



**ETERNAL LIFE FELLOWSHIP & GLOBAL NETWORK
Adjutant/Armor Bearer Training Manual**

*“Ministry is a call to serve others. It is not about position, money or power.
Ministry is about people and the lost being led to Christ.
As a minister you are a servant of Christ first and always!”
Apostle Dr. Michael L. Hargett, Sr. PhD*

Mark 9:35 (NIV)

³⁵ Sitting down, Jesus called the Twelve and said, “If anyone wants to be first, he must be the very last, and the servant of all.”

Foreword

Welcome to the Eternal Life Fellowship Ministries & Global Network Adjutancy Corps Training Course!

It is my pleasure to provide this training manual. This manual is intended to prepare the men and women of God called to serve in the fellowship and who have been called by God to assist the Servant Leaders in fulfilling their mandate as the Apostolic Council of ETERNAL LIFE FELLOWSHIP MINISTRIES & GLOBAL NETWORK.

The primary mission of the Adjutancy Corps is to “Sanctify the Servant Leader in eyes of the people”. Toward that goal, this manual provides a variety of core competencies, strategies and techniques that are consistent, practical and realistically designed to help our Servant-Leaders to live out their call of service in Millennium Ministry.

This manual is organized to provide in-depth training on the three major tenets of the Adjutancy Corps.

(1) Ceremonial

(2) Liturgy

(3) Protocol

Through a proper understanding of the **Fruits, Foundations, Fundamentals** and **Functions** of the Adjutancy Corps, you will be equipped to serve God and the leadership of our fellowship 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 through fellowship.

Humbled to serve,

Apostle Dr. Michael L. Hargett, Sr. PhD

Apostle Dr. Michael L. Hargett, Sr. PhD
Servant Leader - ELFGN



ADJUTANT & ARMOR BEARER GENERAL DUTIES & RESPONSIBILITIES



Being an Adjutant/Armor-Bearer is not only an honor and a privileged position to hold, but also it is an excellent expression of servitude, in both serving the Lord and the leader the Lord has placed in our path. An Adjutant/Armor-Bearer assists their leader in everyday tasks so that they may be able to put more time and effort into the demands of ministry. In addition, Adjutant/Armor-Bearers must make the advancement of his leader top priority, by not only standing by the leader's side in support, but also ever-ready to lift them up.

There is a foundation that all Adjutants & Armor Bearers of the church must stand on. God has blessed each member of the body of Christ with gifts and talents. The bible tells us that iron sharpens iron. (Proverbs 27:17) As an Adjutant General your first responsibility is to provide strength to the leadership of the church. This is done in several ways:

An Adjutant/Armor Bearer must display and produce an attitude of faithfulness and peace.

- **Faithfulness** = The character of one who can be relied on.
(1 Corinthians 4:2 & Proverbs 20:7)
- **Peace** = Servitude of mind; agreement to that order that God has set in place.
(Isaiah 26:3; & 1 Corinthians 12:18)

Faithfulness: Not based solely on the premise of submission but trust. An Adjutant/Armor Bearer must have a sense of respect, acceptance and tolerance for the personality of the Servant/Church Leader. An Adjutant/Armor Bearer must learn and understand the personality of the Servant/Church Leader. Adjutant/Armor Bearer must know how to disagree without being disagreeable. “ Be slow to speak, quick to listen and slow to anger.” (James 1:9) Following this scripture will help build a trusting relation. A negative attitude at the head will cause the body to malfunction. Adjutants/Armor Bearers go into war with their leader. The Bible says that God will make your hands as a skillful warrior.

The Ministry leader and the Adjutant/Armor Bearer are two different people and are individuals. As an Adjutant/Armor Bearer your first responsibility is to provide spiritual support to your leadership. Lay aside your personal agenda to serve a bigger cause is the life of an Adjutant/Armor Bearer. What is God calling you to sacrifice for the sake of His agenda?

One must show respect in conversation, both in private and in public settings. If the Adjutant/Armor Bearer disagrees with the leader submission must come into play. Once the Adjutant/Armor Bearer has given their opinion, one must submit to the final decision of the leader. (Romans 13:1) Slander, backbiting and conflict causes division and terminates a trusting faithful relation. (Romans 16: 17-18)

Peace: Contentment, harmony, and humbleness. God has established two institutions, Marriage and the Church. Satan’s main objective is to steal, kill and destroy these two ordained establishments. There is no peace between two people without agreement. Agreement for an Adjutant/Armor Bearer is essential. God will keep you in perfect peace if it is understood that one’s service is unto Him first and then to the Servant/Church Leader that he has appointed.

It is the Adjutant/Armor Bearer’s responsibility to assist the Servant/Church Leader in fulfilling Mark 16:15, “Go and preach the Good News to everyone in the world.” The Adjutant/Armor Bearer must not allow their feelings and emotions to override their faithfulness and peace while being about their Father’s business.

An Adjutant is not bound by a dress code or traditions.

- **Shadows:** The old has passed away. The traditions of the Old Testament were shadows of that which has come Jesus The Christ. (Hebrew 10:1; Colossians 2:20-21)
- **Freedom:** Christ has set us free from sin and death. This freedom includes former traditions given under the dispensation of the law. For the law now has been written upon our hearts. (Galatians 5:1; Hebrews 4:1; Hebrews 8:10-13 & Colossians. 2:16-17)

Attire: An Adjutant/Armor Bearer is not constrained by attire. Vestments that we as ministers in body of Christ are to wear are spiritual in nature. They set us aside to be recognized as worthy to carryout Ephesians Chapter 4 and Romans Chapter 12 in a consistent, practical, and realistic manner. (CPR) Clothing is worn as the result of our sinful nature and made to cover our shame. (Genesis 3:7-10) It is only the covering of our Father's righteousness that we have been instructed to wear Vestments. "Therefore, as the elect of God, holy and dearly loved, clothe yourself with a heart of mercy, kindness, humility, gentleness, and patience."

Colossians 3:12 (NIV) An Adjutant will not be challenged, judged, ridiculed or looked upon as ineffective because of the garments one wears. Jesus commended the scribes and Pharisee because of their outward display of righteousness. (Matthew 23:5-6 & Matthew 23:28) The Word of God tells us that all things are to be done decently and in order. It is required that An Adjutant dress in a decent fashion when assembling with the body of Christ as prescribe by the Servant Leader.

An Adjutant is a servant to the Most High God. Adjutants do not serve man. For man is only flesh and blood. We are each called to serve one another. We are to assist our church leader in the building of the body of Christ. There is only one head, Christ Jesus. No one is exalted above other. (1 Corinthians 12:20-26)

Official Fellowship Services & Events: The Adjutant General has direct oversight and is responsible for the execution of these occasions with directions from the Servant/Church Leader. These events may include but are not limited to Ordinations, Commissionings, Consecrations, Elevations, and Installations. The Adjutant General will also oversee training for special ceremonies such as Baby Christenings, Building Dedications, Weddings, Baptisms, Foot Washing and Holy Communion.

Note: Adjutants are ones behind the scene. They are the engines that keep things moving! They are to ensure that services are conducted a Consistent, Practical, and Realistic (CPR) manner. An Adjutant is to the church leader what Aaron was to Moses the leading personality at the side of Moses.

Today's ministry leaders are faced with a host of dangers. Physical, spiritual, and mentally that can destroy ministries and families, and even steal the very life of the leader. God has placed defenses in place to guide and protect the leader in the hands of the Adjutant/Armor Bearer.

THE ADJUTANT/ARMOR BEARER'S PLEDGE

- I will stand in the face of adversity, for I have been anointed to bring God's leader back from battle.
- I will overcome temptations of negative conversation, for I fight at the back of the one whom God has assigned to me for preservation
- I will not feel sorry for myself when my efforts go unnoticed, because my reward will come at the end of battle, when the King crowns me with eternal honor.
- I will stand in the whole armor of God and make sure my leader does not wear out.
- I will pray, for prayer is how I dress my leader with the armor of God for the day.
- I will check on the wellbeing of my leader, for God has entrusted them to my care.
- I will encourage my leader for I am a keeper of the flame.
- I will fulfill this divine assignment because I am confident in my calling, secure in my position, anointed in my service, and prepared for the challenge.
- I am prayed up, fired up, and every day, I will sharpen up, until the day I go up to meet the One who filled me up and called me up!
- I am not afraid of ridicule, nor ashamed of giving my glory to another, for, one day, I will stand before my Commanding Officer, Jesus, the King to receive my rewards for service.
- I will fight a good fight, finish the course, and keep the faith, for I am one of God's Adjutants/Armor Bearers.

**Bishop Anthony Johnson
Eternal Life Fellowship Ministries & Global Network
Apostolic Council**

ETERNAL LIFE FELLOWSHIP MINISTRIES & GLOBAL NEWWORK
General Vestment Protocol for Ceremonial Services

Participants:

Vestments & Colors (ELFGN)

- **Teachers & Deacons** – Black/White (Tab Collar) with White Surplice
- **Pastors** – Black/White Cassock (Solid Collar) White Surplice & Black Tippet
- **Bishops** – Purple Cassock with Chimere & Tippet (Solid Collars)
- **Evangelists** – Green Cassock (Solid Collar) with White Surplice & Black Tippet
- **Prophets** – Blue Cassock (Solid Collar) with White Surplice & Black Tippet
- **Apostles** – Fuchsia Cassock with Chimere & Tippet (Solid Collar)
- ***Servant Leader & Apostolic Council** **Scarlet Red Cassock with Chimere & Tippet**

Elders/Pastors/Adjutants*

- Full Collar Shirt (Black)
- Solid Black Cassock
- Black 36 Inch Cord
- White Surplice & Black Tippet
- Silver 2 x 3 Cross

*The Adjutant General will adorn a Red and Gold Dalmatic for all official ceremonies.

Bishops

- Purple Anglican Cassock
- Purple Matching Cincture Belt
- White Surplice with Traditional Clerical Lace
- Purple Tippet with Seals & Crests
- Black 36 Inch Cord
- Gold 2 x 3 Cross

Apostles

- Fuchsia/Red Chimere and Rochet set with matching wrist cuffs
- Solid White Cassock
- Gold 36 Chain with Gold 2 x 3 Cross
- Red Band Cincture
- Red Tippet with Apostolic Seal(s)
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*****Inscribed on tippets, is the official seal of ETERNAL LIFE FELLOWSHIP MINISTRIES & GLOBAL NETWORK to be worn on the left side with and the Seal of the Apostle/Bishop to the right. These are the symbols of Jurisdiction and/or Assignment. The tippet signifies that the Leader is a person who is under authority and direction of God.**

None Participates who desire to enter with the processional. (Non-ELFGN)

- ***Armor Bearers:*** Solid black suit, solid white shirt, solid-tab collared shirt with cross in left breast pocket. (Class B – Civic Attire)
- ***Adjutants:*** Solid black suit, solid black shirt, solid/tab collared Shirt with cross in left breast pocket. (Class B – Civic Attire)
- ***Ministers:*** Solid black suit, solid black clerical shirt solid/tab collared Shirt with cross in left breast pocket. (Class B – Civic Attire)
- ***Elders and Pastors:*** Solid black suit, solid black clerical shirt with full banded collar (2 inches), pectoral cross with black cord (the cross is to be placed in the left breast pocket of the clerical shirt) (Class B – Civic Attire)
- ***Deacons:*** Solid black suit, solid white shirt, solid white tie, women may wear a solid white shell blouse. (Class B – Civic Attire)
- ***Apostles and Bishops:*** Solid black suit, solid black clerical shirt with full banded collar (3 inches), pectoral cross with gold cord, apostles may opt to wear purple clerical shirt, bishops may opt to wear roman purple clerical shirt. (Class B – Civic Attire)
- ***Overseers:*** Solid black suit, solid black clerical shirt with full banded collar (3 inches), pectoral cross with silver cord, may opt to blue clerical shirt. (Class B – Civic Attire)
- ***ALL ELFGN*** and affiliates will adorn CLASS A Vestments. (FULL DRESS) and will be seated in the front two rows (left and right) of the pulpit.

Important Notes to Remember

- Suits worn with civic and full choir attire should be solid with no pinstripes, embroidery, or any designs.
- Jewelry is not to be worn outside of a wedding band and stud earrings for women.
- When casual attire is permitted, it should be modest and it should not cause a distraction.
- Be mindful that the colors you wear are appropriate for your level of ministry regarding clerical shirts.
- Cassocks should be solid, with no piping or embroidery.
- Those wearing vestments should have credentials administered and/or affirmed by the ELFGN.

ETERNAL LIFE FELLOWSHIP MINISTRIES
LAWM/LACC/OAFA
Vestment Protocol for Koinonia & Apostolic Commissioning Service

Purpose: The purpose of this directive is to strengthen our unity, exemplify our uniformity and raise the standard of excellence during the Koinonia Service.

Responsibility: It is the responsibility of the Adjutant General to ensure each participant has the correct vestments to participate and function in the Commissioning Service.

It is the responsibility of participants to purchase their own vestments prior to the service.

General Overview:

Vestments & Colors (ETERNAL LIFE FELLOWSHIP MINISTRIES)

- Teachers – Black/White/Tab Collars
- Pastors – Black/White/Solid Collars
- Bishops – Black/White/Purple/Solid Collars
- Evangelists – Green/White Solid Colors/Solid Collars
- Prophets - Blue/White/Blue Solid Colors/Solid Collars
- Apostles – Roman Purple/White/Solid Collars
- *Servant Leader & Apostolic Council **Scarlet Red Full Investure**

Elders/Pastors

- Full Colored Shirt (Black)
- Solid Black Cassock
- Black 36 Inch Cord with Silver 2 x 3 Cross
- White Surplice & Black Tippet
- Ministry Seal
- New/Personal Bible

To Order see the following Website: <https://www.divinityclergywear.com>

THE CLASS A VESTMENT - 6 PIECES



Evangelists

- Full Colored Shirt (Black)
- Solid Black Cassock
- Black 36 Inch Cord/Silver 2 x 3 Cross
- White Surplice & Black Tippet
- Ministry Seal
- New/Personal Bible

This is a special order. See the Prelate of Protocol

NON-DENOMINATIONAL VESTMENT IN GREEN



Prophets

- Full Colored Shirt
- Royal Blue Cassock/Dress
- Blue 36 Inch Cord/Silver 2 x 3 Cross
- White Surplice
- Ministry Seal
- New/Personal Bible

To Order see the following Website: <https://www.divinityclergywear.com>

NON-DENOMINATIONAL VESTMENT IN ROYAL BLUE



Bishops

- Purple Anglican Cassock
- Matching Cincture Belt
- White Surplice with Traditional Clerical Lace
- Purple Tippet
- Purple 36 Inch Cord with Cross
- Ministry Seal
- New/Personal Bible

To Order see the following Website: <https://www.divinityclergywear.com>

NON-DENOMINATIONAL VESTMENT IN PURPLE - 6 PIECES INCLUDED



Apostles:

- As designated by the Prelate of Protocol/Servant Leader
- Roman Purple Cassock
- Gold 36 Chain with Gold 2 x 3 Cross
- Roman Purple Cincture
- Roman Purple Tippet
- New/Personal Bible
- Apostolic Seal/Personal Crest

*Red Designates Prelates and/or The Apostolic Council

**The Servant Leader's Colors are Red and Gold

To order see the following website: <https://www.psgvestments.com/cassocks-and-robles/rochet-and-chimere/purple-chimere-and-rochet-set-with-matching-wrist-cuffs.html>



None Participates who desire to enter with the processional. (General Ministry Guest)

- Armor Bearers: Solid black suit, solid white shirt, solid/tab collared shirt with cross in left breast pocket. (Class B – Civic Attire)
- Aspirants: Solid black suit, solid black shirt, solid/tab collared Shirt with cross in left breast pocket. (Class B – Civic Attire)
- Ministers: Solid black suit, solid black clerical shirt solid/tab collared Shirt with cross in left breast pocket. (Class B – Civic Attire)
- Elders and Pastors: Solid black suit, solid black clerical shirt with full banded collar (2 inches), pectoral cross with black cord (the cross is to be placed in the left breast pocket of the clerical shirt) (Class B – Civic Attire)
- Deacons: Solid black suit, solid white shirt, solid white tie, women may wear a solid white shell blouse. (Class B – Civic Attire)
- Apostles and Bishops: Solid black suit, solid black clerical shirt with full banded collar (3 inches), pectoral cross with gold cord, apostles may opt to wear purple clerical shirt, bishops may opt to wear roman purple clerical shirt. (Class B – Civic Attire)
- Overseers: Solid black suit, solid black clerical shirt with full banded collar (3 inches), pectoral cross with silver cord, may opt to blue clerical shirt. (Class B – Civic Attire)
- ALL ETERNAL LIFE FELLOWSHIP MINISTRIES and affiliates will adorn CLASS A Vestments. (FULL DRESS) and will be seated in the front two rows (left and right) of the pulpit.

Important Notes to Remember

- Suits worn with civic and full choir attire should be solid with no pinstripes, embroidery, or any designs.
- Jewelry is not to be worn outside of a wedding band and stud earrings for women.
- When casual attire is permitted, it should be modest and it should not cause a distraction.
- Be mindful that the colors you wear are appropriate for your level of ministry (regarding clerical shirts, etc.).
- Cassocks should be solid, with no piping or embroidery.
- Those wearing vestments should have credentials administered and/or affirmed by the ETERNAL LIFE FELLOWSHIP MINISTRIES

Adjutant & Armor-Bearer Training Course

An Adjutant and/or Armor-Bearer is one who prays first, assists, and gives strength and support to ministry leadership (be it to the Apostle, Bishop, Senior Pastor, or their delegates, or visiting ministry guests). Adjutancy is not just for those with the title but for all those who serve in the church.

Primary Duties of the Adjutant

- ∴ **Be Available** – If leadership has officially appointed you to the position of Adjutant/Armor Bearer and you have accepted, and then you must be available to serve in that capacity.
- ∴ **Be in Position** – Being in position is more than just showing up. It entails being present spiritually, mentally and emotionally. You must show up alert, spiritually in tune, emotionally stable and intact. (You cannot be spiritual mature if your are emotionally immature.)
- ∴ **Be Willing** – Your willingness to serve goes a long way. There are people in various roles, but their mind is not willing, and their attitude reflects it. Skill is great but when service comes out of a begrudging (resenting having to serve) taints the gift even when coming from the most skillful.
- ∴ **Scripture Reference:** Exodus 35 & 2 Corinthians 8:10-12.

Module 1	Introduction to Servanthood
In this introduction module we will explore "The Mindset of a Servant". What exactly is servanthood? Servanthood is the state, condition, or quality of one who lives as a servant. Further, a servant is first of all one who is under submission to another. For Christians, this means submission to God first, and then submission to one another. Then, as one in submission, a servant is one who seeks to meet the real needs of others or of the person he is serving.	
Unit 1	The Holy Assignment and Answering the Call.
Unit 2	What Does the Bible Say About Servant/Servanthood?
Unit 3	The Mindset of a Servant/Serve Like Jesus.
Module 2	Checks & Balances
There is no question that if we as Christians are going to grow and mature into Christ-like character, we must experience progress in giving of ourselves in ministry to and for others. While we can and should find comfort and encouragement in Christ (Philippians. 2:1), when properly grasped, that comfort should propel us into servants of the Savior and one another. Servanthood stands opposed to the primary concerns we see today where the focus of our culture and society is more on our own personal happiness and comfort.	
Unit 1	Servanthood Issues to Consider.
Unit 2	Hindrances to Servanthood.
Unit 3	Consequences of A Lack of Servanthood Mindset.
Unit 4	Thoughts on Developing the Mindset of a Servant.
Unit 5	Time to Begin – Answering the Call.
Module 3	Getting Started
Being an Adjutant/Armor-Bearer is not only an honor and a privileged position to hold, but also it is an excellent expression of servitude, in both serving the Lord and the leader the Lord has placed in our path. An Adjutant/Armor-Bearer assists their leader in everyday tasks so that they may be able to put more time and effort into the demands of ministry.	
Unit 1	Biblical Definition & Responsibilities.
Unit 2	Synopsis of God's Armor-bearer.
Unit 3	Godly Leaders Need Assistance.
Unit 4	Bloom Where You Are Planted.
Unit 5	Qualifications for Adjutants.

The Holy Assignment and Answering the Call

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

An Adjutant/Armor-Bearer is one who prays, assists, and gives strength and support to pastoral leadership (be it to the Servant Leader, Bishop, Senior Pastor, their delegates, or visiting ministry guests). It is a lonely position of humility and prayer. It is essential that one called be linked to the leader spiritually. How can two work together unless they agree?

The Adjutancy Corps in the ELFGN is a servant ministry. Those who are committed to this “ministry of helps” must have the mind set 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 God but to also assist their leader, but to show the people how to honor and respect 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.

Adjutant General ELFGN

This servant is the Apostolic Aide to the Servant Leader. He is appointed by the Servant Leader/Presiding Prelate and is responsible for the care of the Chief Apostle's spiritual covering, administrative needs, appointments, official calls and vestments.

One must be available at all times to travel with the Servant Leader. Due to the nature of this assignment, the Adjutant General must be in constant contact with the Servant Leader for the harmonious conduct of duties. He is also a member of the Apostolic Council/Executive Board and serves as the Servant Leader's direct advisor.

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 honor to whom it is due.

As an Adjutant one should not only have a servant's mindset and spirit, but you should also know the proper code of ethics and behavior that comes with the assignment. It is necessary to "love" your leaders. When you "love" someone, you are happy for them, and it is a joy to be with them. That brings us to a related key, which is to serve as if you were serving Jesus. Keep in mind the great commandments Matthew 22: 26-40. It allows the servant to put God – Neighbor – Self into proper alignment in a consistent, practical, and realistic ethos.

Therefore, you 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.

What Does the Bible Say About Servant/Servanthood?

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

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

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

The Qualification of an Adjutant/Armor Bearer

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

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

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

Personal Attire

The Adjutant is a servant, and he must remember that your appearance should never attract undue, unfavorable attention. The Dress Code of the fellowship/local church must be adhered to in the strictest manner.

Decorations and mixed attire will not be tolerated. Sobriety is the order of the day for an Adjutant both publicly and privately. An Adjutant must always be clean and well groomed. Fingernails shall be clean and trimmed neatly. Your suit or cassock shall be pressed and neat. Your shoes must be shined, and the heel should not be run over at the sides.

Mints and breath fresheners should be kept on hand so that you will not offend anyone. In this modern and increasingly permissive society, hair styles and length have become somewhat of an issue in the holiness church. However, the word of God has instructed us not to "conform to this world..." It is therefore in that spirit that we insist on every Adjutant having their hair groomed in a manner which becomes their holiness ministry. Your hair will have to be cut to a conservative length and uncurled. Curled, extremely wild and long afro styles which border on femininity/mascliminity will not be tolerated. Mustaches and bears must be neatly trimmed and well groomed. Platform shoes are also to be avoided. Shoes of a conservative make are to be worn and at that point there can be no compromise.

Uniform

Black Suit, White Shirt, Black tie and shoes. Cross on back rope in left breast pocket. Civic Attire (Class B). Your leader will direct you in what is appropriate to wear. When in doubt always wear your prescribed uniform.

Logistics

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

A concentrated study of the fellowship SOP and the local church manual will help the Adjutant learn, if not memorize, the ceremonial procedures for the installation of officers, the dedication of buildings, the baptizing of penitents, the marrying of couples and the burying of the dead.

A final work of wisdom here: **Listen carefully to your Leader's instructions.** Write down what is asked of you to do. Keep a daily log of procedures and appointments. Many other things will come before you and you may not remember their exact words. **Write them down!**

The Mindset of a Servant

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

He aided Aaron to hold up the hands of **Moses** when **Moses** realized that the Israelites prevailed in battle while **his hands were raised**: "Aaron and Hur stayed up **his hands**, the one on the one side, and the other on the other side". In the Books of Chronicles, Hur is either the son or the father of **Caleb. Exodus 17: 10-12**

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

Resources Persons and Places:

1. A comprehensive telephone directory in your mobile device is essential. Invariably, the Leader will need to know a phone number at such a time as when no Internet is available.
2. When you are traveling with your Leader, as soon as you arrive at the town in question, take the time and jot down the following locations:
 - Office supply store
 - Drug store
 - Hospital (if the Leader is diabetic or has any other medical condition that may require special or immediate attention.)
- ∴ If the city is a famous tourist area, find out when guided tours are available so that if the Leader has time and wants to take an interesting tour, you will have some suggestions offer.
- ∴ Be sure you find out the schedules of all events. Be sure that your Leader has tickets, if needed for those events. Be sure you find out about transportation availability. Become an expert relative to the logistics of your Leader's appointment/meeting times and places.
- ∴ **Always** sit or stand where your Leader can see you. Always let your Leader know if you are asked to work with the Adjutancy on tasks that take you away from the presence of your Leader.

Additional Points to Consider

- I. **Being Hospitable Towards all Leaders**
 - a. How to address/speak to the leader
 - b. Be humble
- II. **Hosting Leaders**
 - a. Hotel accommodations
 - b. Transportation (ground, air)
 - c. Parking
 - d. Seating
 - e. Changing Room
- III. **Blessing 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 "The Paparazzi" for your social media pleasures

Spirit of an Adjutant/Armor Bearer

Protocol

Many pastors now have adjutants because they have erroneously copied from others, often desiring the servitude and honor given to these other leaders, but not understanding the concept and protocol.

Because an Adjutant is assigned to the Servant Leader/Presiding Prelate of the fellowship in general, pastors should not have adjutants, but assistants, aids, deacons, and "armor bearers" (if they understand that terminology and what it REALLY means).

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 mindset 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 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 always dignified ; never show-boating or seeking the applause of men. They must have a good rapport with all levels of leadership in the church.

It will be helpful to understand 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. 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.

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 nicknames, 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 and in private.
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 leader 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.
 - a. Be aware of your body movement (especially your arms and hands) that emphasizes an idea or a feeling.
10. Never dress to attract unfavorable attention to yourself. Always be clean and well-groomed. Fingernails 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 your actions should reflect holiness. We are adjutants every day of our lives!
11. 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.

Definitions

Definitions While the list is not exhaustive; it lists some of the most commonly used words, terms and acronyms. For this manual, we will use definitions from Merriam Webster's Dictionary (2019), and Merriam Webster on-line dictionary.

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

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

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

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

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

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

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

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

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

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

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

**THE ADJUTANT GENERAL
ETERNAL LIFE FELLOWSHIP MINISTRIES & GLOBAL NETWORK**

KEY RESPONSIBILITIES:

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

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

1. Leading and coordinating the development, review and implementation of the Protocol and Etiquette as we interact with government, corporate, civic and religious organizations in line with the Adjutant General's goals disseminated from the Servant Leader.
2. Working collaboratively with other Executive Staff members and Department Leaders to streamline services.
3. Key Competencies
 - a. Sound knowledge of government processes, systems and structures.
 - b. The ability to exercise judgment and determine the implications on the administrative advice rendered to government;
 - c. Proven diplomatic ability to represent ETERNAL LIFE FELLOWSHIP MINISTRIES & GLOBAL NETWORK;
 - d. Proven Leadership qualities;
 - e. Proven ability to strategize and provide direction and vision;
 - f. Ability to communicate effectively and appropriately with all levels;
 - g. Result orientated;
 - h. Ability to forge mutual relationships with all stakeholders;

Behavioral Competencies:

- A. **Honesty** – acting honestly, being truthful, and abiding by government laws and Church Of God In Christ bylaws;
- B. **Impartiality** – providing impartial advice, acting without fear or favor, and making decisions on their merits;
- C. **Service** – serving people well through faithful service to the Church Of God In Christ;
- D. **Respect** – treating people, the members of the Church Of God In Christ, and colleagues with courtesy and respect;
- E. **Transparency** – taking actions and making decisions in an open way;
- F. **Accountability** – being able to explain the reason for actions taken, and taking responsibility for those actions;
- G. **Efficiency and Effectiveness** – achieving good results for the ETERNAL LIFE FELLOWSHIP & GLOBAL NETWORK in an economical way.

Code of Conduct We must, while in the performance of our duties:

- Exercise care and diligence; and
- Be professional, courteous, and treat everyone with respect and without coercion or harassment
- Take reasonable steps to disclose and avoid any real or apparent conflicts of interest in connection with their duties; and
- Ensure the proper and prudent use of resources; and
- Use official information only for official purposes; and
- Not improperly use status or authority to seek or obtain a benefit for one's self or any other person or body.
- All times act and behave in a manner that upholds and promotes the integrity, values, and good reputation of the ETERNAL LIFE FELLOWSHIP & GLOBAL NETWORK
- Comply with any other conduct requirements as may be prescribed.
- Protect and defend your leader.

What is an Adjutant/Armor Bearer

Copyrighted Material from the book "Called Alongside – Ministering in the Spirit of an Adjutant/Armor Bearer" by Pamela R Smith

(1 Samuel 16:21) "And David came to Saul, and stood before him: and he loved him greatly; and he became his armor bearer."

Adjutant/Armor Bearer is one of the most misunderstood calls to ministry. Cause for tension among fellow members, and unfortunately abused role in some churches. Why? Because we don't understand that Adjutant/Armor Bearer is an attitude of servitude. In some churches I have seen people in the title of an "Armor Bearer" being abused and treated as houseboys/girls, frequently humiliated and taken advantage of to the point that it was clear we have failed to understand "ministering in the spirit of a servant".

In the natural sense, an Adjutant is one who helps a commanding officer with administrative affairs. The *Online Etymology Dictionary* defines an adjutant as a "military officer who assists superior officers." It also defines it as, "one who helps, a helper, to give help, give strength, support." According to *Easton Bible Dictionary*: *An armor bearer was an officer selected by generals and kings because of his bravery, not only to bear their armor but also to stand by them in the time of danger. They were the adjutants of our modern armies.*

In the religious realm, an adjutant is one who helps, assists, and gives strength and support to pastoral leadership, his or her delegates, visiting ministers, and the vision and mission of the church. It is one who is able to consistently, willingly, be in place to be an aid to leadership and the vision of the church. This applies to all those serving in **any** ministerial capacity, from the parking attendant to the associate minister.

When we understand what it means to minister in the spirit of an Adjutant/Armor Bearer, we will no longer just throw people into positions in the church, but we will place them where their strengths and callings lie and we will wait on God to direct us. Many churches endure strife and church splits because they appoint talented, but spiritually and emotionally immature people to serve in leadership roles.

For example, did you know that ushers are leaders? In many churches they are the first contact your guests and members have upon entering the church on Sunday morning? They represent your church. When I see your usher, I see your church. Are your ushers skilled in their role and emotionally and spiritually mature enough to handle the role? Ushering can be challenging and it is not for everyone. How many potential members have you lost because of an usher with a bad disposition?

In order to flow effectively, an adjutant should not be a babe in the faith. Look at the original definition. It defines an Adjutant as a "military officer who assists superior officers." To qualify to be an adjutant, you must have a firm foundation. Officers are leaders and are trusted with assignments. Before I can sing in the choir, usher, work in the kitchen, serve in the nursery, etc., I must have firm biblical foundation. There are more fallouts in the choir, kitchen, and other departments where we place talent above calling and knowledge of God. Why? Often because we allow talented people to serve who have little root in the Word and they become easily offended (Mark 4:16–17). It takes more than talent to serve as an adjutant. You must also be called and have a biblical foundation before being released to serve.

(Mark 4:16-17) *“And these are they likewise which are sown on stony ground; who, when they have heard the word, immediately receive it with gladness; And have no root in themselves, and so endure but for a time: afterward, when affliction or persecution arises for the word’s sake, immediately they are offended.”*

An Adjutant/Armor Bearer must also have a loving relationship with God. He must be the center of attention and the motivating factor as to why one is serving. God alone is to be worshipped. Your love for God will help restrain you when you want to go off on someone. Your love for God will keep you committed to the assignment when you feel mistreated. Your love for God will help you stay focused on ministry.

Duties of Those with the Official Title of Adjutant/Armor Bearer

- **Be available:** If your leader has officially appointed you to the position of Adjutant/Armor Bearer and you have accepted that role, then you must be available to serve in that capacity. You must understand the level of commitment that is required and follow through on your commitment.
- **Be in position:** Being in position is more than just showing up. It entails being present spiritually, mentally and emotionally (Mind-Body-Soul). You must show up alert, spiritually in tune, emotionally stable and intact.
- **Be willing:** Your willingness to serve goes a long way. There are people in various roles but their heart is not willing and their attitude reflects it. Skill is great but when service comes out of a begrudging (*resenting having to serve*) heart it taints the gift even when coming from the most skillful. (Exodus 35; 2 Corinthians 8:10-12 & 1 Chronicles 28:21)
- **Understand and respect boundaries:** Your leader is not to be seen as your “running buddy.” Relationship must be established, but you are not to call every night just to “chat.” Do not try to become too familiar with your leader. Do not overload leader with your day-to-day personal life experiences.
 - When in the car traveling to ministry engagements, do not assume that is your opportunity to receive personal counsel, prophecies, etc from your leader. You are there to be an aid and give strength. You want your leader to be focused on the assignment at hand. Use wisdom and do not allow the enemy to use you to distract or aid in draining strength from leadership.
 - There are times when it is appropriate to share things and to seek prayer and advice from leadership and as you grow in your role as an armor bearer you will become more keenly aware of those occasions.
 - Do not try to get to know your leader or guest ministers in the flesh—do not seek to make fleshly connections. There are times armor bearers pick a guest minister up from the airport and try to develop a personal relationship so they can say, “I know him.”

- You should not be offended if the leader does not call you daily. Keep the relationship in the correct perspective. There is an armor bearer and leader I know where the leader does not make a move without the armor bearer. This includes making decisions, etcetera. Their relationship is so out of order that it has halted this leader's growth in ministry. You are not there to fill emotional needs that God has not ordained for you to do. Know your role and function within the parameters in which God has ordained. Any emotional needs you have or your leader has, should be submitted to God, allowing him to provide direction, but do not develop a "soul tie" with your leadership. It is dangerous and it will blind your perception and may hinder you from fully serving effectively.
- There are times when people seek notoriety; therefore, they may look for it through fleshly connections. However, as an adjutant you should be keenly aware that there is immense spiritual warfare that goes on when a minister comes to your church to minister. He or she is on an assignment from God. Some ministers may desire to go out to dinner with you, but do not take it personal if a minister does not.

Basic Role of the Adjutant/Armor Bearer

- Transport individuals to and from airport and ministry locations.
- Serve water, food, etc.
- Distribute handkerchiefs, etc.
- Intercede before, during, and after services for leadership.
- Be alert of surroundings.
 - Where are the exits?
 - Where are the restrooms, water fountains, etc?
 - What microphone do they have available for your leader to use?
 - What are the seating arrangements?
- Do they have a beverage for your leader and is it at the appropriate temperature for your leader? *(Many are unaware that drinking ice cold water before and immediately following preaching is not good for your vocal cords, it chills the mucous membrane causing you to be more susceptible to viruses, and it fatigues your voice; also speakers should not drink anything with caffeine in it, as it acts as a diuretic.)*
- Will they be recording the service and if so, is your leader aware of any special requirements (such as time limits, etc)? If it is a training workshop developed by your leader, has appropriate approval been received from your leader to record the training?
- Who is in charge of the event and where is that person or designated representative?
- Is there designated parking for your leader? If not, where is the appropriate place to park?
- Who is the leader or ministry leader of where your leader will be ministering? Is he/she present?
- If your leader has teaching materials available on CDs, etc, are you permitted to set up a table? If so, where, when and if you are charging a price for the materials, has it been approved by the leadership of that church?
- If your leader permits you to sit in the pulpit (ministerial platform), is there a space available for you?
- Be sensitive to the flowing of the Holy Spirit during service.
- Watch your leader and quickly make any necessary adjustments.
- Be ready to move at all times by staying focused to what is taking place as the Holy Spirit ministers to the people.

- Stand with leadership during altar call (*this normally applies to those serving in the role of elder, associate minister, etc and it varies based on leadership preferences*).
- Be a warrior in the spirit (*you must know how to do spiritual warfare without being taken out yourself and without drawing attention to yourself during service*).

KEYS:

- Jesus is the star—not your leader, not the guest minister, and not you.
- Always remain humble, flexible, and approachable.
- Do ministry and never get into idolatry (worshipping leadership).
- All of us should minister in the *spirit* of an armor bearer

The Process

Step 1: Free yourself from pride (James 4:6)

- Evidences of pride are:
 - An independent spirit (refusal to look to God or others for help)
 - A failure to admit mistakes
 - A lack of a teachable spirit
 - A rebellious attitude toward those in authority
 - A proud countenance
 - Self-centered conversation
 - Intolerance toward the mistakes of others

Step 2: Free yourself from anger (Proverbs 16:32)

- Evidences of anger are:
 - Temper tantrums (at any age)
 - An angry reaction to supposed injustice
 - Expressed frustration over unchangeable circumstances
 - Grumbling, murmuring, and complaining
 - Extreme sensitivity and touchiness

Step 3: Free yourself from immorality (2 Corinthians 7:1)

- Evidences of a spirit of impurity are:
 - Sensual conversation
 - The reading of impure materials
 - An impure attitude and improper actions toward opposite sex
 - A desire to listen to sensual music
 - Sensual dress or appearance
 - Carnal curiosity

Step 4: Free yourself from bitterness (Hebrews 12:15)

- Evidences of a spirit of bitterness are:
 - Sarcastic and critical talk
 - An inability to trust people
 - Frequent illness
 - Self-pity
 - A sad countenance

These are all areas in which we need to judge ourselves in order to break Satan's power in our life, to be pleasing to God, and to be the light of the world.

Meditate and discuss the following points and how they affect your life as an Adjutant:

- Recognize the Human Side of Leadership
- Recognize the Right of Divine Authority (Hebrews 5:7-8)
 - 7 While Jesus was here on earth, he offered prayers and pleadings, with a loud cry and tears, to the one who could deliver him out of death. and God heard his prayers because of his reverence for obedience from the things he suffered.
- Giving Birth to God's Will
 - "Father, how is this vision going to ever come into reality?"
 - "Son, you are going to have to bring it forth by *intimacy, pregnancy, travail, and birth.*"
- Following God's Predetermined Course (Ephesians 1:11)
 - "Furthermore, because of Christ, we have received an inheritance from God, for he chose us from the beginning, and all things happen just as he decided long ago."
- Understanding our Assignment and Appreciating our Gifts

Duties

1. Must provide strength for his leader through persistent prayer
2. Must have a deep-down sense of respect for his leader, and acceptance for, and tolerance of, his leader's personality and his way of doing things
3. Must instinctively understand his leader's thoughts
4. Must walk in agreement with and submission to his leader (Romans 13:1-2)
 - Obey the government, for God is the one who put it there. All governments have been placed in power by God. So those who refuse to obey the laws of the land are refusing to obey God, and punishment will follow.
5. Must make the advancement of his leader his most important goal
6. Must possess endless strength so as to thrust, press and force
7. Must follow orders immediately and correctly
8. Must be a support to his leader
9. Must be an excellent communicator (Mark 4:22)
 - Everything that is now hidden, or secret will eventually be brought to light.
10. Must have a disposition that will eagerly gain victories for his leader (2 Samuel 22:36)
 - You have given me the shield of your salvation; your help has made me great
 - Trust God everyday for a spirit of humility, meekness, forgiveness, purity and clear conscience
11. Must have the ability to minister strength and courage to his leader

A True Adjutant

1. Strives to keep his godly priorities in line
2. Resist seeking to know his leader after the flesh
3. Remains always humble, with fear and trembling, in sincerity of heart, doing what is pleasing to Christ, "not with eye service as men pleasers"
4. Serves his leader well, expecting no reward from man, but knowing that Jesus will reward him one day for his efforts and loyalty
5. Aids his leader in spiritual combat
6. Ministers strength to his leader in the spirit
7. Helps his leader to stand against the wiles of the devil
8. Knows how to deal with spiritual forces

FUNCTIONS OF AN ADJUTANT /ARMOR BEARER

These functions are those of an armor bearer of Biblical times.
These functions can still be applied in today's standards.

- Awakens and arouses his leader, helping him to stand against all foes
 - Carries and handles his leader's weapons resourcefully (The Word of God)
- Moves quickly alongside his leader through the thick of battle as a forceful escort who never falls behind
 - Protects and watches out for his leader continually and continuously
- Repels any type of attack against his leader
 - Rescues his leader from all difficulties and hardships
- Moves to resist totally and completely every enemy advance which comes against his leader to do him harm
 - Opposes and routs his leader's enemies swiftly and forcefully
- Remains always on duty at his leader's side to tend to any need which may arise
 - Keeps one eye on the leader at all times and the other eye trained on the enemy, anticipating the actions of both
- Surrenders completely to his leader, trusting him implicitly and obeying without hesitation his every command
 - Carries out every plan of his leader successfully
- Completes his leader's commands perfectly
 - Assists his leader in all activities and undertakings
- Organizes and arranges his leader's activities
 - Prepares and cares for his leaders' belongings
- Takes very special care in the selection and preparation of his leader's supplies
 - Anticipates his leader's needs and demands so as to properly furnish and supply what is needed
- Keeps his eye on the road ahead so as to point out to his leader any danger or pitfall
 - Recognizes and brings to his leader's attention any questionable matters or any vital information
- Strives to make his leader's surroundings more pleasant and bearable
 - Develops an eye for detail
- Helps bring an acceleration in growth and promotion to his leader's progress
 - Places primary emphasis on enhancing the leader's position, guarding against any personal jealousy, envy or selfishness
- Exalts, respects and uplifts his leader at all times
 - Watches tirelessly and diligently on behalf of his leader, seeking ways to advance his welfare and situation
- Fulfills his leader in every way, getting along with him, and making him feel comfortable in giving orders
 - Sacrifices his own life and well-being for the betterment of his leader
- Works for his leader's welfare at all times
 - Demonstrates total tolerance of any false charges made against his leader
- Shares the dreams, goals, and vision of his leader
 - Desires to see his leader "get ahead"
- Forgives his leader for any offense immediately and without harboring resentment or anger
 - Refuses to hold a grudge against his leader for any reason
- Demonstrates extreme loyalty to his leader, even unto death
 - Completes and complements his leader
- Flows well with his leader
 - Esteems his leader as more important than himself.

Types of Relationships between Servant Leaders and Adjutant in the Scripture

1. Moses & Aaron and Miriam: Moses' older siblings/ assistants tried to oppose him on his decision concerning his wife and God punished them for correcting the Leader. **Numbers 12: 1-10**
 2. Moses & Aaron and Hur: Aaron and Hur had spiritual eyes to see and assist Moses during the battle to lift his arms for victory. Exodus 17: 10-12
 3. Moses & Jacob and Caleb: Jacob and Caleb brought Moses and the Children of Israel a good report. **Numbers 14: 6-9**
 4. Saul & David: Saul envied David, however David was the only one that could claim Saul down. **1 Samuel 19: 6- 12**
 5. David & Absalom: Absalom David's son despised David and desired to take his kingdom. **2 Samuel 15: 12-17**
 6. David & Shinmei: Shinmei envied David and enjoyed at the almost defend of Absalom against David. **2 Samuel 16:5-13**
 7. Jesus & Judas: Judas the treasurer of Jesus' disciples betrays Jesus for 30 pieces of silver. **Luke 22:2-8**
 8. Jesus & John: John was the beloved disciple that knew the secrets of Jesus. **John 13: 23-26**
- ∴ NEVER TAKE FOR GRANTED THAT YOUR LEADER KNOWS WHAT YOU ARE DOING, JUST BECAUSE YOU ARE WITH OTHER ADJUTANTS.**
- ∴ REGARDLESS OF THE LEGITIMACY OF YOUR ASSIGNMENT, LET YOUR LEADER KNOW WHERE YOU ARE AND WHAT YOU ARE ASKED TO DO.**

Additional Competencies of the Adjutant/Armor Bearer

- .: Ability to provide transport your leader/others to and from airports/hotels.
- .: Serve water, food, etc.
- .: Distribute handkerchiefs, etc.
- .: Intercede before, during, and after services for leadership.
- .: Be alert of surroundings.
- .: Where are the exits?
- .: Where are the restrooms, water fountains, etc.?
- .: What microphone do they have available for your leader to use?
- .: Do they have a beverage for your leader and is it at the appropriate temperature for your leader?
 - o Many are unaware that drinking ice cold water before and immediately following preaching is not good for your vocal cords, it chills the mucous membrane causing you to be more susceptible to viruses, and it fatigues your voice; also speakers should not drink anything with caffeine in it, as it acts as a diuretic.
- .: Will they be recording the service and if so, is your leader aware of any special requirements (such as time limits, etc.)? If it is a training workshop developed by your leader, has appropriate approval been received from your leader to record the training?
- .: Who is in charge of the event and where is that person or designated representative?
- .: What are the seating arrangements?
- .: Is there designated parking for your leader? If not, where is the appropriate place to park?
- .: Who is the Leader or ministry leader of where your Leader will be ministering? Is he/she present?
- .: If your Leader has teaching materials available on CDs, etc., are you permitted to set up a table? If so, where, when and if you are charging a price for the materials, has it been approved by leadership of that Church?
- .: If your Leader permits you to sit in the pulpit, is there a space available for you?
- .: Be sensitive to the flowing of the Holy Spirit during service.
- .: Watch your Leader and quickly make any necessary adjustments.
- .: Be ready to move at all times by staying focused to what is taking place as the Holy Spirit ministers to the people.
- .: Stand with leadership during altar call (this normally applies to those serving in the role of Elder, Associate Minister, etc. and it varies based on leadership preferences).
- .: Be a warrior in the spirit (you must know how to do spiritual warfare without being taken out yourself and without drawing attention to yourself during service).
- .: Be approachable. (Romans 12:3)
- .: Be courteous to others. (Romans 12:9-10)
- .: Be honest in the representation of your leader (never use your Leader's name carte blanche). In other words, do not take advantage of your position by falsely insinuating your Leader has said something that he has not or that your Leader has made a request or has a need for something, and it is not true.

Essential Elements to Remember!

- .: Jesus is the star not the Leader, not the Guest Minister, and not you. Always remain humble, flexible, and approachable.
- .: Do ministry and never get into idolatry (worshipping leadership).
- .: All of us should minister in the spirit of an Armor Bearer.

BASIC DUTIES OF AN ADJUTANT/ARMOR BEARER

- ✓ **Duty of the Adjutant/Armor-Bearer is to:**
 1. Stand beside the leader
 2. Assist the leader
 3. Lift the leader up
 4. Protect the leader against any enemy that might attack
- ✓ **An Adjutant/Armor-Bearer is Available: 1 Samuel 14:7**

And his Armor Bearer said unto him, Do all that is in your heart; behold, I am with you according to your heart.
- ✓ **An Adjutant/Armor-Bearer of Courage: Joshua 1:6**

Be strong and of a good courage: for unto this people shall you divide for an inheritance the land, which I swear unto their fathers to give them.
- ✓ **An Adjutant/Armor-Bearer is fearless: Isaiah 41:10**

Fear thou not; for I am with thee: be not dismayed; for I am thy God: I will strengthen thee; yea, I will help thee; yea, I will uphold thee with the right hand of my righteousness.
- ✓ **The confidential Adjutant/Armor-Bearer: Proverbs 3:21-22**

My son, let not them depart from your eyes: keep sound wisdom and discretion; So shall they be life unto thy soul, and grace to thy neck.
- ✓ **The Obedience of the Adjutant/Armor-Bearer: Isaiah 1:19**

If you are willing and obedient, you shall eat the good of the land:
- ✓ **The Faithful Adjutant/Armor-Bearer: Luke 12:42**

And the Lord said, Who then is that faithful and wise steward, whom his lord shall make ruler over his household, to give them their portion of meat in due season?
- ✓ **The Adjutant/Armor-Bearer is Committed, and Trusting: Proverbs 3:5-6**

Trust in the LORD with all your heart; and lean not unto your own understanding. In all your ways acknowledge Him, and He shall direct thy paths.
- ✓ **An Adjutant/Armor-Bearer has Passion: Acts 14:15**

And saying, Sirs, why do you do these things? We also are men of like passions with you, and preach unto you that you should turn from these vanities unto the living God, which made heaven, and earth, and the sea, and all things that are therein:
- ✓ **An Adjutant/Armor-Bearer is Responsible: 2 Samuel 19:38**

And the king answered, Chimham shall go over with me, and I will do to him that which shall seem good unto you: and whatsoever you may require of me, that will I do for thee.
- ✓ **An Adjutant/Armor-Bearer must have a good reputation: Proverbs 22:1**

A good name is rather to be chosen than great riches, and loving favor rather than silver and gold.
The rewards of helping your Leader:
- ✓ **An Adjutant/Armor-Bearer must be spiritual**

1. The Christian's complete	Ephesians 6:11-17 & 1 Thessalonians 5:8
2. The Light	Romans 13:12
3. Righteous	2 Corinthians 6:7
4. The Bible; The Sword	Ephesians 6:17
5. Not of flesh	2 Corinthians 10:4-5

Ministry Etiquette

The Adjutant/Armor Bearer

Important Etiquette Breakdown

By: Perry Mallory

1. Know when to leave your leader's presence

∴ This practice is crucial. Remember, you are not your leader's peer. There will be times when you are serving your leader and he or she gathers with their peers (i.e. conference, meetings, roundtable, etc.). Unless instructed to remain, always leave your leader's presence when he/she is having discussions with their peers. Leaders often discuss leadership issues. Many times, leaders need to discuss with their peer's issues of other sheep in the flock in order to get advice. You [as the armor bearer] don't need that information. My belief, in this case, is the less you know, the better off you are. Why? Once you know something, you are accountable for it. You don't need exposure to certain things, you don't need to know another leader's weaknesses. It's not for you to be exposed to the difficulties a leader may be facing in the ministry. All of these exposures now create more points of prayer in your own life. You can't afford to share information or even judge someone because of something you've heard discussed that you should have never been exposed to. When you have the opportunity, run from these chances to be exposed. Unless you are nosy, you should not desire to be privy to certain information.

2. Share your opinion only when asked

∴ There will be times when your leader will have discussions with others on a topic that you may know well. There will be subjects you may [possibly] know much more about than your leader. Even when this is true, you should not offer your advice without it being requested. You must defy the temptation that will come for to interject when you know a subject or topic that your leader does not know. There is nothing you have to prove to your leader or your leader's peer. Don't interrupt your leader's discussion with your own advice or counsel. If it is requested, then proceed. But if your advice or knowledge is unsolicited, override the temptation to speak.

3. Avoid the tattle-tale spirit

∴ For some reason, there are believers that believe that tattle tailing is a sure way to promotion. Not true. "Tattle tailing" is a sign of immaturity. When you have difficulty safekeeping intimate issues that are revealed around you when you hear them because of the privileged of being around your leader in confidential situations, it's a sign that you are immature. I'm not talking about unethical [or immoral] things, but confidential things that leaders deal with in the ministry. Again, what you may become exposed to because you are in the presence of your leader is never to be shared with others. Often, a tattletale spirit in the servant can destroy a leader's confidentiality.

∴ This is why I suggested earlier avoiding being in the presence of your leader when they are with their peers. It prevents you from becoming liable because you know too much.

4. Avoid self-promotion

- ∴ As an armor bearer, you must remember at all times that what you “help” make happen in someone else's life will take place in your life. You have been called to help your leader. If you want to have a successful ministry one day, then [help] make your leader's ministry successful. You must flee the temptation of promoting yourself. There will be ample opportunities for yourself when the time is right. When you are with the man or woman of God, you will gain exposure. However, what you do with that exposure will make or break you.
- ∴ I'll never forget one incident that happened years ago while I was serving in the capacity of an armor bearer. I was driving a guest speaker to the church for a conference that we were hosting. The guest speaker proceeded to ask me who my favorite speaker was. He seemed shocked when I responded, "My leader is." Often, the man or woman of God will drop questions on you to expose your heart. An armor bearer with a strong soulish ambition will fail every time. Your heart must be towards the advancement of the one God has called you serve, not yourself.
- ∴ The exposure that you gain from serving is not a time to promote yourself, your anointing or your agenda. Allow your servanthood to speak for you. Be known for your service. Elisha, at one time of his life was just known as the one who poured water on the hands of Elijah. The prophet Elisha was anointed and being groomed for the ministry. But when he was spoken to during the times of his serving as an armor bearer, he was known by his service not his anointing.

I have found that some of the following practices will successfully prevent you from walking in self-promotion:

- Don't carry your own business cards during ministry
- Never give out your own contact information (always the church information)
- Always talk about your leader [positively] and never yourself
- Listen twice as much as you talk
- Speak when spoken to (don't wrestle to demonstrate what you know)
- Remember, you have nothing to prove to anybody

5. Never Discuss your Leader's Weaknesses

- ∴ Throughout the course of serving your leader, there will be weaknesses of theirs that will be revealed. The revelation of these weaknesses should never be used to harm the leader. Many times, your leader's weakness have been revealed to you for you to tag-team with God to intercede on the leader's behalf to eradicate the various weaknesses.
- ∴ The most harmful thing you could do is to discuss your leader's weaknesses with others. If you imagine that you could earn brownie points with others by sharing your revelation or certain weakness existing in the life of your leader - you have been misled.
- ∴ This is illustrated well in the story of Noah and his two sons. The Bible says that one saw the nakedness (weaknesses) of his father and spoke about it. Whereas, the other brother walked backwards and curved his father's nakedness. We are called to cover our leader's weaknesses and not broadcast them.

6. Never speak Negatively Speak about your Leader

- ∴ There will be times that you may have disputes and disagreements with the one you serve. We all make mistakes. Therefore, there will be times that you may not agree with a stand that your leader takes. You have a right to disagree with what your leader decided does or say. However, you should not voice those disagreements to others. The principle says never complain down, always complain up. Most of the time up is your leader or God.

7. Never Speak Negatively about the Vision

- ∴ There will be times in the ministry that you may not agree or even understand decisions that are made by your leader. You may not agree with the direction the ministry chooses to move in. There will be times God gives your leader a directive for the entire ministry and He does not even explain it to your leader why. Therefore, what makes you think you would know why?
- ∴ The important issue here is that you're not to ever speak negatively about the vision that God has assigned you work toward with your leader and never complain about the vision. Fight for your leader's vision. Work hard towards the vision. Commit to the vision. Give your life to the vision. But never speak negatively about the vision.

**ETERNAL LIFE FELLOWSHIP & GLOBAL NETWORK
TRAINING SYLLABUS**

DAY 1	Assignment	Session A	Presenter	Session B	Presenter
Level 1	In Training	<i>“Called to Serve: Commitment, Cords & Communication”</i>		<i>“Called to Serve: Commitment, Cords & Communication”</i>	
Level 2	Armor Bearer	<i>“Organizing for Excellence”</i>		<i>“Place Preference & Protocol”</i>	
Level 3	Chief Adjutants	<i>“Semantics, Emblems and Symbols of the National Adjutancy”</i>		<i>“Liturgical Components of Divine Worship”</i>	
Level 4	Overseers	<i>“Sanctity & Servitude”</i>		<i>“Hospitality, Hosting & Hallowing Visiting”</i>	
DAY 2	Tenure	Session A	Presenter	Session B	Presenter
Level 1	In Training	<i>Historical Tenets of the National Adjutancy”</i>		<i>“Organizational Structure of the National Adjutancy”</i>	
Level 2	Armor Bearer	<i>“Personality, Attitude and Performance Essentials”</i>		<i>“Five Service Fundamentals of the National Adjutancy”</i>	
Level 3	Chief Adjutants	<i>“Organizing for Excellence”</i>		<i>“Place, Preference and Protocol”</i>	
Level 4	Overseers	<i>“Preferred Platform Seating: Protocol, Planning & Performance”</i>		<i>Official Worship Experiences: Program, Process & Paperwork”</i>	
DAY 3	Tenure	Session A	Presenter	Session B	Presenter
Level 1	In Training	<i>“PART II: Historical Tenets of the National Adjutancy”</i>		<i>“Serving the Church & Knowing Its Leaders”</i>	
Level 2	Armor Bearer	<i>“Semantics, Emblems and Symbols of the National Adjutancy”</i>		<i>“Liturgical Components of Divine Worship”</i>	
Level 3	Chief Adjutants	<i>“Personality, Attitude and Performance Essentials”</i>		<i>“Distinguishing Features: National & Jurisdictional Adjutancy”</i>	
Level 4	Overseers	<i>“Technical Skills for Effective & Efficient Services”</i>		<i>“PART II - Official Worship Experiences: Program, Process & Paperwork”</i>	

COURSE A

“Called to Serve: Commitment, Cords & Communication”

Welcome to the ELFGN 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 ETERNAL LIFE FELLOWSHIP MINISTRIES is a service ministry with the Servant Leader serving as Commander-in-Chief. The Adjutant General, who is the leader of the Corps of Adjutants, serves as Aide or assistant to the Servant Leader. The Adjutant General has a staff of men and women serving together. We are that branch – The National Adjutancy of the ETERNAL LIFE FELLOWSHIP MINISTRY.

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 ETERNAL LIFE FELLOWSHIP MINISTRIES 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 Leaders, and hear only that which is spoken to him. The Adjutant must never repeat any matter they happen to overhear.

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

As Adjutants, we are charged with many things – including the Leader's vestments; **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 ETERNAL LIFE FELLOWSHIP MINISTRIES are looking for people of humility, special dedication, and a willing mind to serve.

Course B

“Called to Serve: Sanctification & Sacraments”

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
- (4) Worship.

The primary original task of the Adjutancy was the organizing and coordinating of National communions, commissions, installations of new leaders and ministers. The Adjutancy now serves in any setting where the Servant Leader 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 ETERNAL LIFE FELLOWSHIP MINISTRIES 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 ETERNAL LIFE FELLOWSHIP MINISTRIES 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 pacificators are kept in the burse when not in use. The burse is a container like an envelope for storing the corporal, pacificators 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, pacificators, 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".

Parchments

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.

Pacificator

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:

COGIC National Adjutancy Official Manual. 2014 Revised Edition.

Called to Serve: Adjutants Handbook. Mother Geraldine Miller. Available at the COGIC

COURSE 1-C
“Organizing for Excellence”

Training Emphasis:

- A. Organizing For Excellence
- B. The National Adjutancy
- C. Partner Excellence
- D. Set Up For Events,
- E. 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, Know 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 2-C
“Organizing for Excellence”

Training Emphasis:

1. Chief Adjutants and Lead Sisters come alongside those the Lord has made to lead His Church.
2. Knowing your Place and Maintaining your Place.
3. Knowing How to Both Lead and Follow.
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. General Standards
 - a. Personal Appearance and Body Up-keep
 - b. Know your Ceremonial Dress
 - c. It’s Okay to Be Colorful
 - d. Be Flexible
 - e. Be Aware that the “Program Is Subject to Change by the Leading of the Holy Spirit
 - f. Maintain a Positive Tone
 - g. 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”

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 ETERNAL LIFE FELLOWSHIP MINISTRIES 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 Servant Leader. 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.

The 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
- 8) asked. Remember, you are not selected to "star" but rather to "serve."
- 9) 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.
- 10) 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.
- 11) Be aware of your body movement (especially your arms and hands) that emphasizes an idea or a feeling.
- 12) 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!
- 13) 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 ETERNAL LIFE FELLOWSHIP MINISTRIES is a servant ministry. Those who are committed to this “ministry of helps” must have the mindset 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 modestly, 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

COGIC 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”

The Seal of Eternal Life Fellowship Ministries & Global Network.

The great seal of ETERNAL LIFE FELLOWSHIP MINISTRIES is an outgrowth of the Servant Leader’s Coat of Arms which an essential element in identifying the ministry.

The design of the Official Seal of the ministry was created...

The Investiture - CLASS A (ALL OUT)

- 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.

COURSE F

“Liturgical Components of Divine Worship”

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 & Colors

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”

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 Servant Leader. 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 leaders 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 leader.
- Have current color photo of the leader, dressed in his vestments.
- If the leader 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 Servant Leader 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 leader'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 A LEADER

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 Leader'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 Leader's cross, ring and vestments. • Maintain constant contact with the Adjutant General's Office.
- When the time comes make certain that the Leader 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 Leader'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 Leader'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 Leader's remains are placed.**

THE PREPARATION OF THE LEADER'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 Leader's body, the following steps are to be taken:

- The Leader is to be attired in his pajamas and robe, until he is dressed for casketing.
- The Leader's body is to be placed in a NON-COMMON AREA of the funeral home. Preferably an AREA OF PRIVACY.
- The Leader 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 Leader 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 Leader'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 Leader, and will be Full couch with removal Lids, as per sample photos.

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

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

*IV. **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 – “Historical Tenets of the National Adjutancy”

Course J:

“Organizational Structure of the National Adjutancy”

The purpose of the National Adjutancy Corp of the ETERNAL LIFE FELLOWSHIP MINISTRIES is to serve and assist the Office of the Servant Leader as he fulfills the arduous duties of "Adjutant General". As his crew 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 our 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 the Servant Leader. Direction for service is given by him. The National Adjutancy assists the Chief Office of Protocol Leader for the entire fellowship.

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.

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:

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 entire fellowship and our global partners.

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 Servant Leader. As well, he must endeavor to work in harmony with all leaders, branches, departments and auxiliaries of our fellowship.

In consultation with the Servant Leader, 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 Servant Leader. He is appointed by the Servant Leader and is responsible for the care of the Chief Apostle's vestments. He must be available at all times to travel with the Servant Leader. 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.

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

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”

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 handed 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.

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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:

Identify issues clearly and concisely.

Use "I" statements.

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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”

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 Servant Leader. 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 futureⁱ. 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.

2. Commissioning & Consecration

The Official Commissioning Ceremony for each Designee occurs on the final day of the Annual Koinia. It is a sacred, somber, confidential, unique and eternal event that requires each Inductee and Inductee's Spouse to appear before the Apostolic Council for an Official Act of Induction. The closed ceremony (Conclave) is part of the consecration acts as the Servant Leader, Apostolic Council and College of Bishops in Eternal Life Fellowship 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 Conclave. All Adjutants are invited to pray for these leaders and diligently strive 'sanctify' the leaders in the 'eyes of the people'.

Each Designee and Spouse are contacted by the Adjutant General concerning the Induction Ceremony. The Adjutant General directs and guides the preparation and details of the Induction. At the conclusion of the Commissioning Ceremony, The National Mother will escort the procession of the newly commissioned Spouse's into the front of the assembly for the concluding of the Acts of Consecration.

Although access to the areas pertaining to the commissioning is highly restricted, it is important that every Adjutant show special care and concern for the Designee(s) 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 fellowship ****See ELFGN Standard Operating Procedures for details.**

3. National Funerals

The Adjutant General, as directed by the Servant Leader, 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.

Typically a leader's funeral is about 90 minutes long. The Servant Leader's office 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. ****See ELFGN Standard Operating Procedures for details.**

4. Official Day Processionals

Official Day Processional occurs Sunday at the Annual Koinonia. Specific directives and suggestions for Official Day Processionals are determined by the Adjutant General and directed by the Servant Leader & The Apostolic Council.

Official attire for this Sacred service is always required. Specialized attention is given to orderliness, schedules, and personal grooming.

5. Platform Seating

Platform Seating strictly follows the protocol of Eternal Life Fellowship & Global Network. 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 & the College of Bishops will determine the reserve seating structure and options based on the official protocol of the fellowship. 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*.

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

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.

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 Servant Leader and Presidium as we are the extension of the Office of the Servant Leader.

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

Each Koinonia 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.

COURSE N

“Official Worship Experiences: Program, Process and Paperwork”

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 SERVANT LEADER AND THE ADJUTANT GENERAL

PREPARATION ESSENTIALS

THE FINAL DISPOSITION OF MORTAL

REMAINS RECORD KEEPING

ATTIRE

CLASS "A" ATTIRE

THE OBITUARY

COMPONENTS OF OBITUARY

COURSE 0

“Serving the Church & Knowing Its Leaders”

COURSE P

“Distinguishing Features: National & Jurisdictional Adjutancy”

National Adjutants are to serve and assist the office of the Servant Leader. 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 Ledaer 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 . 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 fellowship, it is recommended that the Adjutant's Academy operate on the National level.

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

Resources used for this presentation:

National Adjutancy Official Manual (COGIC)

National Adjutant Sister Training Manual (COGIC)

COURSE Q

Usher & Greeters

At ETERNAL LIFE FELLOWSHIP & GLOBAL NETWORK, we value the contributions of the men and women who serve as Ushers or Greeters and this handbook has been created to provide guidance for those serving in that ministry.

Organization

Our Usher/Greeter program is organized in to three teams consisting of four Ushers, three Greeters (two to greet those entering the church and one person to man the information table after service). One of the Ushers has been appointed Team Captain whose responsibility it is to supervise the team in the performance of their duties. The Team Captains reports to the Head Usher who in turn reports to the Worship Leader/Senior Pastor.

General Guidelines for the Usher/Greeter Team

An Important Note about Volunteering

Greeting and ushering is an important commitment. If you volunteer to be an Usher/Greeter we ask that you commit to serve at least every third month on a regular basis for at least one year. If you feel that your health, work schedule, or family obligations may interfere with keeping a regular schedule, please wait to volunteer until such time as you can make the required commitment. ETERNAL LIFE FELLOWSHIP & GLOBAL NETWORK has many opportunities for service; we urge you to investigate these as well.

Be Ministers of Hospitality and Evangelism

Ushers and Greeters are "Dog and Pony Show" for our guests. Some guests are wary about coming to church and it takes very little to make their first visit their last. If they feel authentically welcomed and helped by the Usher or Greeter, which is one less stumbling block for us to hurdle in bringing the Gospel to these people. Ushers or Greeters are usually one of the first official representatives of the church that people meet when they arrive. Their dress, attitude, words, demeanor, body language all speak a message to this worshipper.

As God's servants to his people, Ushers and Greeters must take care that nothing interferes with the awesome character of this encounter between God and his people at this time and place. Although an Usher or Greeter's love should be no stronger than is the love found in the rest of the body of Christ, nevertheless they perform a major role in ensuring that people see and experience that love. In Christ, you have received God's unconditional love, and, in Christ, you are called to extend that same unconditional love to others. The Usher/Greeter ministry is one of the most crucial because it is one of the most visible in this ministry.

Be Sensitive

When people come to church they are sometimes burdened, sad or discouraged. Each person, regular attendee or newcomer, comes with the hope that the Sabbath will be an experience of uplift and inspiration; a time of renewal and celebration. The skillful Usher or Greeter helps to make this a reality for those in attendance.

Attend Meetings

An Usher or Greeter must be aware of any change in policies and procedure, as well as, assist in the fine-tuning of the ministry. Therefore, whenever possible, they should attend Usher/Greeter meetings and training sessions.

Attitude of Stewardship

The attitude of stewardship can express itself in a number of specific ways, centering upon the idea that the Usher or Greeter is dependable. This person is a part of a team of Ushers and Greeters, a part of the church at worship, and a part of the kingdom of God. Regularity and promptness are virtues that should be cultivated. The Usher or Greeter should be at the appointed location at the appointed time. The Usher or Greeter should be considerate of the worshipers and the other team members, sensing their feelings, aiding in the cultivation of a team sense, and minimizing one's own convenience. This may mean enduring some personal discomfort in order to aid in providing a comfortable and reverent environment for the worshipers.

Personal Appearance

The Usher or Greeters personal appearance should reflect the unobtrusive attributes that were outlined above. Although styles may vary depending on the season, clothing should be clean, neat and conservative. Good grooming, with special attention to the nails, teeth, and hair, is imperative. It hardly seems necessary to warn that precautions should be taken against unpleasant odors from breath or body.

Dress Code

At ETERNAL LIFE FELLOWSHIP & GLOBAL NETWORK, although we are less formal than some other churches in the area, there is a simple dress code.

- Men should wear slacks and a dress shirt or sweater. (Polo or button down short sleeve shirts is acceptable in the warmer months. (Jackets and a tie are optional but are not necessary especially in the summer heat)
- Ladies should wear modest length dresses or a blouse with a skirt or dress slacks. (Jackets are optional)
- Please no jeans, shorts or sneakers. On occasion, a more formal (or informal) dress code may be required when the situation warrants it.

An Important Note about Hugging

While most of us enjoy getting hugs from each other, some of us are not as receptive to this. Don't immediately assume someone wants a hug from you, especially a newcomer. If you are not the hugging type, that's okay, a hand shake, smile and a warm greeting are really good too. Use your intuition, and leave yourself open to hug and be hugged. Watch body language-you will learn to recognize it when someone wants to hug.

Name Badges

Every Usher and Greeter should have a nametag hanging at the designated location. If you will be performing as an Usher or Greeter, you should put it on when you enter the church and remember to hang it back up as you leave. If you do not have a nametag, let the Head Usher know so that one can be made up for you. Two or three nametags that just say Usher or Greeter will be available to be used until a nametag has been made.

Usher/Greeter Schedule

Usher/Greeter schedules are created or updated at regular intervals by the Head Usher and given to the Church Administrator to be published with the "Service Team Schedule. A copy of the Service Team Schedule is posted on the bulletin board next to the upstairs water fountain and is posted on the church web pages under Activities. If you are not able to perform your duties at the date and time specified, it is your responsibility to find someone of equal qualification to stand in for you and to notify your Team Captain and the church secretary of the change before Thursday at noon. If you are unable to find someone to stand in for you, let your Team Captain know as soon as possible so that they may assist you.

The Ten Commandments of Human Relationships

1. **Speak to people.** There is nothing as nice as a cheerful word or greeting.
2. **Smile.** It takes 72 muscles to frown and only 14 to smile.
3. **Call people by name.** The sweetest music to many ears is the sound of one's own name.
4. **Be friendly and helpful.** If you would have friends, be friendly.
5. **Be cordial.** Speak and act as though everything you do is pleasurable.
6. **Have a genuine interest in people.** People like to be noticed and appreciated.
7. **Be considerate of the feelings of others.** Try walking in their shoes.
8. **Be generous with praise;** be cautious with criticism. Overcome them with goodness.
9. **Be thoughtful of the opinions of others.** Respect their viewpoints.
10. **Be alert to give service.** What counts most in life is what we do for others.

GREETERS

The Greeters at the Main Door

When people walk into a church for the first time, the person that greets them may be, to them, the church. The opinions they are forming of the particular people who are helping them may be the opinions they are forming of the church. Those serving in this position should be warm, friendly and outgoing. Following are the responsibilities of those serving in this position:

Prior to the Service:

- Pray before you come to church as a Greeter that God will give you someone to reach for God and ETERNAL LIFE FELLOWSHIP & GLOBAL NETWORK!
- Greeters should arrive 30 minutes before the service begins. Thus, Greeters arrive for the morning service no later than 8:30 a.m. on Sunday mornings. For other services, the same timeframe applies.
- Put on your nametag, go over the bulletin so that you are familiar with its contents and take your place in the Foyer near the main doors.
- Constantly look for new people. Avoid excessive conversation with your partner; your job is to appear approachable and interested in guests. Look for people who seem to be nervous, unfamiliar to you or are looking around.
- Always take the first step when spotting the guest. If someone seems to be a guest, approach him or her and initiate conversation.
- Try never to leave the front door unattended; ask the unfamiliar person to stand with you near your station.
- Be sensitive. Welcome guests and be prepared to answer any questions they might have. Where is the Nursery/ where do 4 year olds go for class? Etc. (An updated map will be provided for you at the information table), arrange an escort if possible.
- Welcome all guests. Introduce yourself and ask their name and where they live. Take them to the information table and ask them to sign the guest book. If they are VIP guests (COG officials, Pastors, leadership from other churches or other dignitaries), tell the Head Usher so that he/she can pass it along to the pastor PRIOR TO THE SERVICE, if possible.
- Offer printed information. If materials or information is not available to answer their questions, offer to obtain an answer for them. Take their name, phone number and address. Contact the church secretary on Monday, obtain the necessary information and contact the inquirer immediately or have the church secretary mail the material.
- In order to free up Greeters for greeting and to relieve congestion around the front entrance, the Greeters will no longer hand out Bulletins. The Ushers will handle that job as people enter the sanctuary.
- Remain at your station until 10 minutes into the service. Remember: guests sometimes are late because they've never been to your church before and they don't know where to park and where to go.

After the Service

- After the service the Greeters should immediately seek out people who identified themselves as guests.
 1. Make sure that all of their questions have been satisfactorily answered.
 2. Ask them if they filled out the connection card that is attached to the weekly Worship Folder (Bulletin) and handed it in. If they haven't, ask them to do it now.
 3. If the church is offering a free gift for first time guests, direct them to the information table to pick up theirs.
 4. Tell them how much we have enjoyed having them with us for the service.
 5. Tell them about any activities we have in the near future and invite them to worship with us again next Sunday.
 6. If the service ended with an alter call and the pastor is not available, take the pastors normal place at the main entrance to greet worshipers as they leave the service.
 7. Follow-up with information and assistance to anyone who expresses interest in the local church.

The Greeters at the Information Table

The Greeters stationed at the information table should have a friendly and approachable personality and must be comfortable interacting with strangers. They should stay current on the activities of the church and maintain up-to-date calendars of upcoming activities easily at hand at the table. They should also be attentive to anyone who seeks information from them and be willing to follow-up when they cannot answer questions.

Following are a list of responsibilities for those serving in the information table:

Prior to the Service:

- Arrive at your station at least 30 minutes before the service begins.
- Pull the information table away from the wall and make sure that it is clean and neat.
- Throw away any outdated material – stock up with up-to-date material.
- Make sure the guest book is available at the information table so that guests may sign it.

During the Service:

Sit near the back of the sanctuary so that you can slip out of the service approximately 5 minutes prior to the end of the service to man the information table. Watch for when the pastor leaves the pulpit or the final worship songs are being sung. That is a good time to slip out of the service.

After the Service:

- Your responsibility at the information table is to answer questions and assist in general anyone who may need your help.
- Give a warm and friendly greeting – a “How may I help you?” attitude.
- Refer a guest to an escort if necessary. Ask the Team Captain or Head Usher for assistance. Don't leave your station.
- Remember to smile. It does make a difference!
- Remain at the table until the pastor has left the Foyer and everyone that may need your help has left the area.
- Push the information table back against the wall. Return the guest book to the office and make sure that materials on the information table are displayed neatly before departing.

USHERS

History of Ushering

In the Old Testament ushers were called "gatekeepers." Their ministry was so important that they were given living quarters at the Temple. According to I Chronicles 9, their duties included the opening of the temple every morning, the care and protection of all the precious vessels, the preparation of certain food items used in ritual sacrifices, and guarding the temple. By the time of Christ, these gatekeepers had become known as the "Temple Guard." They were ordered to arrest Jesus, but according to John 7 they instead became interested in Jesus message. However, according to John 18, the temple guards were part of the contingent that arrested Jesus in the Garden of Gethsemane. Early in Christian history, the ushers became "porters" (overseers of the doors). When the church faced persecution, the ushers guarded the doors and took note of those who came and went, always guarding against spies. Later, when Christians could worship in the open, they also rang the bells. Today, ushers are involved with hospitality, worship, and evangelism.

Ushering today

Today, the ministry of ushering is a vital part of our church ministry. Ushers represent the church in a very visible way, and help set the tone in preparation for the worship service, as well as assist with the smooth operation within the service. The foundation of the usher's preparation, as in any Christian service, is prayer. The work begins, continues and accomplishes its ultimate purpose in prayer. An Usher who has prayerfully thought through the solemn privileges and opportunities of the task will be recognized as a sincere guide and friend. With this in mind, ushers need to come prayed up so that they can be prepared to minister in each and every service.

The Lead Usher

The Lead Usher serves at the pleasure of the Pastor and should God whose call to this ministry is recognized by the leadership of the church raise a person up. The Head Usher should be a long-term attendee in good standing in the church, and have previous church leadership and ushering experience. They should possess the kind of leadership qualities that would edify the ministry of the usher, promote the ministry with the church and establish ushering of the highest standards.

Responsibilities of the Lead Usher

- 1) Communicate often with the Senior Pastor. If possible, a regular meeting should be set up between the Head Usher and the Senior Pastor to work out issues that need to be addressed.
- 2) Hold Usher/Greeter organizational meetings as necessary. Provide motivating articles, instruction, demonstration or tapes to continue the Usher/Greeter training.
- 3) Select candidates to fill vacancies in the Usher/Greeter teams including the Team Captains with prior approval of the Senior Pastor.
- 4) Assign each Usher/Greeter to a definite schedule and responsibility.
- 5) Provide the church secretary with a semi-annual Usher/Greeter team schedule.
- 6) In concert with the Team Captain and other members of the Usher/Greeter team, demonstrate to new ushers and Greeters how to carry out their responsibilities.
- 7) Maintain the Usher/Greeter cabinet keeping it well stocked with required materials.
- 8) 30 minutes prior to the service, meet with the Worship Team in the Prayer Chapel to go over the sequence of events for the service. Pass along any special instructions to the duty Team Captain.

Team Captain

A Team Captain shall be an experienced Usher with leadership qualities and a long-term attendee in good standing in the church. The Team Captain shall head one of three Usher/Greeter teams and be responsible to the Head Usher in practice and directly to the Senior Pastor during his or her assigned service.

Responsibilities of the Team Captain

- 1) With respect to the Ushers and Greeters, maintaining order and crowd control, the Team Captain is in charge of the service, taking his/her direction and authority from the Pastor.
- 2) The Team Captain will assign the posts of the ushers on the team to which they are entrusted. In this duty, they will give careful attention to maintaining the same Usher at the same post whenever possible to build up a sense of intimacy between the Usher and worshipers seated in that section.
- 3) The Team Captain will provide all assistance necessary to the individual ushers to enable them to carry out their assigned duties. This will include making arrangements for the picking up and distributing of the bulletins, song sheets and any other handouts prior to, during and after the service.
- 4) He will work with the Head Usher in the training of each new Usher or Greeter in the execution of their duties and guide all ushers to ensure the highest standard of performance.
- 5) He will accumulate all reports and statistics required.
- 6) He will see to it that the sanctuary is never unattended by an adequate amount of ushers.
- 7) The Team Captain will be solely responsible for the maintenance of proper temperature control during the service.
- 8) The Team Captain will provide for the patrolling of the building at random intervals to ensure that proper order and security are maintained. They will handle any breach according to established policy.
- 9) If the Team Captain finds it impossible to report to their assigned post, they will call another Team Captain to ensure that their post is filled. The Head usher should also be called to be appraised of the situation.

The Usher

An Usher is a recognized man or woman of God who serves the church by enhancing the worship service by the carrying out of their duties. As a representative of the church, the usher should be a regular attendee and adherent in submission to the leadership of the church. The usher provides a friendly, cheerful greeting to all those who pass through their post and maintains order in their assigned section according to established policies.

Usher Protocol

Although the usher's primary responsibility is to greet people warmly and graciously as they enter the sanctuary to worship, there are many other responsibilities that fall on them before, during and after the service.

Opening the building and preparing for the arrival of the people for Sunday school: NOTE: Please go through the entire list to make sure everything is done in preparation for the service. Others may have already done some of the pre-service tasks on an "ad hoc" basis.

1. Two members of the assigned usher staff as designated by the Team Captain should arrive at the church 15 minutes prior to the Sunday school hour to unlock and prepare the building for Sunday activities. These two persons should also perform the following duties as follows.
 - a) Remain available through the Sunday school hour to provide security for the building, assist the Sunday school teachers with gaining access to rooms, dealing with disturbances in their class or problems they may have with the facilities or equipment.
 - b) Greet newcomers until the regular Greeters arrive. Have guests sign the guest book and ensure they fill out a guest card, which is given to the Head Usher.
 - c) Arrange for escorts to their Sunday school classes or seat them in the sanctuary as they wish. Brief the Greeters on what has transpired before they arrived on station.
2. Set the sanctuary heat/air conditioning as follows:
 - ✓ Heat=75 degrees (cool weather)
 - ✓ A/C=72 degrees (warm weather)

Note: The Heat and AC is preset to the best settings for each season and should not need adjustment. Locking covers have been placed over the thermostats in the Sanctuary and Fellowship Hall. Each Team will know how to obtain the key to make adjustments if necessary.

- Turn on the overhead fans in the sanctuary. (The controls for the overhead fans in the sanctuary are located behind the trap door on west wall of the foyer. The fan controls on the left correspond to the fan that is nearest the pulpit, center controls to center fan and right controls to fan nearest the foyer)
- Turn on the power to all fans (push power button in)
- Press the reverse button for each fan if necessary.
- Warm weather = Blowing down (Normal – not reversed)
- Cool weather = Blowing up (Reversed)
- Press and hold the fan button for each fan until the proper speed is attained. The fan will beep each time it increases speed. (Normally two beeps is sufficient speed to circulate the air in the sanctuary).

NOTE: The fan speed change beeps can be very distracting. Try to make fan speed adjustments when nothing is happening in the sanctuary.

Prior to the Service

- The rest of the usher team should be on station no later than 15 minutes prior to the service.
- Long before the earliest worshiper has arrived, the ushers should make sure that nothing has been left undone to provide a room that is ready in all respects for the worshipers.

Setting Up The Sanctuary

- Lights: (15 minutes prior to the service)
 1. Turn on all lights for the sanctuary. The switches are located on the west wall of the Foyer near the exit.
 2. Check the light intensity controls located inside the trap door near the light switches to make sure they are set to the maximum clockwise rotation.
- Set up the pulpit.
 1. Sealed water container from refrigerator in the kitchen with napkin and plastic glass.
 2. Throat lozenge and cough drop from the Usher/Greeter cabinet.
- Do a walk-through to determine if the sanctuary is ready for worship.
 1. Pick up any items that do not belong in the pews.
 2. All items that belong in the pew racks, such as hymnbooks, Bibles, attendance cards, and pencils, should be arranged tidily and uniformly so that each rack resembles every other.

NOTE: A jumbled clutter of last week's leftover bulletins and forgotten handkerchiefs amid hymnbooks sitting in all kinds of random positions reveals slipshod and careless ushering. The Ushers should make sure that, whether it is the pew racks or any other part of the sanctuary, the entire appearance of the room silently says to worshipers that they are both expected and welcome.

- Light the candles (10 minutes prior to the service). Use the lighter located near the candles or inside the right side sliding door in the back of the communion table.

Greeting the Congregation

- Put on your nametag and a big smile!
- Ushers should be stationed so that there is at least one usher at each of the three entrances to the sanctuary. Ushers should not station themselves in the center of the Foyer because this can cause a back-up at the main door to the church.
- Welcome the people as they arrive and hand out the Worship Folder (Bulletin) and song sheets if required.
- Note: Each usher should hand out Worship Folders (Bulletins) and other handouts to only those worshipers that are entering the sanctuary through their assigned entrance. Greeters should not hand out worship materials.
- Ushers should give a warm greeting, calling people by name when possible, and helping them with seating once the Sanctuary begins to fill up. This may include asking people who sit near the aisles to move in toward the center of the section when others come to be seated. Keep aware of where the vacant seats are within the particular section.
- If the sanctuary fills up, praise God, then set some folding chairs up next to the windows in the sanctuary to handle the overflow.
- Remind an adult accompanied by small children that childcare is provided in the Nursery for infants through three years of age. (Rooms 104/106).
- No food or drinks are allowed in the sanctuary. If someone tries to enter with either, kindly pull them aside and remind them of this policy.
- One of the ushers should move to the breezeway door to greet late arrivals when the Greeters take their seat in the sanctuary 10 minutes after the service begins.

During the Service

- The doors to the sanctuary should be closed as the service starts.
- If latecomers arrive during the opening prayers or during a solo, please ask them to wait until that activity is completed before they seat themselves.
- Only duty ushers or others who are serving in an official capacity should be outside the sanctuary during the service. Groups of people and a lot of movement in the Foyer can be distracting for the pastor and worshipers. Possible exceptions are parents with children that are not behaving well in the sanctuary and individuals that are suffering from cold symptoms or other medical problems. Talking in the Foyer during the service should be held to a minimum so that those that have to sit in the Foyer can follow the service.

Receiving the Offering

- The offering will normally be received from the front to the rear of the sanctuary.
 1. After the service starts, the Team Captain will prepare for receiving the offering by obtaining the offering plates from the cupboard in the central office and giving one to each of the ushers.
 2. Just prior to receiving the offering, the ushers should line as shown in figure 1 below and wait to be called forward.
 3. After hearing the cue "will the ushers please come forward", walk to the front of the sanctuary and wait for the prayer to be completed.
 4. Plates are passed, starting at the front and working back.
 5. After all the money and connection cards are collected, the offering plates are taken to the Central Office by two of the users where the offering is separated from the Connection cards. The remaining ushers should remain on duty in the Foyer.
 6. The Connection cards are placed in the church secretary's box and the offering is placed in a Bank bag along with the Sunday School offering, and then placed in the safe by the two ushers. For accountability purposes, there should always be two ushers present while the offering funds are being handled.
 7. Special offerings may also be taken as specified by the Senior Pastor. This offering should be taken in the same manner as prescribed for the regular offering except that it is placed in a different bank bag and marked as a special offering.
- After the offering is received and placed in the safe, two of the usher team should remain in the Foyer and the other two may be seated in the rear of the sanctuary near their post. If you want to sit with your family, please ask them to sit in the rear with you.
- The Team Captain or other usher as designated by the Team Captain should count the number of people attending the service. Everyone, children and adults alike should be included in the count. Don't forget to count everyone in other parts of the building, i.e. Nursery, Children's church ...etc. The total should be entered in the black notebook that is stored in the central office with the offering plates.
- During the service the two ushers that remain in the Foyer should remain alert to their surroundings. The pastor may ask you to make adjustments to the heating or cooling system, turn on/off the lights or any number of other things that may come up. Your response can have a great affect the flow of the service.
- During the service, one of the ushers stationed in the foyer should make a periodic security check of the building and look in on the Nursery and Children's church as required to meet the Two Adult Rule of our Child Safety Program. Be alert for any fire or safety hazards or doors that may have been opened during the Sunday school period and take action to remedy the problem.

Serving Communion

When the order of service calls for the serving of communion, it may be assisted by the ushers at the altar (which is normal) or it may be served to the worshippers in the pews.

- Since all of the duty ushers may be taking part in the serving of communion, the Team Captain should make sure that someone is available to cover the Foyer until the ushers have returned to their post.
- The pastor will normally ask that the elements be held so that everyone can participate at one time.
- The pastor will also hand a plate containing a small number of elements to the Team Captain or Head Usher so that he/she may serve those involved in ministries outside the sanctuary.

When communion is served at the altar,

1. Two ushers and the Team Captain will approach the front of the sanctuary when directed by the Pastor or his designee with the Team Captain leading the way.
2. The Pastor or other designated person will deliver the elements first to the Team Captain who will immediately serve those in the sanctuary that would have trouble moving to the front to receive the elements, then to those in outlying areas such as the Nursery or Children's Church.
3. Next the Pastor or other designated person will hand the elements to the remaining two ushers who will stand at the front of the sanctuary to serve worshippers as they approach.
4. The remaining ushers may be asked to direct worshipers seated on each side of the center isle, one row at a time, to the communion table. They should start at the front of the sanctuary and move to the rear.
5. Those participating in communion should move to the front of the sanctuary using the center isle, pick up the elements and return to their seats via the outside isles.
6. When everyone desiring to participate has been served, those ushers desiring to participate should move to the front of the sanctuary to be served by the Pastor or other designated person, then return to their seats or posts to participate in communion along with the rest of the worshipers.

When communion is served by the ushers to the worshipers in the pews, the duty usher team as well as the usher team from the previous month will be needed.

1. Prior to the serving of communion, the ushers should line up in the Foyer in two columns.
2. After hearing the cue "will the ushers please come forward", walk to the front of the sanctuary and wait for the pastor and/or Flow Person/Elder to hand the elements to the first two ushers in each column.
3. The bread should be handed to the first (front) usher in each column and they should proceed to the outside isles to begin serving. The bread should always be served to the body first. The wine will be handed to the second usher in each column and they should also move to the outside isles to begin serving the wine to follow the bread.
4. The remaining two ushers in each column should position themselves to assist in serving the bread and wine as it comes to them in the center isle, always making sure that the bread is served first.
5. After everyone in the sanctuary has been served, the ushers should line up as shown in Figure 4 below, and then on command of the Team Captain, should move to the front of the sanctuary. Note that the elements should be carried by the front four ushers, the bread first, then the wine.
6. Upon arrival at the front of the sanctuary, the elements should be handed to the Pastor and his assistant by the first four ushers as they walk past to take their positions at the front of the sanctuary. The pastor or his designee will then serve the ushers.
7. The pastor will normally ask that the elements be held so that everyone can participate at one time. Therefore, the Ushers should return to their posts or seats via the outside isle before taking communion themselves.

After the Service:

- Just prior to the end of the service, all duty Ushers should return to their posts. The sanctuary doors should remain closed until the worshippers are dismissed. Do not open the doors when the Pastor leaves the pulpit as there is usually a prayer and/or music to conclude the service.
- The Ushers should greet the worshipers again with a friendly farewell and pass out any items as specified by the Team Captain. If there is a function taking place after the service in another part of the building for all worshipers, the Usher should remind people about that function and let me know that we would love to have them fellowship with us.

POST-SERVICE DUTIES

After most of the worshipers have departed the sanctuary, the Ushers should do a walk-thru to make sure it is clean, tidy and ready for the next service or function.

1. Place hymnals, bibles, pencils and other pew materials in their racks.
2. Pick up items left in the pews or on the floor. Sunday Folders (Bulletins) may be placed on the table near the door to the church office.
3. Snuff out the candles.
4. If changed, re-set the sanctuary heat/air conditioning as follows:
 - ✓ Heat=60 degrees (cool weather) (OFF)
 - ✓ A/C=85 degrees (warm weather) (OFF)
5. Turn off the lights and fans in the sanctuary.
6. Return any items taken from the Usher's cabinet for use in the service and make sure it is locked. After all post-service duties have been taken care of; one Usher should be designated to remain at the church until after everyone has left the building. During that time the Usher should do a security walk-through of the building to make sure all doors and windows are closed and secured and that all lights except those normally left on are turned off. If there are events taking place after the normal service such as meetings or baby showers.... etc, the Usher should let the person in charge of that event know that they are leaving the building and that person will be responsible for making sure the building is secure when they leave.

EMERGENCY PROCEDURES

In case of emergency, the Team Captain should take charge and carry out the emergency procedures as set down in the church policy manual.