



2015

Training Manual

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

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TUESDAY JUNE 30, 2015	Tenure	Session A 10:00 – 10:55 AM	Presenter	Session B 11:05 A M– 12:00 PM	Presenter
Level 1	Catechumen (1-3 Years)	<i>“Called to Serve: Commitment, Cords & Communication” (A)</i>	<i>Deputy Adj. Gen. Bishop Clarence Lewis</i>	<i>“Called to Serve: Sanctification & Sacraments” (B)</i>	<i>Sr. Adjutant Mother Geraldine Miller, Executive Consultant</i>
Level 2	Intermediate (4+ years) Non- Leadership	<i>“Organizing for Excellence” (C)</i>	<i>Overseer Gabriel Hatcher</i>	<i>“Place Preference & Protocol” (D)</i>	<i>Dr. Lena McClain</i>
Level 3	Jurisdictional Chief Adjutants and Lead Adjutant Sisters	<i>“Semantics, Emblems and Symbols of the National Adjutancy” (E)</i>	<i>Bishop Augustus Pullen</i>	<i>“Liturgical Components of Divine Worship” (F)</i>	<i>Dr. Herman Platt</i>
Level 4	Overseers and Adjutant Mothers	<i>“Sanctity & Servitude” (G)</i>	<i>Deputy Adj. Gen. Bishop Robert Perry</i>	<i>“Hospitality, Hosting & Hallowing Visiting Leaders” (H)</i>	<i>Supervisor Dianne Bogan</i>
WEDNESDAY JULY 1, 2015	Tenure	Session A 10:00 – 10:55 AM	Presenter	Session B 11:05 A M– 12:00 PM	Presenter
Level 1	Catechumen (1-3 Years)	<i>“PART I: Historical Tenets of the National Adjutancy” (I)</i>	<i>Overseer Antonio Buckley</i>	<i>“Organizational Structure of the National Adjutancy” (J)</i>	<i>Dr. Doreatha J. Fields</i>
Level 2	Intermediate (4+ years) Non- Leadership	<i>“Personality, Attitude and Performance Essentials” (K)</i>	<i>Dr. Herman Platt</i>	<i>“Five Service Fundamentals of the National Adjutancy” (L)</i>	<i>Dr. Bernadette Jeffrey</i>
Level 3	Jurisdictional Chief Adjutants and Lead Adjutant Sisters	<i>“Organizing for Excellence” (C)</i>	<i>Overseer Gabriel Hatcher</i>	<i>“Place, Preference and Protocol” (D)</i>	<i>Dr. Lena McClain</i>
Level 4	Overseers and Adjutant Mothers	<i>“Preferred Platform Seating: Protocol, Planning & Performance” (M)</i>	<i>Deputy Adjutant Mother Connie Smith</i>	<i>“PART I – Official Worship Experiences: Program, Process & Paperwork”(N)</i>	<i>Bishop Robert G. Rudolph, Jr.</i>
THURSDAY JULY 2, 2015	Tenure	Session A 10:00 – 10:55 AM	Presenter	Session B 11:05 A M– 12:00 PM	Presenter
Level 1	Catechumen (1-3 Years)	<i>“PART II: Historical Tenets of the National Adjutancy” (I)</i>	<i>Overseer Antonio Buckley</i>	<i>“COGIC: Serving the Church & Knowing Its Leaders” (O)</i>	<i>Sister Michelle Rudolph Overseer Ma’Ron King</i>
Level 2	Intermediate (4+ years) Non - Leadership	<i>“Semantics, Emblems and Symbols of the National Adjutancy” (E)</i>	<i>Bishop Augustus Pullen</i>	<i>“Liturgical Components of Divine Worship” (F)</i>	<i>Dr. Herman Platt</i>
Level 3	Jurisdictional Chief Adjutants and Lead Adjutant Sisters	<i>“Personality, Attitude and Performance Essentials” (K)</i>	<i>Dr. Herman Platt</i>	<i>“Distinguishing Features: National & Jurisdictional Adjutancy” (P)</i>	<i>Dr. Joseph Conner</i>
Level 4	Overseers and Adjutant Mothers	<i>“Technical Skills for Effective & Efficient Services” (Q)</i>	<i>Sister Michelle Rudolph & Overseer Ma’Ron King</i>	<i>“PART II - Official Worship Experiences: Program, Process & Paperwork” (N)</i>	<i>Bishop Robert G. Rudolph, Jr.</i>

Foreword

Welcome to 2015 National Adjutancy Corp Summer Academy.

It is my pleasure to provide this training manual from the Dean of the National Adjutancy of the Church of God in Christ, Inc.

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 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.**

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

2015 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	

COURSE A – “Called to Serve: Commitment, Cords & Communication”
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 10:44. 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’.

COMMITMENT: (The ‘call to serve’ requires commitment)

WHAT WE DO:

The Adjutancy 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 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', 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 particular Superior's garments are placed. You must be certain that his 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 10:44. 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)

Course B - "Called to Serve: Sanctification & Sacraments" **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, 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 10:44. 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 some 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 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.

COURSE 1C – “Organizing for Excellence”
Presenter: 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 up coming events
 - c. "COLOR CODED"

COURSE 2C – “Organizing for Excellence”

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.....”

Course D - "PLACE, PREFERENCE AND PROTOCOL"

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, behavior. Deportment encompasses many interrelated attributes that include, but 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 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, 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 his 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. Share your opinion only when asked.

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

COURSE E – “Semantics, Emblems and Symbols of the Adjutancy”
Bishop Augustus Pullen

The Symbol of Church of God in Christ



The Symbol of the Church Of God In Christ is an outgrowth of the Presiding Bishop’s Coat of Arms which has become quite familiar to the Church. The design of the Official Seal of the Church was created in 1973 and adopted in the General Assembly in 1981 (April Session).

The obvious GARNERED WHEAT in the center of the seal represents all of the people of the Church Of God In Christ, Inc. The ROPE of wheat which holds the shaft together represents the Founding Father of the Church, Bishop Charles Harrison Mason, who, at the call of the Lord, banded us together as a Brotherhood of Churches in the First Pentecostal General Assembly of the Church, in 1907.

The date in the seal has a two-fold purpose; Firstly, to tell us that Bishop Mason received the baptism of the Holy Ghost in March 1907; and, secondly, to tell us that it was because of this outpouring that Bishop Mason was compelled to call us together in November of 1907, to organize the Church Of God In Christ.

The RAIN in the background represents the Latter Rain or the End-time Revivals which brought about the emergence of our Church along with other Pentecostal Holiness Bodies in the same era. The rain also serves as a challenge to the Church to keep Christ in the center of our worship and service, so that He may continue to use the Church Of God In Christ as one of the vehicles of Pentecostal Revival before the return of the Lord.



Seal of the Office of the Bishop



National Adjutancy Seal



Women’s Department Logo



COGIC Bishop’s Ring



COGIC Official Manual

The Investiture - CLASS A

- The Cassock: The robe which is worn during the service is the symbol of an Elder and Servant. The Bishop is first and foremost, a Servant and one among brethren.
- The Cincture: This garment is a symbol of Christ. It speaks of the Bishop's willingness to "wash his brethren's feet" pursuant to the example of His Lord.
- The Rochet: This white linen garment is a symbol of the Priesthood. Aaron's Ephod is found in the book of Leviticus and is a reminder to the Bishop that his role as Celebrant and Worship Leader is prominent in the total mandate of the Office.
- The Chimere: This garment is a symbol of a Prophet. The Bishop of the Church becomes the Chief Defender of the faith and the Preacher of the doctrines of his Jurisdiction. This is one symbol that sets him apart from Elders, for he alone wears this Mantle of Office.
- The Tippet: The tippet is the symbol of a slave. It is the tippet that binds the Bishop to his Church. Inscribed on the tippet, is the seal of the Church of God in Christ, Inc. and the Seal of the Bishop. They are the symbols of Jurisdiction or Assignment. The tippet signifies that the Bishop is a man under authority.
- The Pectoral Cross: This Cross of Gold is hung around the Bishop's neck as a symbol of his imprisonment for Christ. The Bishop is hereby officially inducted into the College of Bishops.
- The Ring: The Symbol of priestly authority.

Class A

	<u>Jurisdictional Bishop</u>	<u>Auxiliary Bishop</u>
Cassock:	Purple	Black
Cinture:	Purple	Black/Purple
Chimere:	Purple	Black/Purple
Rochet:	White	White
Shirt:	Purple	Black/Purple
Tippet:	Purple	Black
Cross:	Gold	Gold
Ring:	COGIC	COGIC

COURSE F: “Liturgical Components of Divine Worship”
Dr. Herman Platt

THE IMPORTANCE OF WORSHIP IN THE CHURCH

Worship is at the heart of congregational life, and studies show that the quality of the worship experience is a crucial factor in attracting and retaining faith community members.

In order for worship to be effective in the church, we must understand what it is. Corporate worship is the time when we give the Lord through our worship. Worship, however, goes beyond a life of prayer and Bible study. It goes beyond a quiet time together with the Lord. Worship is what comes out of an understanding and realization of who God is, and what He means to us personally as Savior and Lord. The Father is not seeking worship in and of itself, but worshippers (John 4:23).

- I. A Biblical Definition of Praise
 - A. Barak: To bless God
 - B. Halal: To boast of or give glory to God
 - C. Yadah: To give thanks to God
- II. The Purpose of Praise
 - A. To declare the goodness of the Lord to others
 - B. To help us get to the place of worship
- III. A Biblical Definition of Worship
 - A. To glorify and exalt God
 - B. Declaring the worth of God
 - C. To present a yielded life of holiness to God
- IV. Hindrances to Worship
 - A. Tradition
 - B. Sin
 - C. Pride
 - D. Wrong Motives

- E. Disobedience
- F. Unforgiveness
- V. Why Won't People Express Themselves in Worship?
 - A. The "Davis" and the "Michaels" (Samuel 6:14-170
 - B. Different strokes for different folks
 - C. What are they seeing from you as Leaders? Are you following your lead?
 - D. Going from Spectator to Participator
- VI. The Role of the Senior Pastor as Worship Leader
 - A. The Senior Pastor must be a visible worshipper
 - B. Staff members must be visible worshippers
 - C. Learn the heart of your Senior Pastor; Share your heart with hi,
- VII. How Do the People Perceive You?
 - A. "Do people see me as a worshipper?"
 - B. Grasping the concept of Servanthood
 - C. If they trust you, they will follow you
- VIII. Where Are You and Where Are They?
 - A. Do you know where you are in your personal worship?
 - B. Do you know where you want to go?
 - C. Do you know where your people are?
 - D. Be patient with your people as they grow to where you are
 - E. Compelling people to come out of their comfort zones and into true worship
 - F. No matter where your people are, they can go further

Resource:

Maxwell, Lee A. *The Altar Guild Manual*. Copyright 1996, Concordia Publishing House.

Liturgical Seasons & Celebrations

A. Advent

1. A season to prepare for Christmas
2. A season when that remembrance directs the mind and heart to await Christ's Second coming at the end of time
3. Advent is a period for devout and joyful expectation
4. The royal colors are purple or blue

B. Christmas

1. Celebration of the birth of Jesus.
2. The promised Messiah
3. The Epiphany of the Lord, traditionally January 6, is celebrated on the Sunday that falls between January 2 and January 8
4. The color is white for Purity

C. Epiphany

1. The feast that celebrates the manifestation to the world of the newborn Christ as Messiah, Son of God, and Savior of the world
2. This celebrates the adoration of Jesus by the wise men from the east.
3. The color is green for growth

D. Lent

1. Lent is a preparation for the celebration of Easter
2. Focus on changing your lives through prayer and love
3. Reflect on the suffering of Jesus
4. The color used during Lent is purple.

E. Easter

1. The greatest and oldest Christian feast
2. Christ's Resurrection from the dead
3. Christians prepare for it during Lent and Holy Week
4. The color is white

F. Pentecost

1. The "fiftieth" day following Easter
2. The Holy Spirit was manifested
3. The birth of the Christian church
4. The color is red

G. Ordinary Time

1. Non-festival time of the church year
2. From the Monday following Pentecost Sunday until the Saturday before the first Sunday of Advent
3. The color is green

COURSE G – “Sanctity & Servitude”

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.
- 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 as 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 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 guard during the local and / or Jurisdictional Home-going 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.

COURSE H – “Hospitality, Hosting & Hallowing Visiting Leaders”

Mother Dianne M. Bogan

Jurisdictional Supervisor

Great Lakes First Ecclesiastical Jurisdiction of Michigan

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.

COURSE I – “Parts I & II: Historical Tenets 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, to his disappointment, unknowingly was giving position of Adjutant Apostolic; This was done in order that Elder Ellis could continue to assist the Presiding Bishop in forming the ceremonial, liturgical, protocol and uniformity of the denomination. Elder Jesse Ellis was considered very vocal and did not always agree on all matters with the Presiding Bishop therefore Bishop Patterson kept Elder Ellis close.

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 were 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 elect to the General Board in 1981 leaving the Chief Adjutant position vacant. Again, Elder Ellis was not concerned. 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 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 giving this position Chief Adjutant in 1988.

Presiding Bishop J.O. Patterson 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 it 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 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 positions 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 continue 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

Course J:
“Organizational Structure of the National Adjutancy”
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

- **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 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

Course K – “Personality, Attitude and Performance Essentials”

Dr. Herman Platt

In many instances, resolving conflict is a part of the ministry of Servanthood of the National Adjutancy.

The fact that conflict exists, however, is not necessarily a bad thing: As long as it is resolved effectively, it can lead to personal, professional and spiritual growth. The good news is that by resolving conflict successfully, you can solve many of the problems that it has brought to the surface. As well as getting benefits that you might not at first expect. However, if conflict is not handled effectively, the results can be damaging.

To calm down negative situations, it helps to take a positive approach to conflict resolution. The focus should be on improving the situation and issues rather than on individuals.

USING POSITIVE STEPS TO RESOLVE CONFLICT

Step One: Set the Scene

As you seek to resolve conflicts, emphasize the fact that you are presenting the perception of the problem. Use active listening skills to ensure you hear and understand other's positions and perceptions.

- Restate
- Paraphrase
- Summarize

Step Two: Gather Information

Here you are trying to get to the underlying interests, needs and concerns. Ask the other person's viewpoint and confirm that you respect his or her opinion and need his or her cooperation to solve the problem.

Try to understand the conflict in objective terms. Be sure to focus on the issues and leave personalities out of the discussion. Following these tips will be beneficial:

- Listen with empathy and see the conflict from the other person's point of view.
- Identify issues clearly and concisely.
- Use “I” statements.
- Remain flexible.
- Clarify feelings.

Step Three: Agree the Problem

You will need to agree that the problems you are trying to solve before you will find a mutually acceptable solution. Sometimes different people will see different but interlocking problems. If you can't reach a common perception of the problem, then at the very least, you need to understand what the other person sees as the problem.

Step Four: Brainstorm Possible Solutions

If everyone is going to feel satisfied with the resolution, it will help if everyone has had fair input in generating solution. Brainstorm possible solutions, and be open to all ideas, including ones you never considered before.

Step Five: Negotiate a Solution

By this stage, the conflict may be resolved: Both sides may better understand the position of the other, and a mutually satisfactory solution may be clear to all.

However, you may also have uncovered real differences between the positions. This is where a technique like win-win negotiation can be used to find a solution, that, at least to some extent, satisfies everyone.

There are three guiding principles here:

- Be **CALM**
- Be **PATIENT**
- Have **RESPECT**

Resource:

"Conflict Resolution – Resolving Conflict Rationally and Effectively". James Manktelow & Amy Carlson.

COURSE L – “FIVE AREAS OF SERVICE”

Dr. Bernadette Jeffrey, National Adjutant Mother

And let the beauty of the Lord our God be upon us: and establish thou the work of our hands upon us; yea, the work of our hands establish thou it.” Psalms 90:17 [KJV]

Under the guidance and direction of the Adjutant General - Bishop Matthew Williams, the goal of the Adjutancy is to serve and assist Office of the Presiding Bishop. All action of the Adjutancy follows this structure. The Adjutants serve the leaders of God and the people of God in the things of God to the glory of God. Adjutants do not seek honor, rather we bestow honor. Adjutants, you have been blessed with the opportunity for service and empowered to walk in anointed for service. Each of you are here today because you believe that you are called to serve. 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. We say yes to the Lord and allow us to shape us as vessels prepared for His use.

Adjutants are Servants in God’s holy church and view their 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.*’ 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, a 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.

Protocol is an essential part of our work and brings beautiful order in our 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 Overseers and Mothers.

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 that no Adjutant has the authority to change any of these fundamental areas of service.

1. Holy Communion

Holy Communion, also called the Lord’s Supper, reminds us of what Jesus did in the past, symbolizes our present relationship with Jesus, and promises of what Jesus will do in the future¹. 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. During each Holy Communion we have fellowship with Christ and every Christian believer who shares 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.

Preparation

Adjutants are responsible for preparing the sacred vessels and linens for Communion. This works well when a specific person[s] are designated by the Jurisdictional Chief Adjutant. 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, person[s] with this assignment works closely with the Chief Adjutant and Jurisdictional Lead Adjutant Sister to ensure proper timing and actions before the scheduled Holy Communion Serviceⁱⁱ. Every Jurisdiction should have a worship place and space to prepare for Holy Communion. (Speak to your Jurisdictional 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.

- a. Thank and 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.
- b. Do not talk unless necessary.
- c. Give yourselves to quiet hymns with no unnecessary movements or talking.
- d. Prepare a warm lavabo bowl with a small amount of clear rubbing alcohol for the celebrant to cleanse His hands.
- e. Prepare the bread and the cup as directed.
- f. Dress the High Altar as illustrated in the Handbook
- g. Dress the Supply Tables as illustrated in the Handbook.
- h. Set all sacred vessels in order and in place.
- i. Serve in your assigned areas.

National Adjutant Mother Geraldine Miller will give specific and guidance concerning Communion.

See your **NAC Official Handbookⁱⁱⁱ for additional details.

2. Induction/ Consecration

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 as the Presiding Bishop, General Board and Board of Bishops in Church Of God In Christ, Inc. who acknowledges, credentials and dedicates 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 'sanctify' the leaders in the 'eyes of the people'.

Each Bishop Designee and his wife are contacted by the Adjutant General and Mother Mary Bell. Adjutant Mother concerning the Induction Ceremony. Mother Mary is widow of former Chief Adjutant 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 the Induction. Mother Mary Bell selects recommended Adjutant Sisters to serve in the Induction Chamber. At the conclusion of the Induction Ceremony, Mother Mary Bell and Mother Bernadette 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 an 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. National Funerals

The Adjutant General, as directed by the Presiding Bishop, welcomes the 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 with 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, and decoration of the altar, floral arrangements, processional, seating, floral bearers, recessional and other areas. Jurisdictional Bishop's funeral is about 90 minutes long. The Jurisdictional Supervisor's funeral is slightly less than 90 minutes long. Adjutant Mother Dianne Bogan^{iv} is the Official Liaison for the Department of Women for all funerals of Jurisdictional Supervisors. At all times politeness, quietness, dignity and honor should be shown when serving. Talking should be kept at a minimum. You should never display a spirit of 'familiarity' nor use this opportunity to promote yourself. Official attire is required. ****Review your NAC Official Handbook** for details.

4. Official Day Processionals

Official Day Processional occurs Sunday at the Annual Holy Convocation of the Church Of God In Christ, Inc. Specific directives and suggestions for Official Day Processionals are determined by the Adjutant General and directed by Bishop Robert Rudolph, Jr., 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. Platform Seating

Platform Seating strictly follows the protocol of the Church Of God In Christ, Inc. It is important that all platform seating is reserved to insure proper order, decorum and sacredness during worship services. National Platform Seating protocol is designed from Official Men and Official of the church. Deputy Senior Adjutant Mother Connie Smith 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 that the audience will be distracted during worship services. All Adjutants working in Platform Seating should know what to do.

¹ Accessed 2015. <https://www.gci.org/church/lordssup/3fold>.

¹ Miller, Geraldine M. (2013). *National Adjutant Training Manual*

¹ Church Of God In Christ, Inc. National Adjutancy Official Handbook.

¹ Bogan, Dianne M. (2015). *Protocol, Guidelines and Procedure*.

FIVE AREAS OF SERVICE AND YOU: QUESTIONS/ CONCERNS/COMMENTS

Name the five key areas of service.

What new thing did you learn about Areas of Service today?

Can you identify which Area of Service would you like to learn more about?

****What is the question that you need answered today?**

Additional Comments Here:

Course M – “Preferred Platform Seating: Protocol Planning and Performance”

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 disparage 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

*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.)*

Auxiliaries in Ministry Chairman
Auxiliaries in Ministry Vice-Chairmans
Auxiliaries in Ministry National Appointed Department Presidents
Auxiliaries in Ministry National Appointed Department (Females)
Auxiliaries in Ministry Executive Staff
The Chairman's Family
General Supervisor, Department of Women
Presiding Bishop's Wife
Wife of Auxiliaries in Ministry Chairman
Assistant General Supervisor, Department of Women
Wife of First Assistant Presiding Bishop
Wife of Second Assistant Presiding Bishop
Wives of Former Presiding Bishops

Wives of General Board Members
Wives of Auxiliaries in Ministry Presidents
Auxiliaries in Ministry Departmental Representatives
Host Supervisor and Host Bishop's Wife
Co-Host Supervisors and Co-Host Bishop's Wives
Supporting Supervisors and Supporting Bishop's Wives
Board of Trustees Members (Females)

Other National Conventions that require Preferred Seating:

Pastors and Elders Conference (The Shepherds Conference)

The Bishop's Conference

The Leadership Conference

***COURSE N – “Parts I & II: Official Worship Experiences: Program,
Process and Paperwork”
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

COURSE O:

“COGIC: Serving the Church & Knowing Its Leaders”

Presenters: Sister Michelle P. Rudolph & Overseer Ma’Ron King

**Join us for an Audiovisual Presentation and Website Tour
Of
www.cogic.org**

JOURNEY THROUGH COGIC



COURSE P – “Distinguishing Features: National & Jurisdictional Adjutancy”
Dr. Joseph Conner

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 reputations, godly deportment and personal integrity. They must possess tact, discretion, diplomacy and must be both lovers of God, the church and their leaders.

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 man 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 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.

Resources used for this presentation:

National Adjutancy Official Manual

National Adjutant Sister Training Manual

COURSE Q:

“Technical Skills for Effective & Efficient Services”

Sister Michelle P. Rudolph & 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
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