
- * Maintain a Positive Tone
- * Know Your Assignment
- * Complete Your Assignment

Session Aim: At the end of the day, all roads lead and all fingers are pointed in the direction of the Leader. We strive NOT to be the center of or even bring attention unto ourselves. We serve at the pleasure of our Leader. As we hold this in the forefront of our minds, we will be made better for it.

*Friday, July 7, 2017
8:30 a.m.*



*The Inaugural Address of
Bishop Robert G. Rudolph, Jr.
Adjutant General
Church Of God In Christ, Inc.*

Notes

Notes

National Adjutancy Corps Executive Board

BISHOP ROBERT G. RUDOLPH, JR., ADJUTANT GENERAL

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Dr. Doreatha J. Fields, Assistant Dean of the Academy
Overseer Eugene C. McCown, Jr., Chief Operations Officer
Overseer Gabriel Hatcher, Chief Adjutant Overseer
Overseer Phillip Green, Overseer of the General Board Chambers
Overseer Antonio Buckley, Overseer of Ceremonies
Overseer Toney L. McNair, Sr., Overseer of Communion
Evangelist Fe'Neda L. Bradshaw, Registrar
Evangelist Kinetta Lewis, Assistant to the Registrar

Office of the Adjutant General

Bishop Frank J. Anderson, Jr., Episcopal Advisor to the Adjutant General
Bishop D. L. Lindsey, Episcopal Advisor to the Adjutant General
Bishop Clarence Lewis, III, Special Advisor to the Adjutant General
Bishop Robert L. Perry, Jr., Special Advisor to the Adjutant General
Overseer Deidric Tupper, Special Assistant (Presidium)
Overseer Nate' M. Jefferson, Special Assistant (Ecumenical & Social Media)
Overseer Christopher McNair, Special Assistant (Episcopal Transitions)
Evangelist Angel Casey Dobson, Special Assistant (Programs)
Elder Adrian H. Patterson, Special Assistant (Database)

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