



**COGIC**  
NATIONAL  
ADJUTANCY  
**DEPARTMENT**

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**2023**  
**2024**

**EDUCATION COMMISSION**

CHURCH OF GOD IN CHRIST  
Credentialing Manual

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**BISHOP DICKERSON L. S. WELLS**

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# **PURPOSE**

To present a comprehensive overview of a derived, needs-based curriculum rooted in our rich, foundational heritage.

Being cognizant that this draft is a living framework and is not finite or exhaustive in its current state.

This draft has been guided with the approval and formative evaluation from leadership, as well as summative evaluation through the targeted population to produce an efficient and effective National Adjutancy Academy.

## **FUNCTIONAL MISSION:**

To provide curriculum-driven instruction, demonstration and training, each Adjutant will be equipped and apt to serve with distinction in Service, Protocol, Order, and Worship.

## **MISSION STATEMENT**

The National Adjutancy is a servant ministry whose purpose is to bring sanctity and respect to the Lord, His church, His leaders, and His people through Service, Protocol, Order and Worship.

## **FUNCTIONAL OBJECTIVES:**

Provide a rigorous curriculum that is relevant and suitable to address the needs of the Church Of God In Christ.

Integrate course assessments as a measure of the competency of the learner/student.

Incorporate best practices of educational models to assess the rigor of the proposed curriculum and program design.

Develop a prescribed pathway to certification as a National Adjutant.

Produce a National Adjutancy Corps who are the exemplars of Service, Protocol, Order and Worship.

## **FUNCTIONAL GOALS:**

Define a base-line competency within this servant ministry as a certified National Adjutant.

Repository of resources relevant for a National Adjutant.

Relevant continuing education program for the certified National Adjutant.

## COURSE OUTLINE:

- Curriculum Development through the following National Adjutancy Academy Infrastructure Teams:
  - Course Development
  - Instructor Preparation & On-Boarding
  - Instructional Design
  - Servant Success
- Program Design Outlining
  - Academy Course Modalities
  - Cohort Plan of Completion

## COURSE OVERVIEW:

The mandates of training dictate that there must be a distinction in levels of training and preparedness of the novice (i.e., one who has never been an Adjutant), and the certified Adjutant (i.e, one who is currently an Adjutant by prior experience, or via certification process).

The Curriculum is designed as follows:

- Cohort 1 - First-time Adjutant
- Cohort 2 - Certified National Adjutant (Continuing Education)

With each course is required to meet the mission strands of:

- **S**ervice
- **P**rotocol
- **O**rder
- **W**orship

# PLAN OF STUDY

Course	Session	Cohort	Delivery	Mission Strand	Prerequisite
The Mission & Vision of the National Adjutancy	Summer 1	1 & 2	Hybrid	O	
A Historical Universal Perspective of the Servant Ministry (Ecumenical Engagement)	Summer 1	1	Hybrid	S,P,O,W	
An Introduction and Introspection into COGIC Polity	Summer 1	1	Hybrid		
Leading Leaders (Effective Communication & Knowing Jurisdictional & National Leaders)	Summer 1	1 & 2	Hybrid	S	
Ethics in the Servant Ministry	Winter 1	1 & 2	In-person	S,P,O	Module 1 Course Work
Vestments I	Winter 1	1	In-person	O,W	Module 1 Course Work
Liturgy 1	Winter 1	1	In-person	W	Module 1 Course Work
Processionals (Ecclesiastical & Episcopal)	Winter 1	1 & 2	In-person	S,P,O,W	Module 1 Course Work
Review of the Required & Recommended Reading for National Adjutants	Summer 2	1 & 2	Hybrid	S,P,O,	Module 2 Course Work
ORDER - Leading through Logistics (Details make the difference)	Summer 2	1 & 2	Hybrid	S,P,O	Module 2 Course Work
Jurisdictional Licensure, Ordination, Installation & Homegoing Services	Summer 2	1 & 2	Hybrid	S,P,O,W	Module 2 Course Work
Holy Ordinances (Holy Communion, Feet Washing, Baptism Service)	Summer 2	1 & 2	Hybrid	P,O,W	Module 2 Course Work

## NATIONAL ADJUTANCY ACADEMY PLAN OF STUDY

The 12-course plan of study and pathway of completion will be published for prospective students.

The final plan of study and pathway will be housed via the COGIC i-CAN site under the Academy portal during open enrollment.

Open enrollment commences once Instructor orientation concludes (30 days before the start of Summer 2022 Academy).

### Cohort 1 - New Certification Program Tract

Three (3) Academy Sessions	
Courses involving <b>Service</b>	18 hrs.
Courses involving <b>Protocol</b>	21 hrs.
Courses involving <b>Order</b>	30 hrs.
Courses involving <b>Worship</b>	21 hrs.
<b>Total</b>	<b>90 hrs.</b>

### Cohort 2 - Continuing Education Program

Two (2) Academy Sessions	
Courses involving <b>Service</b>	18 hrs.
Courses involving <b>Protocol</b>	18 hrs.
Courses involving <b>Order</b>	18 hrs.
Courses involving <b>Worship</b>	12 hrs.
<b>Total</b>	<b>66 hrs.</b>



# INSTRUCTOR ON-BOARDING PROCESS

To ensure a talent pool of instructors, each instructor were required to email a typed version of both their Professional resumes/CV and Ecumenical resumes to The Office of the Dean(abrown@cogic.org, dfields@cogic.org, and bjeffrey@cogic.org).

Selected instructors were required to read, review and return our Instructor Excellence Pledge to the Office of the Dean (abrown@cogic.org).

Each instructor will receive an invitation link to attend the Teacher Orientation Session for Academy Faculty.

Each instructor was required to attend and successfully complete the Instructor Orientation Session (Summer Academy) which was facilitated by the Office of the Dean. Functions, job descriptions, pedagogical expectations and leadership organizational chart were shared during the orientation session.

## INSTRUCTIONAL DESIGN

- Each course will be designed by the prospective instructor with final approval of Course Objectives, Syllabi, Content, Reading Materials, Assessment and Evaluation by the Dean.
  - With the guidance from the Office of the Dean of the following:
    - Course descriptions, learning objectives and outcomes
  - This process should be completed 45 days before instruction begins.
- With the development of the program scope and sequential map of instruction, the Office of the Dean will drive the focus of course curriculum to completion, not incompetence.
- Course assessment will be based on course objectives approved by the Dean.
  - Assessments must be passed with an 80% proficiency rate.



# SERVANT SUCCESS GUIDANCE:

- COGIC i-CAN Platform
  - The development of a user-friendly course guide will aid participants (certification and continuing education) during active open enrollment period.
  - A servant communication plan will allow all participants to engage and interface with the prospective instructors before the start of the session.
- Servant Orientation before each academy commences, allows the Office of the Dean to present expectations, roles and responsibilities of the leadership team, how to prepare for the first day of instruction, course delivery, course scheduling, etc.
- In order to provide transparency, a Servant Success Resource Guide will be developed and disseminated to all participants that enroll during the open enrollment period.
  - This document will provide names, numbers and resources any participant would need during the duration of the academy.

# ACADEMY COURSE MODALITIES

## In-Person

- Course instruction is provided at a specific location on a specific day and time.

## Virtual

- Asynchronous (Not at scheduled times)
  - Course content is delivered online with a flexible schedule as directed by the instructor.
- Synchronous (At scheduled times)
  - Course content is delivered virtually/online on specific days and times as directed by the instructor.
- Partially Synchronous (Some scheduled times required)
  - Course content is delivered virtually/online with some work required to be accessed on specific days and times, as directed by the instructor.

## Hybrid

- Course content is delivered at a specific location on a specific day and time (as with in-person classes), and part of the course is also completed virtually/online.

# SCHEDULING COURSE OVERVIEW

- The Certification plan of study will be completed in 3 consecutive sessions w/ access to elective course that can be completed online in between academy sessions.
- The Continuing Education plan of study is completed in two consecutive sessions, preferably Summer and Winter session of the same calendar year.

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**COGIC**

**EDUCATION**

**COMMISSION**

The Education Commission is committed to educating, excelling, and emerging through creative culture, classes, and connections.