

Washington DC Ecclesiastical Jurisdiction COGIC

OFFICE OF THE JURISDICTIONAL BISHOP

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Administrative Policy and Procedure Manual



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From him and through him and to him are all things. To him be glory forever. Amen.

(Romans 11:36)

PREFACE

The purpose of the Administrative Policy and Procedure Manual is to provide structure and guidance to the leadership and members of the Washington, DC Ecclesiastical Jurisdiction Church Of God In Christ, Inc. “WDCJ”, in the operation and administration of activities, events and financial responsibilities in support of the vision of the Jurisdictional Bishop. Nothing in this manual creates a contract with any member of the WDCJ and will not conflict with the Constitutional Process of the Church Of God In Christ, Inc., the Constitution, aka “the black book” shall take precedent.

This manual supersedes any previous manual and/or written or unwritten policies, procedures and/or practices. The Jurisdictional Bishop reserves the right to revise, amend or discontinue any or all parts of this manual at his discretion. Periodic revisions to this document are anticipated. These revisions will be communicated appropriately. Moderate revisions may be in the form of an email notification. More substantive revisions may be distributed in printed form to churches within the Jurisdiction.

Procedure Development and Editorial Committee:

Bishop-Designate Edward A. Coles, Auxiliary; Mother Vanessa G. Partin, Jurisdictional Secretary;
Pastor Reginald Davis, Jurisdictional Financial Secretary; and
Evangelist Sonya Cork.

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Administrative Forms

- AF1 - Confidentiality Agreements
- AF2 - Guidelines for Jurisdictional Services Involving Outside Speakers
- AF3 - Local Church Administrative/Secretarial Jurisdictional Process Training
- AF4 - Observations during Jurisdictional Meetings
- AF5 - Participation Approval Letter for Jurisdictional Events/Activities
- AF6 - Quarterly Activity Report Requirements
- AF7 - Submitting Announcements for Distribution to the Jurisdiction
- AF8 - Submitting Dates for the Jurisdictional Calendar

Financial

- FF1 - Approval of Expenses for Reimbursement
- FF2 - Credential Holders Annual Report
- FF3 - Expense Advance Form
- FF4 - Loyalty Reports Official Offering Procedures
- FF5 - Missing Receipt Affidavit
- FF6 - Requesting Checks from the Financial Secretary
- FF7 - Schedule of Report Due Dates

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Appendix (copies of forms)

(continued)



Legal

- Approval of Events Requiring Contracts
- Complaint and Misconduct Process

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1 Corinthians 14:40:

But all things should be done decently and in order.

I. INTRODUCTION

The Administrative Policy and Procedure Manual outlines the guiding principles and operational procedures to enable effective and efficient working of the Jurisdiction's various offices, ministries, departments, auxiliaries, and programs. It shall be used by all members of the Washington DC Ecclesiastical Jurisdiction COGIC in the usual course of conducting ministry activities and other events on behalf of the Jurisdiction. All members of the jurisdiction are requested to comply with the policies and procedures contained in this manual when conducting jurisdictional business.

Policies discussed here are general statements of direction and purpose that allow individuals to exercise good judgment in the daily administration matters that impact the Jurisdiction. Policies explain what and why things are done. Procedures explain how things are done. Policies and procedures are not meant to be restrictive but offer parameters for organizational structure and efficient operation.

The Administrative Policy and Procedure Manual deals specifically with the methodology and process in which operations of the Jurisdiction are governed. Therefore, this is a dynamic and flexible document, designed to specify policies, procedures, and methods by which operations occur. Policy documents may be distributed individually or collectively as appropriate. The Administrative Policy and Procedure Manual may be changed as the needs of the Washington DC Ecclesiastical Jurisdiction COGIC and National Church Of God In Christ, Inc. change.

Most importantly, nothing in this Administrative Policy and Procedure Manual may circumvent the Constitution of the Church Of God In Christ and if there is a conflict, the Constitution governs.

This manual supersedes all other manuals in place at the time of publishing and/or distribution.

RELATIONSHIP

The Washington DC Ecclesiastical Jurisdiction COGIC consists of a body of believers within the National Church Of God In Christ and is subject to the control of no other ecclesiastical body. The History of the Washington, DC Ecclesiastical Jurisdiction COGIC may be found in a special segment of this manual labeled Appendix S.

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A. Statement of Intent

Servanthood

The Bible instructs us that as leaders and co-laborers of God's people, we are servants. 2 Corinthians 6:4, *Rather, as servants of God we commend ourselves in every way; in great endurance; in troubles, hardships and distresses;* Jesus taught and demonstrated that as disciples, we must exhibit obedience, compassion, love, kindness, and selflessness as we serve one another and the world. In doing so, we will always represent Christ and our Jurisdictional Bishop as worthy servants of the Lord. Each officer in the jurisdiction must lead as a servant of the Lord Jesus Christ and as a servant of the people.

Confidentiality

We as a body of believers of Jesus Christ, are committed to maintaining the highest degree of integrity in all our communication with potential, current and past relationships; both in terms of confidentiality of church proprietary information and the protection of all personal information received in the course of providing services. This standard applies to all staff, leaders, members, volunteers, and associates.

Ethics

We, as a body of believers of Jesus Christ, conduct ourselves with honesty, loyalty, excellence, and integrity through our leadership, members, and volunteers.

Habakkuk 2:2

And the LORD answered me: "Write the vision; make it plain on tablets so he may run who reads it.

B. Statement of Vision and Values

Vision

The Vision of the Washington DC Ecclesiastical Jurisdiction COGIC is to diligently seek the Lord to add souls to the Kingdom of God, as we build lives, build legacy through service and ministry outreach to others.

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Values

Our goal is to empower people through the Word of God while living a life of holiness, sanctification, integrity, compassion, and righteousness. We are committed to reliance on prayer for direction, implementation, planning and execution of the ministries and activities of the Jurisdiction in each office, auxiliary, department, and church at large.

II. STRUCTURE OF THE JURISDICTION

The Chief Executive of the Jurisdiction is the Jurisdictional Prelate. The title Prelate is interchangeable with the title Bishop. Bishop Neavelle A. Coles is the Jurisdictional Prelate of the Washington, DC Ecclesiastical Jurisdiction. The Jurisdictional Bishop is appointed by the Presiding Bishop with the approval of the General Board and serves as the Chief Representative of the Church Of God In Christ in respect to all church matters in his Ecclesiastical Jurisdiction. He has general supervision over all offices, departments, auxiliaries, and churches in his respective jurisdiction. The Jurisdictional Bishop may be removed by the Presiding Bishop with support from the General Board. There is only one Presiding Bishop of the Church Of God In Christ. He leads the National Church along with 11 men on the General Board. Bishop Coles is the jurisdictional bishop for our jurisdiction.

A. Organizational Charts (Jurisdictional, District, Officers, Departments, and Auxiliaries)

See Appendix A for Jurisdictional Organizational Charts. District Organizational Charts may be found at Appendix M.

B. Explanation of the Office of Bishop, Administrative Assistants, the Office of the Jurisdictional Secretary, Jurisdictional Financial Secretary, Departments, and Auxiliaries

Office of the Bishop

The Office of the Jurisdictional Bishop is supervised and managed by the Jurisdictional Bishop. He is the chief authority and National Officer of the Ecclesiastical Jurisdiction appointed by and representing the Presiding Bishop and the General Board of COGIC. The office provides oversight and leadership to the pastors, churches, and members within the Ecclesiastical Jurisdiction. He is also responsible for implementing the

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organizational structure of the jurisdiction including, but not limited to appointing leaders and other workers to assist in carrying out the administrative and ministerial responsibilities of the jurisdiction. The Jurisdictional Bishop's authority takes precedence in the Ecclesiastical Jurisdiction over Foreign Jurisdictional Bishops, Auxiliary Bishops, and National Officers who are members of the Ecclesiastical Jurisdiction. In the event of retirement or passing of the Jurisdictional Bishop, the Presiding Bishop is the authority and overseer of the Ecclesiastical Jurisdiction. He may appoint a General Board Member or the General Secretary as leadership of the Ecclesiastical Jurisdiction until a decision is made regarding appointing a new Jurisdictional Bishop. To be clear, in the advent of retirement or death of the Jurisdictional Bishop, the Presiding Bishop is the Jurisdictional Bishop. He will designate his appointment for temporary oversight for the Ecclesiastical Jurisdiction. The Jurisdictional Bishop has the authority to modify, postpone and cancel any and all activities during a crisis, emergency or other situation as he deems necessary.

Role of the Administrative Assistant

The role of the administrative assistant is that of a servant and as all of the officials of the Jurisdiction, he serves at the pleasure of the jurisdictional bishop. He is hand-picked by the bishop while the bishop is in office. He is a member of the executive cabinet of the jurisdictional bishop to serve at his pleasure while he is in office. Therefore, the primary role of the administrative assistant is to assist or support the bishop in the discharge of his duties as that assistant is assigned. He is neither a junior bishop nor the assistant bishop. He is an assistant to the bishop for the purpose of effective administration. In the Washington DC Ecclesiastical Jurisdiction, the Administrative Assistants are assigned specific duties. Those duties are appointed by the Jurisdictional Bishop. The duties consist of: Legal Matters and Contracts, COGIC Constitutional Matters, New Churches and Transfers, Special Projects, Oversight of JSO, Auxiliaries and Departments, and Coordination of Workshops/Training.

Office of the Jurisdictional Secretary

The Office of the Jurisdictional Secretary is supervised and managed by the Jurisdictional Secretary (JS). The JS reports to the Jurisdictional Bishop and serves at his pleasure. The JS also is the administrative representative and liaison to the General Secretary's Office from the Jurisdiction. However, the JS is directed and supervised only by the Jurisdictional Bishop or his designee. In the Washington, DC Ecclesiastical Jurisdiction, an Administrative Assistant oversees and manages the Office of the Jurisdictional Secretary (JSO). However, the Administrative Assistant never overrides

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the authority of the Jurisdictional Bishop. The main function of the JSO is keeping the Jurisdictional records secure, accurate and available upon request of the Bishop or the National Church. The JSO is responsible for developing and maintaining data pertaining to the Washington, DC Ecclesiastical Jurisdiction and overseeing the credentialing of those engaged in the ministry of the Church. In addition, the office coordinates the certification of delegates to the General Assembly through the Office of the General Secretary (COGIC), publishes official documents and certificates, maintains the official records/minutes of Jurisdictional proceedings, distributes pertinent information to the constituents of the Jurisdiction, the Bishop and the Jurisdictional Leadership team. The Jurisdictional Secretary also supports the local and district secretarial/administrative staff through guidance, process/procedure training and development of those tasked with administrative responsibilities for an auxiliary, local church/ministry, and/or district. The JSO keeps the Jurisdiction apprised of meetings, events, activities, and programs via email. If a member in good standing with the Jurisdiction wants to be put on the email distribution list, please provide a current email address and pertinent contact information. It is the responsibility of each member to keep the JSO updated with any changes as it pertains to their individual email address and/or individual contact information.

Office of the Jurisdictional Financial Secretary

The Office of the Jurisdictional Financial Secretary is supervised and managed by the Jurisdictional Financial Secretary (JFS). The JFS reports to the Jurisdictional Bishop and serves at his pleasure. This office is responsible for maintaining the financial and accounting records, which includes management of all bank accounts of the Jurisdiction and is responsible for preparing financial reports as directed by the Jurisdictional Bishop. The Jurisdictional Financial Secretary also collects the year-end district, auxiliary and department reports for review by the Jurisdictional Bishop. The JFS also executes disbursements and reimbursements with the District Finance Secretaries/Superintendents, Jurisdictional Auxiliaries, Departments and Officers. Annually, the JFS submits the National Credential Report which includes recording and submitting funds to the General Financial Secretary's Office. The JFS is the jurisdictional financial liaison to the General Financial Secretary's Office.

The Board of Superintendents

The Board of Superintendents report to the Jurisdictional Bishop and work at his pleasure. The District Superintendent is appointed by the Jurisdictional Bishop to provide oversight, supervision and direction to local pastors and the churches they

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pastor. The Jurisdictional Bishop assigns local churches to the Districts. The District Superintendent appoints a female from his District as District Missionary with the approval and appointment of the Jurisdictional Supervisor of the Department of Women. She is to assist the District Superintendent with District Women's work under the supervision of the Jurisdictional Supervisor of the Department of Women. In the Washington, DC Ecclesiastical Jurisdiction there are five Districts: the A.D. Headen District, the Samuel Kelsey District, the Warren G. Crudup District, the Sherman Scott Howard District, and the Lion of Judah District.

Office of the Jurisdictional Supervisor

The jurisdictional bishop appoints the jurisdictional supervisor to provide leadership and oversight for the Jurisdictional Department of Women. The jurisdictional supervisor serves at the pleasure of the Jurisdictional Bishop. She is assisted by district missionaries who oversee the women's ministry of their assigned district. District missionaries are appointed by the district superintendent with the approval of the jurisdictional supervisor, the jurisdictional bishop, and their pastor. The jurisdictional supervisor also installs the district missionaries as well as evangelist missionaries and deaconess missionaries with approval from their pastors. The Supervisor's staff consists of District Missionaries, Administrative Assistant, Executive Secretary, and leaders of the Women's Department Auxiliaries. The Auxiliaries can be viewed on the Women's Department Organizational Chart. In the Washington, DC Ecclesiastical Jurisdiction, the Supervisor of the Department of Women is Mother ViCurtis E. Little.

C. Listing of Jurisdictional Officials

See Appendix B for the listing of Jurisdictional Officials.

D. Position Descriptions for all Jurisdictional Officials

See Appendix C for the Position Descriptions for Jurisdictional Officials.

III. OPERATIONAL AND ADMINISTRATIVE GUIDANCE

A. Quarterly Business Meetings and Related Sessions

The Jurisdictional Bishop may schedule certain meetings with the members of the Jurisdiction quarterly or at other frequencies in his discretion. The following meetings typically occur:

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B. Jurisdictional Bishop's Meeting with the Pastors

This meeting is a quarterly meeting for the Jurisdictional Bishop to meet with the pastors within the jurisdiction. This meeting usually convenes before the General Quarterly Meeting Session. The agenda for this meeting is set by the Jurisdictional Bishop. However, additional agenda items will be considered by the Jurisdictional Bishop. All agenda items for consideration must be submitted in writing to the Office of the Jurisdictional Secretary 30 days prior to the Jurisdictional Bishop's Meeting with the Pastors. The Jurisdictional Secretary will notify the requester one (1) week prior to the meeting regarding the status of the agenda request. If the requester wants the Bishop to reconsider his decision about his request, please contact the Jurisdictional Bishop's personal secretary via email or phone. The purpose of this meeting with the pastors is to allow the Jurisdictional Bishop to:

- Share his vision for the Jurisdiction.
- Give him the opportunity to disseminate, share, and update information with the pastors from the National, Jurisdictional, District and local church.
- Discuss administrative, ecclesiastical, and leadership matters.
- Keep the lines of communication open and provide opportunity to dialogue with the pastors.
- Answer questions, clarify any matters pertaining to the Bishop's Office and for pastors to share any pastoral matters of concern; and
- Encourage and thank the pastors for their support.

C. Jurisdictional Supervisor's Meeting with the Women

This meeting is a quarterly meeting for the Jurisdictional Supervisor to meet with the women of the Jurisdiction. This meeting usually convenes before the General Quarterly Meeting session. The agenda for this meeting is set by the Jurisdictional Supervisor. However, additional agenda items will be considered by the Jurisdictional Supervisor. All agenda items for consideration must be submitted in writing 30 days prior to the Jurisdictional Supervisor's Meeting with the women. The Jurisdictional Supervisor's Administrative Assistant will notify the requester one (1) week prior to the meeting regarding the status of the agenda request. If the requestor wants the Supervisor to reconsider her decision about the request, please contact the Jurisdictional Supervisor's personal secretary via email or phone. The purpose of the Supervisor's meeting is to allow the Jurisdictional Supervisor to:

- Share her vision for the Jurisdiction.
- Give her the opportunity to disseminate, share and update information with the women from the National, Jurisdictional, District and local.

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- Discuss administrative, ecclesiastical, and leadership matters.
- Keep the lines of communication open and provide opportunity to dialogue with the women.
- Answer questions, clarify any matters pertaining to the Supervisor's Office and pastors, and to share any pastoral matters of concern; and
- Encourage and thank the women for their support.

D. General Quarterly Meeting Session

As a means of sharing and communicating with the entire jurisdiction, the Jurisdictional Bishop convenes sessions where all members within the jurisdiction who are in good standing may attend. This meeting is typically held on the same day as other quarterly meetings and occurs after the Bishop's meeting with the pastors. Notification of the quarterly meeting is provided on the Jurisdictional calendar. An announcement is sent to remind the congregation of upcoming meetings. All members are encouraged to attend and participate in these meetings.

(1) Procedure for Submission of Items for the Quarterly Meeting Agenda and Presenters

All agenda items for consideration must be submitted in writing to the Office of the Jurisdictional Secretary 60 days prior to any Quarterly Meeting. Upon receipt, the Jurisdictional Secretary will meet with the Jurisdictional Bishop or his designate to seek approval for inclusion in the planned agenda. Items submitted are not automatically added to any agenda without the express approval of the Jurisdictional Bishop or his designate.

E. Jurisdictional Assembly

Annually, the Jurisdictional Bishop convenes the Jurisdictional Assembly which is a special meeting for the purpose of nominating, certifying and electing delegates to attend the General Assembly Sessions of the National Church. The Jurisdictional Assembly is coordinated by an Election Chairperson, designated by the Jurisdictional Bishop. All members in good standing may serve in the election process. However, only the following may participate in the nomination and election process as determined by the Church Of God In Christ Constitution: Jurisdictional Bishop(s), Auxiliary Bishops, Jurisdictional Supervisor, Supervisor without charge, Jurisdictional Bishop's Wife, Jurisdictional Secretary, Jurisdictional Financial Secretary, Superintendents, District Missionaries, Pastors, District Delegates, and all Jurisdictional Departments and Auxiliary Leaders. In compliance with the COGIC Constitution, each District must elect a District Delegate to present their district and participate in the Jurisdictional Assembly. The Super Delegates who do not need to be certified by the

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Jurisdictional Assembly are: The Jurisdictional Bishop, Auxiliary Bishop, Jurisdictional Supervisor, Supervisor Without Charge Jurisdictional Bishop's Wife, Jurisdictional Secretary, and National Elected Officers. However, they must be in good standing with the National Church and their local church., Please see Appendix D for the Rules and Procedures related to the Jurisdictional Assembly process.

(1) Certification and Election Process for General Assembly Delegates

During the scheduled Jurisdictional Assembly, those individuals eligible to nominate and vote via secret ballot for the delegates shall participate in the official election process. Upon election and certification, the delegates are required to pay the required delegate fee in order to receive approved credentials for attending the two annual General Assembly sessions in November and April.

(2) Requirements of General Assembly Delegates to the Jurisdiction

As a certified and elected delegate of the jurisdiction, the delegate is required to maintain notes and other information on each General Assembly session. The Jurisdictional Bishop has requested that elected lay delegates prepare their notes for presentation. He may designate one or more of them to share their experience with the Jurisdiction during a designated Quarterly Meeting. All delegates, especially lay delegates, are expected to attend both sessions of the General Assembly (November/April). For convenience, the delegate reporting form may be found at Appendix E.

F. Jurisdictional Events

(1) Jurisdictional Calendar

(a) Submitting Dates for the Jurisdictional Calendar

Annually, under the direction of the Jurisdictional Bishop, the Jurisdictional Secretary shall send notification to the leadership of the Jurisdiction, to obtain activity/service dates to be included in the calendar for the upcoming year. Upon approval, the Jurisdictional Secretary will publish the "official" Jurisdictional Calendar via email and by posting the Jurisdictional Website. No event/activity should be undertaken until approved by the Jurisdictional Bishop.

(2) Jurisdictional Meetings

All Jurisdictional meetings shall convene annually under the direction of the Jurisdictional Bishop. These meetings are: Spring Conference, Annual Revival, AIM Convention,

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Holy Convocation, and the Women's Convention. The Jurisdictional Spring Conference and Holy Convocation are mandated by the COGIC Constitution. All jurisdictional meetings and conventions shall convene and terminate at the discretion of the Jurisdictional Bishop.

(a) **Spring Conference**

This conference is typically held in March of each year, the Annual Spring Conference (also known as the Workers Meeting) provides training, worship opportunities, and a time to honor the Jurisdictional Bishop and Jurisdictional Supervisor with a financial blessing.

(b) **Jurisdictional Revival**

This revival is convened by the Jurisdictional Bishop. It is a revival service for all officers, and members of the jurisdiction to attend for spiritual renewal and restoration. Usually there are opportunities for training and outreach included in this service. The Jurisdictional Revival usually occurs during the month of June and last for approximately 3 days.

(c) **Jurisdictional AIM**

This meeting is typically held during the summer of each year, the Jurisdictional AIM Conference, under the coordination of the AIM Chairperson who is appointed by the Jurisdictional Bishop. The AIM Chairperson collaborates with the various department leaders to organize an effective and appropriate worship experience. These services are an opportunity for department leaders to highlight their department ministry and workers. The departments involved in Jurisdictional AIM are Sunday School, Youth, Evangelism, Missions and Music. This meeting is sanctioned by the Jurisdictional Bishop to be a financial blessing to the Department Leaders as well as the AIM Chairperson. The AIM Chairperson reports to the Jurisdictional Bishop or his designee.

(d) **Holy Convocation**

This meeting is typically held during August of each year, the Jurisdictional Holy Convocation is held annually in accordance with the Constitution and is a time of worship, fellowship, and spiritual renewal.

(e) **Jurisdictional Women's Convention**

This convention typically held in September of each year. The Jurisdictional Women's Convention provides training, worship opportunities, and fellowship for the women of the Jurisdiction. Education sessions for the ladies and worship services to develop and

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encourage the women in ministry are coordinated. The women of the jurisdiction honor the Jurisdictional Supervisor with tributes, Auxiliary Band March, and financial blessing. This convention is coordinated by the District Missionaries and sponsored by the Department of Women. The Jurisdictional Bishop has input with the pastors and men honoring the Jurisdictional Supervisor.

(3) Program Planning Requirements

All services, programs, meetings, activities, initiatives, or events sponsored by a Jurisdictional Department, Auxiliary, Office, or Committee must have the approval of the Jurisdictional Bishop. To obtain approval, the department leader must forward a copy of the program and plan in written proposal form to the Jurisdictional Secretary who will obtain the necessary approvals. Additionally, any service, program, meeting, activity, initiative, or event sponsored by a Women's Department or Auxiliary must be presented in written proposal form to the Jurisdictional Supervisor's Administrative Assistant for the Supervisor's approval. All Women's department events or activities are approved by the Jurisdictional Bishop or his designee.

(a) Program Speakers and Outside Program Participants

A proposal must be submitted in writing to the Bishop via the Jurisdictional Secretary when inviting any and all international, national COGIC officials (including Bishops and Supervisors) or renowned speakers, artists, or celebrities for a Jurisdictional event. They MUST be approved by the Bishop BEFORE the invitation is extended, arrangements are made, or contract is signed. When inviting a female or male speaker for the Women's Department, please inform and get approval from the Supervisor of the Department of Women. This must be submitted in writing to the Jurisdictional Supervisor and sent to the Jurisdictional Supervisor's Administrative Assistant. The Office of the Jurisdictional Supervisor will inform and get approval from the Bishop. The proposal should include the following: name of invited guest, their title, bio, the proposed event, budget, venue, date, and time. To all pastors and local church officers, as a matter of protocol and courtesy to the Bishop, please inform the Bishop of your intent to invite International or National COGIC officials or a renown, speakers, artists or celebrities to minister at your local church.

(b) Event/Activity Contracts and Other Documents

A written proposal for any and all services, programs, meetings, activities or events MUST be submitted to the Jurisdictional Bishop six (6) to twelve (12) months prior the date of the service, program, meeting, activity or event. The proposal should be submitted via email to the Bishop and copied to the Jurisdictional Secretary and any designated person of the Bishop.

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The only signatures that are official and legally binding on any contract or document for the jurisdiction are the signatures of the Jurisdictional Bishop and the Jurisdictional Secretary. Any contract or legal document obligating the jurisdiction must have the approval of the Jurisdictional Bishop. All contracts and documents must be submitted and approved by the Bishop's designated legal team or designated point person. The Jurisdictional Secretary must have approval and written consent from the Bishop to sign any official documents or contracts obligating the jurisdiction in any and all matters. No documents or contracts can be approved or signed obligating the jurisdiction without the Bishop's knowledge or signature. All contracts must be reviewed by the Bishop's legal designee or Administrative Assistant.

(4) Requirements for Participating in Jurisdictional Events

Only those members who are in good standing with their local church may participate in activities or events sponsored/hosted by the Jurisdiction. In addition, any worker participating in events/activities involving children, youth and/or young adults must have completed both the background check process and sexual misconduct training. Further, workers must have a written recommendation from their pastor acknowledging the worker's participation in such events/activities. The Jurisdictional Secretary maintains information of those who have successfully completed the requirements for participation and is the resource for anyone seeking to complete the participation process.

(5) Guidelines for Jurisdictional Program Participants

If you have been selected to participate in a Jurisdictional program in anyway, remember you are a reflection of God and the Bishop in this capacity. As you come before God's people you should not distract others or bring attention to yourself. Your participation is unto the Lord and not about you. Always consecrate and pray at least three (3) days prior your participation. The expected time for you to arrive at the venue on the day of your participation is at least 30 minutes before the service begins. Please adhere to this request. **Being on time is important to God and our Bishop.** If you are not in place or have not contacted the designated Administrative Assistant or Jurisdictional Secretary by the expected time regarding your status, your opportunity to participate will be forfeited. Dress appropriately, in moderation and as becoming holiness. Men and women must be well-groomed. Clothes should be clean and not too tight or revealing. It is Bishop's preference that men wear suits or sport jacket, pants and tie and that women do not wear pants when officiating or serving as a participant in a leading role in the service. Again, the participant's dress and demeanor should be one of moderation.

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(a) Presiders or Worship Leaders of Jurisdictional Services

Consecrate and pray at least three (3) days before you preside. Ask God for His guidance to expedite the service in accordance with the Holy Spirit and desire of the Bishop. You are an expeditor as well as an exalter. It is your job to keep the service moving and flowing with spirit in a timely manner as well as uplifting the people in an atmosphere of praise to God. The worship leader or presider may have to share information regarding the offering for a smooth flow so please check with the Financial Secretary before the service. The types of information may be: Bishop may conduct this part of the service or Offering in the hands of the Finance Team or may give cash, check (indicate to what or whom may payable or electronic (swipe, cash, app. etc.) Bishop prefers that the worship leader be on point, not prolonging or talking excessively in leading the service.

(b) Program Participants

Pray at least three (3) days prior to your participation.

Participants are valuable and selected to keep the service spiritually uplifting. Participants must understand and be prepared to do ONLY what has been requested of them. Use the microphone, it helps to magnify your voice. No matter how loud you project, in a large room your voice needs to be projected electronically by the mic. If you are praying, pray an effectual fervent prayer that is uplifting and timely. If you are reading a scripture, be familiar with your scripture. Know how to pronounce all the words. If you have the choice to pick the scripture, let it be relevant and appropriate with the focus or theme of the meeting. The scripture reading should be no longer than 4 to 6 verses. When presiding over offering, exhort the people to give generously and cheerfully. Give clear directions as to whether the people will march or pass their offering toward the usher who will receive it from their pew. Usually if the congregation is going to the front of the church to give their offering they should be informed that they are to follow the instructions of the ushers. The presider or worship leader will give directions for receiving the offering. The ushers will direct and assist the congregation in the manner of receiving the offerings. The worship leader or presider will indicate and announce available forms of offering donations i.e., cash, check (to what or to whom made payable), electronic (swipe, cash app etc.). Confirm with Jurisdictional Financial Secretary regarding available choices of donation payments. If rendering Music, always refer to and confirm with the Jurisdictional Minister of Music as to your performance. Remember, “the modest dress code” as you are standing before God and his people in worship. If chosen to render the sermon solo, confirm song choice with the Minister of Music.

(6) Registration Process for Convocation

[TO BE ANNOUNCED]

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IV. JURISDICTIONAL FINANCIAL ASSESSMENTS AND OFFERING RESPONSIBILITIES

It is the desire of the Jurisdictional Bishop that the Jurisdiction maintains one financial operating account. All funds are submitted to the Jurisdictional Financial Secretary and he establishes an account for the department or office. No department or office may establish a separate financial account.

A. Explanation of the Stewardship Plan

The Washington DC Jurisdiction Stewardship Plan was voted on and adopted unanimously in March of 2012 as a way for the Churches to have financial input into the Jurisdictional treasury to help meet budget needs. At the March 2012 meeting it was determined that the Stewardship Plan would go into effect on April 1, 2012 and would run from April to March instead of the normal calendar year. Stewardship amounts are determined by the number of Credential Holders in each church (refer to Appendix F for the breakdown).

Stewardship Assessments are adjusted each year in March based on the National Credential Reports submitted from each church, and then take effect in April for the next fiscal year (April-March). Per the request of the Pastors, an electronic monthly reminder is sent to each pastor which can be paid electronically through the invoicing service. Otherwise, the Stewardship Assessment should be mailed to Washington DC Jurisdiction, P.O. Box 424033, Washington, DC 20042-4033 on the last day of the month.

B. Financial Reports - National

- (1) **Laity Report** - COGIC Laity Report is the International Church's campaign to encourage the many lay members of the church to give \$20 each. This gift helps the Church Of God In Christ continue to be an example of the love of Jesus Christ. This money is used to help thousands of men and women through missions, financial literacy, employment, and educational assistance. The Laity Report is due in the local church on the last Sunday in September, and then turned into the Jurisdictional Financial Office to submit to the National Church. The Laity Report is \$20/member in the local church, including credential holders.

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Additional information on the Laity Report may be found at:
<http://www.cogic.org/laityyeslord/laity-impact/>

- (2) **Credential Holders Report** - National Credentials Reports are due each year in February and are collected before or during the Spring Conference and/or the first Quarterly Meeting of the year. This report is due at the National COGIC April Call Meeting held in April. During that meeting, each Jurisdiction is acknowledged for what has been given by their collective credential holders. Annually, each credential holder, upon paying the appropriate credential report receives an updated credential card (aka the blue & gold card), which acknowledges the credential holder's status within the COGIC. Failure to make credential holder reports annually may result in a hold being placed on the credential holders account and thus requiring the credential holder to completion of certain requirements, background check and sexual misconduct training as set forth by the National Church. There are fees associated with the completion of these requirements. Again, failure to pay National Credential Report annually, compromise your good standing with the National Church. For a listing of credential holder report amounts please see Appendix G.

C. Financial Reports – Jurisdictional

- (1) **Jurisdictional Reports** for both the Spring Conference and the Holy Convocation are meant to be an expression of love and appreciation for our leadership (Bishop and Jurisdictional Supervisor). These reports are due on the first night of the Spring Conference and Holy Convocation. See Appendix H for the Official Offering amounts.

D. Financial Reports – District

Information pertinent to the Districts within the Jurisdiction may be found on page 27 under Section F.

V. CHURCH MANAGEMENT AND ADMINISTRATIVE GUIDELINES

A. Pastoral Appointments and Installations

After notification of the desire to begin a church, the Jurisdictional Bishop appoints an ordained elder to serve as the pastor of a local church. Upon completion of administrative and legal requirements, the pastor is installed by the Jurisdictional Bishop. The Office of the Jurisdictional

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Secretary and the Legal Counsel for the Jurisdiction provide guidance to the new ministry to complete necessary administrative and legal requirements for the local church to be established and in good standing. Until the installation the pastor is referred to as “pastor-designate”.

B. Installation Service

Once the appropriate requirements have been met, the Jurisdictional Bishop will officiate over the installation ceremony. This is an official celebration and is conducted with the coordination of the Chief Adjutant of the Jurisdiction. During the service, the Pastor-designate is presented with a Certificate of Installation and Church Membership Certificate confirming establishment as a church within the Jurisdiction and Church Of God In Christ. The official program for the service is coordinated with the Office of the Jurisdictional Secretary who receives approval from the Jurisdictional Bishop for format and suggested participants. Any printing or other costs are the responsibility of the Pastor and local church.

C. Church Transfers

(1) Entering or Leaving the Jurisdiction

A local church desiring to leave and/or enter the Jurisdiction must follow the process set forth in the Constitution. See Appendix H for information on starting the transfer process.

(2) Membership Transfers

(a) Leaving/Joining a Church

Individuals desiring to leave and/or join another church, should speak with their current pastor, and obtain a letter of transfer in good standing to be presented to the new Pastor. Additionally, the membership transfer process may be initiated through ARC. In this instance, the individual is still expected to obtain a letter of transfer in good standing. No individual may hold active membership in two congregations.

D. Exit Process for Leaders

(a) Leaving the Jurisdiction

Leaders are expected to communicate with their pastor, superintendent, and the jurisdictional bishop in writing of their desire to leave the jurisdiction. This letter should be

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sent to the Office of the Jurisdictional Secretary who will ensure the letter is given to the Jurisdictional Bishop. At the time of departure, within thirty (30) days of notice of resignation, the leader is expected to turn in any finances and/or other records in their possession, including a contact listing of current staff under their charge, pending events and/or activities and most importantly record of prior actions occurring under their leadership. Such information must be turned over to the Office of the Jurisdictional Secretary.

(b) Vacating a Position

Individuals who desire to resign an appointed position, must do so in writing to the Department Leader and to Jurisdictional Bishop. The letter should be sent to the Office of the Jurisdictional Secretary who will ensure the letter is given to the Jurisdictional Bishop. At the time of resignation, within thirty (30) days of notice of resignation, the leader is expected to turn in any finances and/or other records in their possession, including a contact listing of current staff under their charge, pending events and/or activities and most importantly record of prior actions occurring under their leadership directly to the Office of the Jurisdictional Secretary.

E. Credential and Appointment Process

(1) New Appointments/Position Upgrades

(a) New Appointments/Position Upgrades

The National Church requires Sexual Misconduct Training and Background Check whenever an individual is elevated or moves to a different position. The individual must complete those requirements before being eligible to receive a Certificate of Appointment or upgraded credential card.

(b) Sexual Misconduct Training

The Misconduct training is an online training process available through the National COGIC education website. Instructions for completing the training and submitting the proof of completion may be found at Appendix I. Check with the Jurisdictional Secretary if you have any questions.

(c) Background Check Process

In addition to the Misconduct training all individuals eligible for a position must undergo a background check. In the Washington, DC Jurisdiction, the background check

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process is handled through the Office of the Jurisdictional Secretary. The form required to complete this process may be found at Appendix J.

(d) Jurisdictional Information Form

Completing the Jurisdictional Information Form is a requirement of the jurisdiction when a person takes on a position within the Jurisdiction. It is required to submit personal contact information and other pertinent data to the Office of the Jurisdictional Secretary. Please refer to Appendix K for a sample form.

(2) Credential Holders Annual Requirements

To remain in good standing, all credentialed individuals are required to pay their appropriate credential reports annually. For a listing of the credential report amounts please see Appendix L.

F. District Guidelines and Information

Within each Jurisdiction, the Jurisdictional Bishop appoints District Superintendents to oversee the spiritual and temporal affairs of the churches. The Superintendent is to visit, at least twice a year and to give the local pastors in his district his personal assistance where needed. If for some reason the Superintendent or his designee is unable to physically to visit the churches, he must contact the pastors and meet with them telephonically.

(1) District Listings with organizational chart

Please see Appendix M

(2) District Contacts

Please see Appendix N

(3) District Job Descriptions

Please see Appendix O

(4) District Meetings

Each District Superintendent shall convene an annual District Meeting at which all churches within his District gather for the purpose of worship, fellowship and financial blessing to

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the District Superintendent and District Missionary as well as District Workers as deemed appropriate by the District Superintendent. This meeting is to inspire, encourage, and provide fellowship for the local members of the district, spiritually and communally.

(5) Financial Responsibilities

Every member of the District must be faithful in their giving to their local church to participate in the district activities and events. Any request for a member to participate in a District office or position, must be approved by local pastor. The member must be in good standing to be appointed as a District Officer. Financial requirements for each local church in support of the District are to be set by the District Superintendent and/or District Finance Office in alignment with the vision set forth by the Jurisdictional Bishop.

G. Department of Women Guidelines and Information

(TO BE ADDED AT A LATER DATE. PLEASE CHECK WITH THE JURISDICTIONAL SUPERVISOR WITH ANY QUESTIONS REGARDIN THE GUIDELINES)

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VI. GENERAL ADMINISTRATIVE GUIDANCE

A. Website submissions - new and updates

Updates to the Jurisdictional website fall under the direction of the Office of the Jurisdictional Secretary. Additions must be approved by the Jurisdictional Bishop prior to being published on the website. To submit a request for additions and/or changes, please email the Office of the Jurisdictional Secretary at vanessapartin@cogicdcjurisdiction.org.

B. Personal information for email distribution

The Office of the Jurisdictional Secretary maintains a listing of email addresses and other information to be used for the sole purpose of disseminating Jurisdictional information via email. Please notify the Jurisdictional Secretary if your email and other contact information needs to be updated. Email addresses that consistently bounce back will be removed from the database.

C. Announcements

Announcements are a courtesy and at the discretion of the Jurisdictional Bishop. All announcements, Jurisdictional, District, and local must be approved by the Office of the Jurisdictional Bishop and forwarded by Jurisdictional Secretary. The two types of announcements forwarded are: Announcements from the Office of the Jurisdictional Bishop and Announcements from the Jurisdictional Secretary. The announcements from the Jurisdictional Bishop will have his seal affixed. Announcements from the Jurisdictional Secretary will be identified from the Office of the Jurisdictional Secretary. Generally, announcements are distributed only to those on the jurisdictional distribution list and on Friday of each week. All announcements must be sent to the Jurisdictional Secretary's Office by close of business on Thursday to be distributed by Friday. Jurisdictional and District announcements must have the Jurisdictional Bishop's name and Title affixed to the bottom of the announcement. Local church announcements should have their pastor's name and church name affixed on the announcement. Only church announcements will be forwarded via the Jurisdictional email. If there is any question regarding announcements, please contact the Jurisdictional Secretary for clarification.

D. Links to the National Website

The Official website of the National Church is www.cogic.org. Through this website, access to other websites for various departments and auxiliaries may be accessed. For a listing of appropriate website links, please see Appendix P.

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E. Assessments, Records and Credentials System “ARC”

(1) Setting up new account

Each member within the Jurisdiction should set up an account through the National ARC system. Instructions for setting up an initial account may be found at Appendix Q.

(2) Troubleshooting existing accounts

The Jurisdictional Secretary has been provided with the access to assist with basic issues with ARC accounts. Members are discouraged from creating more than one account in an attempt to resolve issues.

(3) Updating information

It is highly recommended that every individual maintains an accurate mailing address in the ARC system as this is the official information repository for the National Church and all mailings are sent using the information stored within the ARC system. This is especially critical for credential holders.

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Appendix (copies of forms)

Appendix A – Jurisdictional Organizational Charts

Appendix B – Listing of Jurisdictional Officials

Appendix C – Position Descriptions Jurisdictional Officials

Appendix D – Jurisdictional Assembly Rules and Procedures

Appendix E – General Assembly Delegate Reporting Form

Appendix F – Jurisdictional Stewardship Report

Appendix G – National Credential Holder Reports

Appendix H – Jurisdictional Official Offering Amounts

Appendix I – Transfer Process for Local Churches

Appendix J – Instructions for Completing Sexual Misconduct Training

Appendix K –Background Check Process Form

Appendix L – Jurisdictional Information Form

Appendix M – District Listings and Organizational Charts

Appendix N – District Leadership Listing

Appendix O – District Leadership Position Descriptions

Appendix P – Links to National Church of God In Christ Website

Appendix Q – Instructions for Establishing Assessments, records and Credentials “ARC” Accounts

Appendix S - The History of the Washington, DC Jurisdiction COGIC

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Administrative Forms

- AF1 - Confidentiality Agreements
- AF2 - Guidelines for Jurisdictional Services Involving Outside Speakers
- AF3 - Local Church Administrative/Secretarial Jurisdictional Process Training
- AF4 - Observations during Jurisdictional Meetings
- AF5 - Participation Approval Letter for Jurisdictional Events/Activities
- AF6 - Quarterly Activity Report Requirements
- AF7 - Submitting Announcements for distribution to the Jurisdiction
- AF8 - Submitting Dates for the Jurisdictional Calendar

Financial

- FF1 - Approval of Expenses for Reimbursement
- FF2 - Credential Holders Annual Report
- FF3 - Expense Advance Form
- FF4 - Loyalty Reports Official Offering Procedures
- FF5 - Missing Receipt Affidavit
- FF6 - Requesting Checks from the Financial Secretary
- FF7 - Schedule of Report Due Dates

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Appendix (copies of forms)

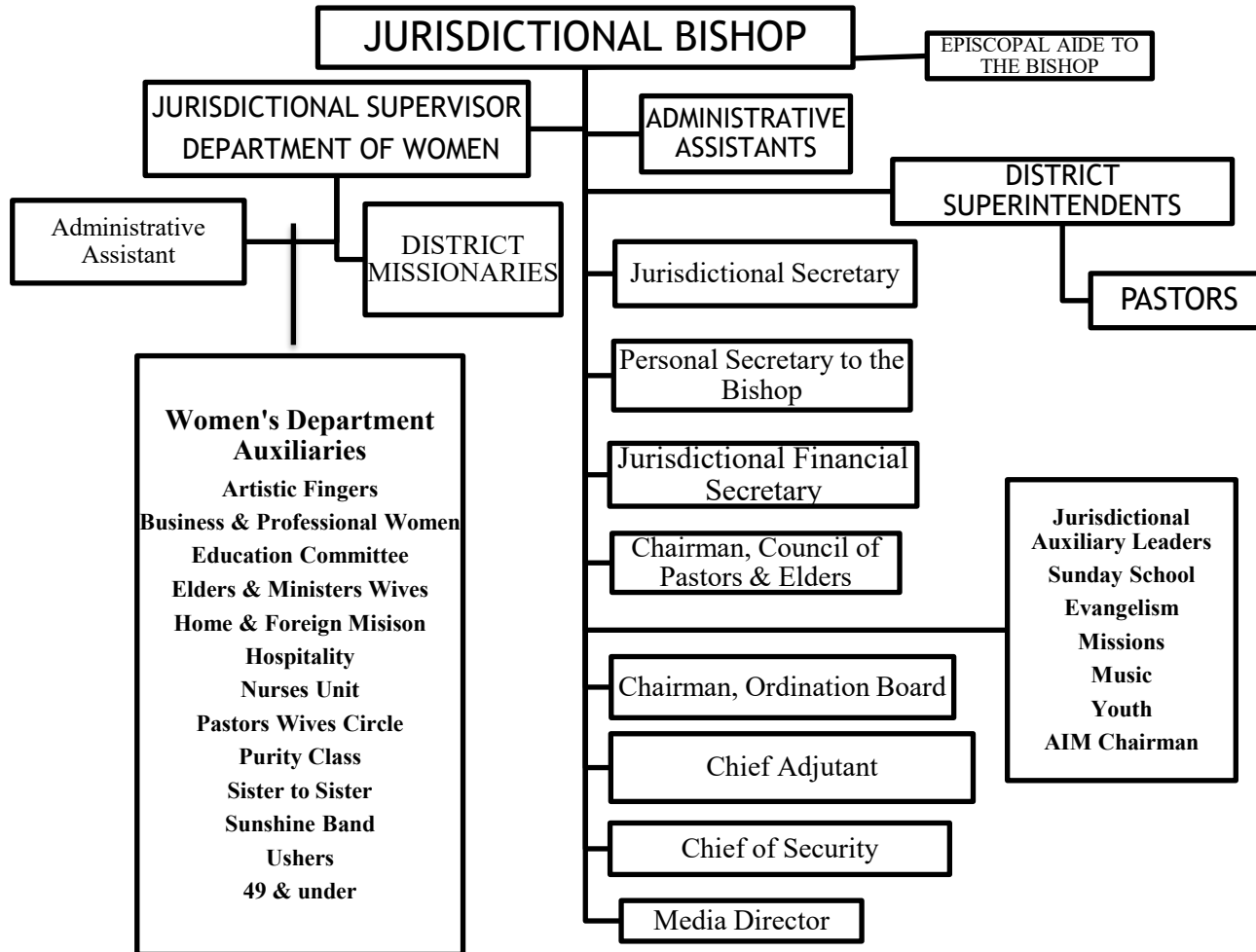
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Legal

- Approval of Events Requiring Contracts
- Complaint and Misconduct Process

WASHINGTON DC JURISDICTION COGIC ORGANIZATIONAL CHART

APPENDIX A



JURISDICTIONAL OFFICIALS

Bishop Neavelle A. Coles	<i>Jurisdictional Bishop</i>
Bishop Enoch Perry, III	<i>Administrative Assistant to the Bishop</i>
Auxiliary Bishop Edward A. Coles	<i>Administrative Assistant to the Bishop</i>
Elder Carl McPherson	<i>Administrative Assistant to the Bishop</i>
Superintendent Jerry Cork	<i>Administrative Assistant to the Bishop</i>
Evangelist ViCurtis E. Little	<i>Supervisor of the Department of Women</i>
Superintendent Jerry L. Cork, Sr.	<i>District Superintendent of the A. D. Headen District</i>
Evangelist Bulah Wheeler	<i>District Missionary of the A.D. Headen District</i>
Superintendent Dwayne E. Jones	<i>District Superintendent of the Warren G. Crudup, Sr. District</i>
Evangelist Canary Scullark	<i>District Missionary of the Warren G. Crudup, Sr. District</i>
Superintendent Joseph E. Gray	<i>District Superintendent of the Sherman Scott Howard</i>
Evangelist Charmaine D. Hill	<i>District Missionary of the Sherman Scott Howard</i>
Superintendent Alfred G. Adams, Sr.	<i>District Superintendent of the Samuel Kelsey District</i>
Evangelist Dorothy J. Cook	<i>District Missionary of the Samuel Kelsey District</i>
Superintendent Robert DeShay	<i>District Superintendent of the Lion of Judah District</i>
Evangelist Maria Bass	<i>District Missionary of the Lion of Judah District</i>

OFFICE OF JURISDICTIONAL SECRETARY

Mother Vanessa Partin, Secretary

OFFICE OF FINANCIAL SECRETARY

Elder Reginald Davis, Secretary

PERSONAL SECRETARY TO THE BISHOP

Evangelist DeShanta Davis

ADJUTANTANCY

Pastor Wesley Person, Chief
Sister Dorothy Walltower, Lead Adjutant Sister

EPISCOPAL AIDE TO THE BISHOP

Minister Cedric Thompson

LEGAL COUNSEL

Bishop Enoch Perry, III

OFFICE OF THE DEPARTMENT OF WOMEN

Evangelist Zephra Coles, Administrative Assistant to the Jurisdictional Supervisor
Sister Michelle Smith, Personal Secretary to the Jurisdictional Supervisor
District Missionary Lisa Bouknight, Auxiliary Coordinator, DOW

JURISDICTIONAL OFFICES, DEPARTMENTS, AUXILIARIES, AND WORKERS

ORDINATION BOARD

Auxiliary Bishop Edward Coles, Interim Chairman
Elder Anthony R. Walker

JURISDICTIONAL PASTORS AND ELDERS

Pastor Andrew Blackwell, Chairman
Elder Cecil Piper, Vice-Chairman

SUNDAY SCHOOL DEPARTMENT

Evangelist Ella White, Jurisdictional Field Representative

EVANGELISM DEPARTMENT

Pastor Basil A. Moye, President
Evangelist Shirleen Person, Elect Lady

MISSIONS DEPARTMENT

Evangelist Victoria Williams, President

YOUTH DEPARTMENT

Evangelist Andrea Briscoe, Chair Lady

USHERS

Sister Athelia Hagins, President

PRAYER WARRIORS

Evangelist Idell Harrison, President

MEDIA MINISTRY

Elder Danny McCrimmon, Director

Washington, District of Columbia Ecclesiastical Jurisdiction
Church Of God In Christ, Inc.
Headquarters Office

6440 Piney Branch Road, Northwest Washington, District of Columbia 20012
(202) 829-1523

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JURISDICTIONAL CHURCHES AND PASTORS

CHURCH

PASTOR

Capital Temple	Elder Danny McCrimmon
Gethsemane Life Ministries	Auxiliary Bishop Edward A. Coles
God Glorified	Superintendent Joseph E. Gray
Greater Deliverance Christian Center	Elder Robert A. DeShay
Greater Faith Temple	Superintendent Alfred G. Adams, Sr.
Greater Love Anointed	Elder Andrew Blackwell
Jerusalem	Bishop Enoch Perry, III
Kelsey Temple	Elder Fred D. Morris, Jr.
Kirkland Memorial Second	Elder Reginald Davis
Macedonia	Elder Basil A. Moye
New Bethel	Bishop Neavelle A. Coles
Open Vision Ministries	Superintendent Jerry L. Cork, Sr.
Pure Religion Family Ministries	Elder McKenley Scullark
Redeemed By The Blood Ministries	Elder Derald Bryant
Restoration Temple	Elder Wesley Person
Resurrection	Elder Anthony R. Walker
Saint Paul Temple	Elder Carlton Crudup
Second Refreshing Spring	Bishop Neavelle A. Coles, Interim
Spread the News	Superintendent Dwayne Jones
The Answer	Assistant Superintendent Carl B. McPherson, Sr.
The Holy Church	Elder Leslie Price
Visions of Faith Ministries Witness	Elder Bobby Jackson
Cathedral of Truth	Elder Dennis W. Williams



Position Descriptions

CHAIRMAN OF ORDINATION BOARD

PART I

Reports to the Jurisdictional Bishop and/or his Designee

Refer to the Official Manual and Discipline of the Church Of God In Christ, Inc.

GENERAL RESPONSIBILITIES:

1. Assist the Jurisdictional Bishop in coordinating the Jurisdiction's program for Ordination.
2. Be receptive, responsive, and enthusiastically support the welfare of the organized Church Of God In Christ, Inc.

SPECIFIC DUTIES:

1. Preside over all meetings of the Ordination Board.
2. Make available to the concerned or appropriate individuals the Jurisdiction's approved program and processes for ordination.
3. Oversee the qualifying process leading to ordination.
4. Promote the National/Jurisdictional Program enthusiastically as directed by the Jurisdictional Bishop.
5. Attend all Jurisdictional functions designated to be required.
6. Attend National Meetings and be receptive to the General Church.
7. Be receptive and responsive to the needs and welfare of the Pastors and local churches.

Position Descriptions

CHAIRMAN OF ORDINATION BOARD

PART II

DUTIES:

1. The Chairman of the Ordination Board must be responsive to Jurisdictional directions and faithful to Jurisdictional Affairs.
 2. The Chairman of the Ordination Board must be the chief promoter of the Jurisdictional program.
 3. The Chairman of the Ordination Board must assume full responsibility for the qualifying process leading to ordination. Also, he must assure the level of preparedness and quality of the ministry of each individual prior to their being presented to the Bishop for ordination.
 4. The Process:
 - a. A minister is recommended by his pastor. The Jurisdictional Bishop requires a minimum of four (4) in service as minister prior to this recommendation. If a pastor desires to recommend a minister prior to the 4-year period a letter must be submitted to the Bishop outlining the reasons and/or circumstances for the recommendation.
 - b. The candidate must have completed an acceptable course in the ministry in addition to on-the-job training (OJT).
 - c. The candidate must then appear before the Ordination Board to be examined. A written examination is the most preferred for this time.
 - d. The candidate is interviewed thoroughly.
 - e. The candidate is presented to the Jurisdictional Bishop for ordination.
-

Position Descriptions

CHAIRMAN OF ORDINATION BOARD

PART III

QUALIFICATIONS:

1. The qualifications of the chairman and all members of the Ordination Board shall be the same. They shall be as follows:
 - a. have a thorough knowledge of the Church Of God In Christ, its doctrine and constitution.
 - b. have a thorough knowledge of the Jurisdiction's program.
 - c. have a thorough knowledge of leadership; ministry and management from a biblical context.
 - d. have ample time in the Church Of God In Christ, thus conditioned by the spirit of this Church.
 - e. Elders who have a long-term record of support of the leadership and programs of the Church, also one who insists upon the same from others.
 - f. an elder in good standing with a local church at least one in service at that local church.
 - g. must be current with all national and/or jurisdictional reports.
-

Position Descriptions

CHAIRMAN OF ORDINATION BOARD

PART IV

THE ORDINATION PROGRAM:

The Ordination program is one most vital to the Church. The Church must have a strong program leading to Ordination, or it will not grow in a healthy manner. (As goes the ministry, so goes the Church.) The Church Of God In Christ must provide for itself a program for ordination at the Jurisdictional level conducive to strong spiritual leadership, that is, the Ordination program cannot perfect the minister and bring him to maturity, but it can and should provide the foundation concepts, upon which great and adequate ministry builds.

It is in true dedication to the above stated position that you are provided with the following:

1. The format for the (proposed) required course should contain but not be limited the items below.
 - a. the spiritual and proper concept of the Church
 - b. leadership
 - c. ministry
 - d. management
 - e. Church Of God In Christ (COGIC) doctrine and constitution
 - f. good bible knowledge
 - g. protocols of the jurisdiction
 2. The arrangement for the (proposed) required course should be made available with correspondence potentials for candidates, who for valid reasons, cannot attend seminars or workshops for the course.
 3. The (proposed) written examination should be very extensive. One by design will provide the board with a thorough knowledge of the candidate's experience and skills in the area of ministry, doctrine, jurisdictional information, protocol and how each one relates to the Church.
-

Position Descriptions

As Chairman of the Ordination Board, you are aware that most of the difficulties which surface in the Church begin with the lack of competence among ministers. The Church relies on the level of Ordination to pre-qualify its leaders. Your position alone with the board is to be truly dedicated and labor faithfully to preserve the heritage of high-quality holiness leadership, within the Church Of God In Christ.

NOTE: Inquire in the Office of the Jurisdictional Bishop where there is no required course or written examination instituted.

Position Descriptions

CHAIRMAN OF PASTORS' AND ELDERS' COUNCIL

PART I

Reports to the Jurisdictional Bishop and/or his Designee

Refer to the Official Manual and Discipline of the Church Of God In Christ, Inc.

GENERAL RESPONSIBILITIES:

1. Assist the Jurisdictional Bishop in coordinating the National/Jurisdiction's Program through the members of the Pastors' and Elders' Council.
 2. Provide for and compile the agenda for the meetings of the Pastors' and Elders Council.
 3. Promote the National/Jurisdictional Program enthusiastically as directed b the Jurisdictional Bishop.
 4. Attend all State functions designated to be required.
 5. Attend National Meetings and be receptive to the General Church.
 6. Be receptive and responsive to the needs and welfare of all members of the Pastors' and Elders' Council.
-

Position Descriptions

CHAIRMAN OF PASTORS' AND ELDERS' COUNCIL

PART II

DUTIES:

1. The Chairman of the Pastors' and Elders' Council must be responsive to Jurisdictional directions and faithful to Jurisdictional Affairs.
 2. The Chairman of the Pastors' and Elders' Council must be a promoter of the Jurisdictional program.
 3. As council of the Church organization, is there to assist the general body in its mission, the Chairman of the Pastors' and Elders' Council must assist in responsibility for the synchronization of the programmatic within the Jurisdiction's operations, thus, avoiding liabilities to the Church.
 4. The Chairman of the Pastors' and Elders' Council must be able to:
 - a. Influence and motivate the interest of all members of the Council to the Church's program.
 - b. Identify with every phase and/or segment of the Jurisdiction's operation.
 - c. Provide for a broader involvement of the Pastors' and Elders' Council which will enhance Jurisdictional participation.
 - d. Identify trends and categorize those trends as favorable or unfavorable to the welfare of the Church.
 - e. Be instant in directing energy to offset unfavorable trends and enterprising in maximum usage of favorable trends.
-

Position Descriptions

CHAIRMAN OF PASTORS' AND ELDERS' COUNCIL

PART III

QUALIFICATIONS:

1. The qualifications of the chairman of the Pastors' and Elders' Council shall be as follows:
 - a. The same as that of the Bishop.
 - b. Have a thorough knowledge of the Church Of God In Christ, its doctrine and constitution.
 - c. Have a thorough knowledge of the Jurisdiction's program.
 - d. Have a thorough knowledge of leadership, ministry and management from a biblical context.
 - e. Have ample time in the Church Of God In Christ, thus conditioned by the spirit of this Church.
 - f. Elders who have a long term record of support of the leadership and programs of the Church, also one who insists upon the same from others.

Purpose:

Refer to the Official Manual and Discipline of the Church Of God In Christ, Inc.

Position Descriptions

JURISDICTIONAL SUPERINTENDENT OF SUNDAY SCHOOL

PART I

Reports to the Jurisdictional Bishop and/or his Designee

Refer to the Official Manual and Discipline of the Church Of God In Christ, Inc. GENERAL RESPONSIBILITIES:

1. To implement the program of the Sunday School in the Jurisdiction subject to the direction of the Bishop.
2. Organize district workers and coordinate the Jurisdiction's Sunday School Program.
3. Monitor the implementation of the Jurisdiction's Sunday School and assume the responsibility for the success and growth of the same.

SPECIFIC RESPONSIBILITIES:

1. Preside over the Jurisdiction's Sunday School.
 2. Organize and train district Superintendents.
 3. Promote the National and Jurisdictional Program enthusiastically as directed by the Jurisdictional Bishop.
 4. Attend all Jurisdictional functions designated to be required.
 5. Attend National Meeting and be receptive to the General Church.
-

Position Descriptions

JURISDICTIONAL SUPERINTENDENT OF SUNDAY SCHOOL

PART II

DUTIES:

1. The Superintendent of the Sunday School must be responsive the Jurisdictional directions and faithful to Jurisdictional affairs.
 2. The Superintendent of the Sunday School must be a promoter of the Jurisdictional program.
 3. As the auxiliary of a church organization is there to assist the main body, the Superintendent of the Sunday School must assume the responsibility for the synchronization of the programmatics within the Jurisdiction's operations, thereby providing constructive support to the Church,
 4. The Superintendent of the Sunday School must be able to:
 - a. Influence and motivate the interest of all persons to the Church's program of Christian education. {Membership in the Sunday School is lifelong; thus requiring continuous stimulation of interest}.
 - b. Identify and train (district leaders).
 - c. Identify trends and categorize those trends as favorable and unfavorable.
 - d. Be instant in directing energy to offset unfavorable trends and enterprising in maximum usage of favorable trends.
-

Position Descriptions

JURISDICTIONAL SUPERINTENDENT OF SUNDAY SCHOOL

PART III

THE PROGRAM:

1. Purpose:

The purpose of the Sunday School is to provide religious education for the membership of the Church. Although the Sunday School does not address all of the needs of Christian education, it remains the most vital segment of the training program. Inasmuch as the Sunday School provides training on every chronological and spiritual level it is perhaps the most unifying agency of the Church. 'The amalgamation of the Church in doctrine and scriptural interpretation in summary describes the purpose of the Sunday School. This high purpose renders the Sunday School vital and essential to the foundation and future of our Church.

An assessment of the Sunday School should be provided with this same consideration, and after identifying the needs, specific goals can be established and a Management By Objectives (MBO) approach can be effectuated.

2. Needs

(General)

- a. A total organizing of the Sunday School department.
- b. Trained leaders on jurisdictional, district and local levels.

3. Goals:

The goals of this program are to address the needs of the Sunday School Department. The leader will find that the explanation of the goals set forth herein will allow further detailing of the needs and problems. This will enable the leader to refine the operations of the Sunday School Department.

Position Descriptions

JURISDICTIONAL SUPERINTENDENT OF SUNDAY SCHOOL

(Cont'd)

4. Organize:

Completely organize the Sunday School Department (refer to the organizational diagram attached). Appoint every position in the Department and provide each office holder with the directives of his office.

5. Train Leaders:

In addition to appointing leaders and providing objectives, there must be training:

- a. The multiplicity of coordinating a Jurisdictional Sunday School program does not conclude with providing directives. It is with this awareness that the Workers of the Sunday School must be trained in techniques of providing motivation and enthusiasm.
 - b. Jurisdictional and District workers who send out notices at the time of Jurisdictional or District gatherings or send for reports at due dates have a very negative affect on the local church. If this is the extent of his or her activity, doors will be closed and progress lost. The organizational office holder must both appear and be essential to the ongoing operation of the Sunday School.
-

Position Descriptions

JURISDICTIONAL SUPERINTENDENT OF SUNDAY SCHOOL

(Cont'd)

Areas of Emphasis:

Sunday School for workers does not start and end on Sunday (workers must be good stewards of time).

Staff the district level so that a district worker will be in attendance at a local Sunday School periodically. This addresses the need of showing concern by being present on the local level, unifying the Jurisdiction's program.

Teach, train and direct all district workers to give specific emphasis to:

- a. The fact that they are an extension to the jurisdiction.
- b. When they are present and active/ the jurisdiction is active and present.



Position Descriptions

JURISDICTIONAL SUPERINTENDENT OF SUNDAY SCHOOL

(Cont'd)

IDENTIFY THE NEEDS AND PROVIDE WAYS AND MEANS FOR EXAMPLE:

Attendance Problem:

- a. Assist the local church Superintendent In organizing local Sunday School attendance committee or team,
- b. Provide for a door-to-door people gleaning task.
- c. Go after the children and provide for special family days to reach the parents (a child is a soul).
- d. Provide for registration, attendance records and absentee follow-up.

Economic Problem:

- a. Assist local Superintendents in devising a gleaning system, thus gathering the Sunday School collection throughout the week primarily from external sources..
- b. Give special emphasis to the Sunday School's finance collection and program. This source assists many churches in growth through providing equipment and transportation, etc., that otherwise could not be afforded or provided.

Reviving the Interest:

Reviving the interest and vitality of the Sunday School is accomplished by making the school exciting.

- a. Encourage friendly competitions.
 - b. Reward outstanding achievements.
 - c. Local Superintendents can give first, second and third place ribbons.
 - d. Local Sunday School Superintendents can compete for a periodic achievement certificate to be awarded at the District meetings.
 - e. Encourage individual participation and praise individual efforts on every level (Jurisdictional, District, Local).
 - f. Rally the Sunday School to state gatherings and provide a certificate of achievement for the outstanding District Superintendent. This award is to be given by the Jurisdictional Sunday School Superintendent.
-

Position Descriptions

JURISDICTIONAL PRESIDENT OF YOUNG PEOPLES WILLING WORKERS (YPWW)

PART I

Reports to the Jurisdictional Bishop and/or his Designee

Refer to the Official Manual and Discipline of the Church Of God In Christ Inc.

GENERAL RESPONSIBILITIES:

1. To implement the program of the YPWW in the Jurisdiction subject to the direction of the Bishop.
2. Organize district workers and coordinate the Jurisdiction's youth program.
3. Monitor the implementation of the Jurisdiction's youth program and assume the responsibility for the success and growth of the same.

SPECIFIC RESPONSIBILITIES:

1. Preside over the Jurisdiction's YPWW.
 2. Organize and train district presidents.
 3. Promote the National and Jurisdictional Program enthusiastically as directed by the Jurisdictional Bishop.
 4. Attend all Jurisdictional functions designated to be required.
 5. Attend National Meeting and be receptive to the General Church.
-

Position Descriptions

JURISDICTIONAL PRESIDENT OF YOUNG PEOPLES WILLING WORKERS (YPWW)

(Cont'd)

DUTIES:

1. The President of the YPWW must be responsive the Jurisdictional directions and faithful to Jurisdictional affairs.
 2. The President of the YPWW must be a promoter of the Jurisdictional program.
 3. As the auxiliary of a church organization is there to assist the main body, the President of the YPWW must assume the responsibility for the synchronization of the Youth Department within the Jurisdiction's operations, thereby providing constructive support to the Church.
 4. The President of the YPWW must be able to influence and motivate young people to meaningful interest in the Church.
-

Position Descriptions

JURISDICTIONAL PRESIDENT OF YOUNG PEOPLES WILLING WORKERS (YPWW)

(Cont'd)

THE PROGRAM:

1. Purpose:

The Young People's Willing Workers (YPWW) is a very vital segment of the Church Of God In Christ This Department is necessary to maintain the interest and train our young people to assume the future responsibility of the Church. The YPWW also serves as a means of applying the talents and energies of young people to the Church of the present, thereby, becoming a life stimulus within today's Church.

An assessment of the YPWW should be provided with the same consideration, and after identifying the needs, goals can be established and a Management By Objectives (MBO) approach can be effectuated.

2. Needs:

The needs of the Young People's Willing Workers {YPWW} are many. Nevertheless, the Church Of God In Christ has no lack for resources to more than satisfy those needs. Our needs are as follows:

- a. To completely organize the Youth Department.
- b. To provide meaningful contributions by our young people.
- c. To stimulate the interest of youth within the Church operations.
- d. To devise means of rewarding youths for efforts and services rendered.

3. Goals:

The goals of this program are to address the needs of the Youth Department. The leader will find that the explanation of the goals set forth herein will allow further detailing of the needs and problems.

Position Descriptions

JURISDICTIONAL PRESIDENT OF YOUNG PEOPLES WILLING WORKERS (YPWW)

(Cont'd)

- a. Completely organize the Youth Department (refer to the organizational , diagram attached), Appoint every position in the Department and provide each office holder with the directives of his office.
- b. Provide for meaningful contributions by youth. A great percentage of the membership are youth and the contributions (time, labor, finances, etc.) of our youth are very low as per the percentages. Outside persons, groups, businesses and organizations are finding a market place in our youth. The bulk of the attendance, financial contributions and promotion of some competitive interest are done at the expense of the Church Of God In Christ through our youth.

With these considerations it is therefore necessary that this program ' provides for training of youth leaders and potential leaders in analyzing trends of youth movements and youth motivations.

- c. To stimulate the interest of the youth within the Church operations, the program should provide for an in-reaching to be referred to as Operation Re- reach. Operation Research is an extending of the organized Church to its youth providing the following:
 - (i) Educate the youth in the high purpose of this Church and instilling within them the dignity of maintaining it.
 - (ii) Avoid criticism of the Church and its leaders, but rather lifting up the Church and its leaders. Remember, no one wants to be a part of a failing operation.
 - (iii) Provide for youth involvement. Committee work, staff personnel, mass youth production, and/or participation in Jurisdictional affairs and rally the main body of the Church to support youth activities.
 - d. Devise means to reward deserving youths shall be effectuated as follows:
 - (i) Scholarships: (Provisions made through the Jurisdictional Scholarship programs, etc.)
-

Position Descriptions

JURISDICTIONAL PRESIDENT OF YOUNG PEOPLES WILLING WORKERS (YPWW)

(Cont'd)

- (ii) Provide for a periodic Certificate of Achievement for outstanding local Youth Departments-for achievements and Improvements by percentage. Recommended areas to receive certificates are: attendance, proper order, effectiveness and finance. The certificate should be presented by the District President of YPWW. Numerous incentives can be advocated for local weekly rewards such as ribbons, etc., for outstanding achievements.
-

Position Descriptions

JURISDICTIONAL PRESIDENT OF MISSIONS

PART I

Reports to the Jurisdictional Bishop and/or his Designee

Refer to the Official Manual and Disciplines of the Church Of God In Christ, Inc.

GENERAL RESPONSIBILITIES:

1. To assist the Jurisdictional Bishop in implementing the program of the Home and Foreign Missions in the Jurisdiction.
2. Organize district workers and coordinate the Jurisdiction's Home and Foreign Missions program.
3. Monitor the implementation of the Jurisdictions' Home and Foreign Missions and assume the responsibility for the success and growth of the same.

SPECIFIC RESPONSIBILITIES:

1. Preside over the Jurisdictions' Missions Department.
 2. Organize and train district presidents.
 3. Promote the national and jurisdictional program enthusiastically as directed by the Jurisdictional Bishop.
 4. Attend all jurisdictional functions designated to be required.
 5. Attend the United National Auxiliary Convention and be receptive to the General Church.
-

Position Descriptions

JURISDICTIONAL PRESIDENT OF MISSIONS

Cont'd

DUTIES:

1. The president of the Home and Foreign Missions must be responsive to Jurisdictional directions and faithful to Jurisdictional affairs.
 2. The president of the Home and Foreign Missions must be a promoter of the Jurisdictional program.
 3. As the auxiliary of the Church organization, is there to assist the main body, the president of the Home and Foreign Missions must assume the responsibility for the synchronization of the programmatic within the Jurisdiction's operations, thus avoiding liabilities to the Church.
 4. The president of the Home and Foreign Missions must be able to:
 - a. influence and motivate the interest of all persons to the Church's program of missions,
 - b. identify every phase and/or segment of the Home and Foreign Missions operation. A broader spectrum of this Department will enhance participation.
 - c. identify and train (district workers).
 - d. identify trends and categorize those trends as favorable or unfavorable.
 - e. be instant in directing energy or offset unfavorable trends and enterprising in maximum usage of favorable trends.
-

Position Descriptions

JURISDICTIONAL PRESIDENT OF MISSIONS

Cont'd

THE PROGRAM:

1. Purpose:

The purpose of the Missions Department is to provide for the expansion of the Church. As it is the mission of the Church to missionize the world for Christ, we must place special emphasis on missions.

It is with the deepest sense of dedication to the above stated purpose that you are provided with an assessment of the Missions Department. With the same consideration after identifying the needs, goals can be established and a Management By Objectives (MBO) approach can be effectuated.

2. Needs:

The needs of Missions are complex in the following areas:

- a. To completely organize the Missions Department.
- b. To identify and train district leaders.
- c. To operate with a visible profile.
- d. To devise means to aide missions locally as well as abroad in a meaningful way.

3. Goals:

The goals of this program are to address the needs of the Missions Department. As president, with your insight as a leader, you will find that the explanation of the goals set forth herein wilt allow you to further detail the needs or problems.

Position Descriptions

JURISDICTIONAL PRESIDENT OF MISSIONS

Cont'd

Completely organize the Mission Department. The Department of Missions has not operated as a Department in some Jurisdictions. The Missions has done quite well as a board under the Women's Department - Home and Foreign Missions work. However, there is yet a broad spectrum of mission work to be addressed. Organizing for action shall be effectuated as follows:

- a. Appoint capable District Presidents of the Missions Department.
- b. Make sure that each Church Of God In Christ has a local president. Refer, to typical organizational chart for Jurisdictional auxiliary heads attached.

Identify and train district leaders as follows:

- a. Locate persons within a given district that is qualified to perform the necessary duties.
- b. Training shall be two-fold, general training in overall mission work and training in Church Of God In Christ organizational concepts (at the Bishop's direction).
- c. Operate with a more visible profile through public relation (PR), activity and personal expansion. .
- d. Advertise and market mission concepts and programs.
- e. Involve the Missions Department into the total operation of the Jurisdiction especially convention banner days.
- f. Expand people involvement through committee work, staff personnel, etc.
- g. Reward those persons or groups for meaningful achievements as follows:

Provide for a monthly certificate of achievement for outstanding local Home and Foreign Department - for achievements and improvements by percentage. Recommended areas to receive certificates are: attendance, proper order, effectiveness end finance. The certificate should be presented at the fellowship meetings by the district president of Home end Foreign Missions. Numerous incentives can be advocated for local weekly rewards, such as ribbons, etc. for outstanding individual achievements.

Position Descriptions

JURISDICTIONAL PRESIDENT OF MISSIONS

Cont'd

- a. Devise means to aid missions locally:
 - (i) Assist those depressed congregations in planning and implementing special programs of relief.
 - (ii) Assist small and/or depressed congregations with personnel, if... possible, personnel referrals and recommendation of persons to, thus aid the religious functions of the congregation.
 - (iii) Work closely with the Bishop's Committee on Church Expansion.
 - (iv) Be thoroughly acquainted loan funds of the jurisdiction and other development resources.
 - b. Work with the established means of aiding the foreign missions by . meeting the requirements of the general Church.
-

Position Descriptions

JURISDICTIONAL PRESIDENT OF EVANGELISM

PART I

Reports to the Jurisdictional Bishop and/or his Designee

Refer to the Official Manual and Discipline of the Church Of God In Christ, Inc.

GENERAL RESPONSIBILITIES:

1. To assist the Jurisdictional Bishop in implementing the program of Evangelism in the Jurisdiction.
2. Organize District workers and coordinate the Jurisdiction's Evangelistic Program.
3. Monitor the implementation of the Jurisdiction's Evangelism and assume the responsibility for the success and growth of the same specific responsibilities:

SPECIFIC RESPONSIBILITIES:

1. Preside over the Jurisdiction's Department of Evangelism.
 2. Organize and train District Presidents.
 3. Promote the National and Jurisdictional program enthusiastically as directed by the Jurisdictional Bishop.
 4. Attend all Jurisdictional functions designated to be required.
 5. Attend the National Auxiliary Convention and be receptive to the General Church.
-

Position Descriptions

JURISDICTIONAL PRESIDENT OF EVANGELISM

Cont'd

DUTIES:

1. The President of Evangelism must be responsive to Jurisdictional directions and faithful to Jurisdictional affairs.
 2. The President of Evangelism must be a promoter of the Jurisdictional Program.
 3. As the auxiliary of a Church organization, is there to assist the main body, the President of Evangelism must assume the responsibility for the synchronization of the programmatic within the Jurisdiction's operations, thus avoiding liabilities to the church.
 4. The President of Evangelism must be able to:
 - a. Influence and motivate the interest of persons eligible to serve the needs of the Church through Evangelism.
 - b. Identify and train District leaders.
 - c. Identify trends and categorize those trends as favorable or unfavorable.
 - d. Be instant in directing energy or offset unfavorable trends and enterprising in the maximum usage of favorable trends.
-

Position Descriptions

JURISDICTIONAL PRESIDENT OF EVANGELISM

Cont'd

THE PROGRAM:

1. Purpose:

The purpose of the Department of Evangelism is to provide for the responsibility of the Ministry of Evangelism.

- a. Evangelical; The Evangelical Christian faith is the “Good News” or the “Glad Tidings” that God has provided redemption for man, It affirms that salvation from sin is obtained through the Grace of God, not that it is earned by good works or given because of merit on the part of man. It sets forth the Basic Christian Doctrine; such as, the Trinity, the Deity of Christ, the personality of the Holy Spirit, the plenary inspiration of the Scriptures, miracles, the substitutionary or vicarious suffering and death of Christ as an atonement for the sins of His people, His resurrection from the grave, His ascension into Heaven, His persona! and glorious coming again, the resurrection and judgment of all men, and heaven and hell.
- b. Evangelist; The word comes directly into the English language from the Latin word “evangelista” which is derived from the Greek “evangelistics”, meaning a bringer of the Gospel, one who announces good tidings. It is the same root as “evangelion”, meaning to herald good news.
- c. Evangelism: Provide for the first news of the Gospel message, paving the way for the more systematic work of settled Church officers.

It is with the deepest sense of dedication to the above stated purpose that you are provided with an assessment of the Department of Evangelism in this area. With the same consideration, after identifying the needs, goals can be established and a management by objectives (MBO) approach can be effectuated.

Position Descriptions

JURISDICTIONAL PRESIDENT OF EVANGELISM

Cont'd

2. Need:

The needs of the Department of Evangelism are as follows:

- a. To completely organize the Department of Evangelism.
- b. To identify and train District leaders.
- c. To make available the definition of the Evangelical mission to Departmental personnel and train Evangelists to work within the scope of the same (see Part II, The Program, Purpose, I-A Evangelical, I-B Evangelist, I-C Evangelism).
- d. To operate with a more visible profile.
- e. To devise means to aide congregations locally, placing special emphasis on small and/or depressed congregations.
- f. To provide leadership in the blending of the evangelistic ministry with the Pastoral ministry.

3. Goals:

The goals of this program are to address the needs of the Department of Evangelism. As President, with your insight as a leader, you will find that the explanation of the goals set forth herein will allow you to further detail the needs of problems.

- a. Completely organize the Department of Evangelism. The Department of Evangelism has operated well below Its potential as a Department. Refer to Typical Organizational Chart attached,
 - b. Identify and train District leaders. The District level is most critical in that the quality of this level determines the success or failure of the Jurisdiction. Refer to Departmental "Organize for Action" Chart attached.
 - c. Operate with a more visible profile through public relations (PR) activity and personal expansion.
-

Position Descriptions

JURISDICTIONAL PRESIDENT OF EVANGELISM

Cont'd

- (i) Advertise and market Evangelism Out-Reach concept and programs,
 - (ii) Involve the Department of Evangelism in the total operations of the Jurisdiction, especially Convention Banner Days.
 - (iii) Expand people involvement through committee and/or team work, staff personnel, etc.
 - (iv) Reward those persons or groups for meaningful achievements as follows:

Provide for a monthly Certificate of Achievement for outstanding local Evangelical achievements. Recommended areas are faithfulness, effectiveness and finance. The Certificate should be presented at the fellowship meeting by the District President of Evangelism. A bi-monthly Certificate should be awarded for outstanding District achievements at the bi-monthly Jurisdiction Rally.
 - d. Aide small and/or depressed congregations. This areas can determine the future of depressed congregations in that they cannot afford to import Evangelism. Provide for a workshop in the above subject matter (inquire at the Office of the Jurisdictional Bishop for consultation on areas of emphasis).
 - e. Blend the evangelistic ministry with the Pastoral Ministry. This area presents a major problem throughout the Church. It represents itself with a repelling effect rather than one of embracing. The Church can never serve its purpose without a healthy blend of these ministries.
 - f. Provide for a workshop on the above subject matter (inquire at the Office of the Jurisdictional Bishop for consultation on areas of emphasis).
 - g. Work within the established means of aiding Evangelism by meeting the requirements of the General Church.
-

Position Descriptions

JURISDICTIONAL PRESIDENT OF MUSIC

PART I

Reports to the Jurisdictional Bishop and/or his Designee

Refer to the official manual and discipline of the Church Of God In Christ, Inc.

GENERAL RESPONSIBILITIES:

1. To implement the program of music in the Jurisdiction subject to the direction of the Bishop.
2. Organize district workers and coordinate the Jurisdiction's music program.
3. Monitor the implementation of the Jurisdiction's music department and assume the responsibility for the success and growth of the same.

SPECIFIC RESPONSIBILITIES:

1. Preside over the Jurisdiction's Music Department.
 2. Organize and train district presidents.
 3. Promote the National and Jurisdictional program enthusiastically as directed by the Jurisdictional Bishop.
 4. Attend all Jurisdictional functions designated to be required.
 5. Attend the United National Auxiliary Convention and be receptive to the General Church.
-

Position Descriptions

JURISDICTIONAL PRESIDENT OF MUSIC

Cont'd

DUTIES:

1. The President of the Music Department must be responsive to the Jurisdictional directions and faithful to Jurisdictional affairs.
2. The President of the Music Department must be a promoter of the Jurisdictional program.
3. As the auxiliary of a church organization is there to assist the main body, the President of the Music Department must assume the responsibility for the synchronization of the programmatics within the Jurisdiction's operations, thereby providing constructive support to the Church.
4. The President of the Music Department must be able to
 - a. Influence and motivate the interest of ail persons with and associated with the program of music within the Jurisdiction.
 - b. Identify every phase and/or segment of the Music Department and effectuate the conveyance of same.
 - c. Identify and train (district workers).
 - d. Identify trends and categorize those trends as favorable and unfavorable.
 - e. Be instant in directing energy to offset unfavorable trends and enterprising in maximum usage of favorable trends.

Position Descriptions

JURISDICTIONAL PRESIDENT OF MUSIC

Cont'd

THE PROGRAM:

1. Purpose:

The purpose of the Music Department is to provide for the ministry of Music for the Church,

An assessment of the Music Department should be provided with the same consideration and after identifying the needs, goals can be established and a Management By Objectives (MBO) approach can be effectuated.

2. Responsibility:

The responsibilities of the Music Department are numerous and are described as follows:

- a. To completely organize the Music Department.
- b. To identify and train district leaders. .
- c. Train to provide service for all occasions.

3. Goals:

The goals of this program are to address the needs of the Music Department. The leader will find that the explanation of the goals set forth herein will allow further detailing of the needs and problems.

- a. Completely organize the Music Department. The Department of Music has not operated departmentally, but rather as a group of willing workers, in some Jurisdictions it is, therefore, a desirable goal to organize for action (see typical action structure chart for departments). Organizing for action shall be effectuated as follows:

Position Descriptions

JURISDICTIONAL PRESIDENT OF MUSIC

Cont'd

- (i) Appoint capable presidents in each District.
 - (ii) Establish effective liaison with local Presidents. (Refer to Typical Organizational Chart for Jurisdictional Auxiliary Heads attached).
- b. identify and train district leaders. The Jurisdictional Department shall work in conjunction with district Superintendents to identify and appoint a district President. The Jurisdictional and District Presidents shall constitute the State or Jurisdictional Committee on Musical involvement and musical affairs. .
- The Jurisdictional Committee shall meet at a set time to receive instruction, training and plan musical activity.
- c. Train to provide service for all occasions. To assure adequate and effective performance by the Department of Music, training shall be effectuated as follows:
- (i) The wishes of the Jurisdictional Bishop shall be conveyed to the Districts through its President.
 - (ii) Each District President shall assume the responsibility for assisting in the coordinating and training of songs and techniques, thus all districts can receive and provide training on a continuous basis.
 - (iii) The mass sessions on the Jurisdictional level shall provide for the synchronizing and coordinating of already trained choirs for Jurisdictional affairs.
 - (iv) Make available to local choirs training through workshops designed to assist the pastor and the local church.
 - (v) The Music Department shall reward those persons or groups for meaningful achievements in the area of music. (Refer to the Office of the Bishop for format).
-

Position Descriptions

JURISDICTIONAL SECRETARY

PART I

The Jurisdictional Secretary is appointed by the Jurisdictional Bishop to handle general correspondence from the General Secretary. This description requires a person who will maintain a high level of confidentiality, preserve excellence in record keeping and perform sundry other duties as identified.

Reports to the Jurisdictional Bishop.

Refer to the Guidelines from the Office of the General Secretary of the Church Of God In Christ, Inc.

GENERAL RESPONSIBILITIES:

1. Manage the clerical responsibilities of the Jurisdiction, including keeping track of information, storing and cataloging new information and documents.
2. Manage all communications for the Jurisdiction making sure that information is properly maintained and retrievable.
3. Develop and maintain appropriate records retrieval system.
4. Receive and submit all correspondence pertaining to the Jurisdiction by the General Secretary's office.
5. Supervise and manage individuals within the Office of the Jurisdictional Secretary

SPECIFIC RESPONSIBILITIES

1. Maintain an updated roster of clergy, churches and Department of Women workers.
 2. Maintain an email distribution list for circulation of Jurisdictional and District information; National information distributed at the direction of the Office of the Bishop.
 3. Conduct an annual update campaign to ensure the accuracy of information maintained, specifically, mailing addresses, contact phone numbers and email addresses.
 4. Solicit contact/appointment information from the District Superintendents on Department Heads/key workers.
-

Position Descriptions

JURISDICTIONAL SECRETARY

Cont'd

5. Register and certify all delegates to National Meetings.
 6. Submit appropriate certification forms to the General Secretary and maintain copies of all submissions in the Office of the Jurisdictional Secretary.
 7. Prepare official letters for the Bishop, which includes but is not limited to the following:
 - a. Letters to the National Church or other Jurisdictional Bishops
 - b. Letters of condolence and resolution to the following:
 - (i) The demise of other Bishops and/or their wives;
 - (ii) The demise of Jurisdictional Pastors, Jurisdictional leaders, missionaries or their spouses; and/or
 - (iii) The demise of close relatives of Jurisdictional leaders and/or members
 - c. Record and maintain minutes of the Jurisdictional Assembly meetings.
 - d. Distribute minutes of previous meetings to Jurisdictional leaders and pastors.
 8. Maintain record of appointments, decisions, etc., in an appropriate storage retrieval system.
 9. Review Jurisdictional appointments annually for vacancies and provide the Bishop with information on positions to be filled.
 10. Serve as Program Coordinator for Jurisdictional Meetings, including contacting program and other participants.
 11. Prepare, review and forward for final approval program outlines for Jurisdictional Spring Meeting and Convocation. Work with designated printing company to produce programs.
 12. Distribute jurisdictional information regarding events, activities and other pertinent information via email or other means.
 13. Organize, publicize and implement Jurisdictional registration process in an effort to support the vision of the Bishop.
 14. Work closely with the Personal Secretary to the Bishop as appropriate.
-

Position Descriptions

ADMINISTRATIVE ASSISTANT TO THE BISHOP

PART I

The Role of the Administrative Assistant is that of a servant. He is a member of the executive cabinet of the Jurisdictional Bishop. He is hand-picked by the Bishop to serve at his pleasure while he is in office. Therefore, the primary role of the Administrative Assistant is to assist or support the Bishop in the discharge of his duties as that assistant is assigned. He is neither the junior bishop nor the assistant bishop. He is only an assistant to the bishop for purposes of effective administration.

The Administrative Assistant will hold office during a term concurrent with that of the Jurisdictional Bishop. His tenure therefore may end at any time at the discretion of the Bishop with or without cause. His term automatically ends with the demise or termination of the Bishop who appointed him.

GENERAL RESPONSIBILITIES:

1. Support the Vision and Direction of the Jurisdictional Bishop.
2. Represent the Bishop at his discretion and direction.
3. He shall be an ordained elder in good standing.

SPECIFIC DUTIES AND ASSIGNMENTS:

Bishop Perry

Legal Matters & Contracts
COGIC Constitutional Matters
New Churches and Transfers
Other duties as assigned

Auxiliary Bishop Designate Coles

Administrative – Letters, Programs & Special Projects
Oversight of JSO, Auxiliaries and Departments
Coordinate Workshops/Training
Other duties as assigned.

Position Descriptions

DISTRICT SUPERINTENDENT

PART I

Reports to the Jurisdictional Bishop and/or his Designee

Refer to the Official Manual and Discipline of the Church Of God In Christ, Inc.

GENERAL RESPONSIBILITIES:

To assist the Jurisdictional Bishop by implementing the program of the Jurisdiction in the District.

Coordinate the Jurisdiction's Program with the local church.

Monitor the implementation of the Jurisdiction's Program of each local Pastor and local ordained Eider

SPECIFIC RESPONSIBILITIES:

Preside over the assigned District.

Preside over Monthly Fellowship and Unity Meeting at the option of the Jurisdictional Bishop.

Promote National and Jurisdictional Programs enthusiastically as directed by the Jurisdictional Bishop.

Attend all Jurisdictional functions designated to be required.

Attend National Meetings and be receptive to the General Church.

Be receptive and responsive to the needs and welfare of Pastors and local churches.

Position Descriptions

PART II

DUTIES

The Superintendent must be responsive to Jurisdictional directions and faithful to the Jurisdictional affairs.

The Superintendent must be a promoter of the Jurisdictional programs within the District inasmuch as the Superintendent's position was brought about to extend the supervision capacity of the Jurisdictional Bishop within the District.

The Superintendent must be able to influence and motivate Pastors and congregations to meaningful participation in National and Jurisdictional programs.

OFFICE OF THE JURISDICTIONAL SECRETARY

Washington, District of Columbia Ecclesiastical Jurisdiction

Church Of God In Christ

Washington, District of Columbia 20012

Bishop Neavelle A. Coles
*Jurisdictional Bishop**Mother Vanessa Partin*
*Jurisdictional Secretary**Supervisor ViCurtis E. Little*
*Jurisdictional Supervisor of the Department of Women***Rules and Procedures for the Jurisdictional Assembly Certification of Delegates and Election of District Missionaries and Lay Delegates to the General Assembly**

1. The Jurisdictional Assembly shall certify and elect from their membership delegates to the General Assembly. The Jurisdictional Assembly is composed of the Jurisdictional Bishop, the Superintendents, the Jurisdictional Supervisor, the Jurisdictional Bishop's Wife, Pastors, Ordained Elders, District Missionaries, Jurisdictional Department Heads, and one elected lay delegate from each District.
2. All members of the Jurisdictional Assembly must be in good standing at a local congregation in the Washington, District of Columbia Ecclesiastical Jurisdiction, Church Of God In Christ and with the National Church.
3. The Jurisdictional Bishop, Auxiliary Bishop, Jurisdictional Supervisor, Supervisor Without Charge Jurisdictional Bishop's Wife, Jurisdictional Secretary, and National Elected Officers are super delegates to General Assembly and do not have to be elected or certified by the Jurisdictional Assembly. However, they must be in good standing with the National Church and their local church.
4. All prospective delegates to the General Assembly i.e., the Superintendents, Pastors, and Elders, MUST be present for certification by the Jurisdictional Assembly or have excused authorization of the chairman of the Jurisdictional Assembly.
5. Any lay person and/or district missionary who is nominated as candidate MUST be:
 - A recognized member in good standing of a local congregation in the Washington, District of Columbia Ecclesiastical Jurisdiction, Church Of God In Christ;
 - Present on the day of the election
 - Age 21 or older
 - Attend the General Assembly Sessions, November 2017 and April 2018
6. If a lay person is nominated and he or she will not be able to attend the General Assembly Sessions, November 2017 and April 2018, they must decline the nomination.
7. One ballot will be issued to each delegate in attendance.
8. From the pool of candidates, each delegate may vote for up to six candidates for lay delegates and four for district missionaries without duplication of any candidate's name. When finished making a selection, fold the ballot from top to bottom and wait for a voting official to take the ballot.
9. Any ballot with more than six names for lay and four for district missionaries or have duplication of a candidates' name will be deemed invalid and will not be counted.
10. The six lay candidates and four district missionaries with the greatest number of votes will be elected as delegates of Washington, DC Jurisdiction to the General Assembly.
11. The candidates that are not elected as a lay delegate or district missionary will be placed on an alternate list according to the number of votes received.



Washington, DC Jurisdiction COGIC Office of the Jurisdictional Secretary General Assembly Delegate Session Summary

Date of Session: _____ Delegate: _____

Time of Session: _____ Session Chairman: _____

=====

Use this form to capture the information from each session of the General Assembly. Please make sure to include information on items that were voted on or where there was significant discussion. Information should be turned into the JSO no later than May 1st for the April Meeting and December 1st for the November Meeting. One or two lay delegate representatives will be selected to present the findings at the June and/or December Quarterly Meeting.

Fair & Equitable Stewardship

- Based on number of Credential Holders
 - 1-3 Credential Holders
 - Annual Contribution - \$1,000.00 or \$84.00/month
 - 4-6 Credential Holders - \$1,500.00 or \$125.00/month
 - 7-8 Credential Holders - \$3,000.00 or \$250.00/month
 - 9-10 Credential Holders - \$3,500.00 or \$292.00/month
 - 11-12 Credential Holders - \$4,000.00 or \$334.00
 - 13+ Credential Holders - $\$327.87 \times \#$ of credential holders in church/12

NATIONAL CREDENTIAL HOLDERS REPORT
MALE CREDENTIAL HOLDERS

POSITION	AMOUNT
Jurisdictional Bishop	\$2000
Auxiliary Bishop	\$1000
District Superintendent	\$500
Pastor	\$400
Ordained Elder	\$150
Minister (Licensed and Unlicensed)	\$50
Jurisdictional AIM President	\$350
Jurisdictional Music Department President	\$350
Jurisdictional YPWW President	\$350
Jurisdictional Evangelist Department President	\$350
Jurisdictional Sunday School Department Superintendent	\$350
Jurisdictional Missions President	\$350 (+ \$25) = 375 if Pres. is female
Jurisdictional YPWW Chairlady	\$150 + \$25 = \$175
Jurisdictional Evangelist Department Elect Lady	\$150 + \$25 = \$175
Jurisdictional Field Representative	\$150 + \$25 = \$175

FEMALE CREDENTIAL HOLDERS

POSTITON	AMOUNT
Jurisdictional Supervisor of the Department of Women	\$750 + \$25 = \$775
Supervisor Without Charge	\$300 + 25 = \$325
District Missionary	\$175 + \$50 = \$225
Evangelist Missionary	\$75 + \$35 = \$110
Deaconess Missionary	\$50 + \$25 = \$75

The Loyalty Report is \$20 per member. This report should be paid by credential holders and lay members.

APPENDIX H - OFFICIAL OFFERING AMOUNTS

Individuals

Position/Title	Bishop Coles	Supervisor Little
Administrative Assistants	\$450.00	\$175.00
District Superintendents	\$400.00	\$150.00
Pastors	\$300.00	\$100.00
Elders	\$150.00	\$75.00
Ministers	\$75.00	\$25.00
District Missionaries	\$100.00	\$75.00
Evangelist Missionaries	\$75.00	\$50.00
Deaconess Missionaries	\$50.00	\$25.00
Aspiring Missionaries	\$25.00	\$20.00
Lay Members	\$20.00	\$10.00

Auxiliaries (From Aux Treasury)

Position/Title	Bishop Coles	Supervisor Little
AIM	\$100.00	\$50.00
Business and Professional Women's Foundation	\$100.00	\$50.00
Elders & Ministers Wives	\$100.00	\$50.00
Evangelism Department	\$100.00	\$50.00
Missions Department	\$100.00	\$50.00
Mother's Board	\$100.00	\$50.00
Music Department	\$100.00	\$50.00
Nurses	\$100.00	\$50.00
Ordination Board	\$100.00	\$50.00
Pastors & Elders Council	\$100.00	\$50.00
Pastors Wives Circle	\$100.00	\$50.00
Sunday School Department	\$100.00	\$50.00
Sunshine Band	\$100.00	\$50.00
Ushers	\$100.00	\$50.00
Youth Department	\$100.00	\$50.00
YPWW	\$100.00	\$50.00



Church of God in Christ, Inc.

International Headquarters Office of the General Secretary

Transfer of Church

CONSTITUTIONAL PROCEDURES FOR

SECTION D LOCAL CHURCHES

17. All vacancies that occur in the pastorate of a local church shall be filled by the Jurisdictional Bishop. The supervision and management of the church shall remain with the Jurisdictional Bishop or his designee until such time as a Pastor is appointed to fill such vacancy.

18. No local church shall be authorized to change or transfer its Jurisdictional affiliation unless at least two-thirds of the church's membership agree for such transfer.

Addendum to IS. - April 14, 1982. Two-Thirds of the membership must be present and voting after due notice, before authorization can be given to move the church from one Jurisdiction to another.

- a. The Pastor of the church shall notify in writing the General Secretary of the Church of God in Christ, the Jurisdictional Bishops where the church is affiliated, and the Jurisdictional Bishop where the church intends to transfer, of intent to transfer, which notice shall be given at least thirty (30) days before the local church's membership can act on said transfer. The notice shall include the following information:
 1. Name of Pastor
 2. Name and location of the Church.
 3. Membership enrollment.
 4. Jurisdiction where Church is affiliated.
 5. Name and address of Jurisdictional Bishop.
 6. Jurisdiction where Church seeks to transfer and name of Bishop of such Jurisdiction.
- b. The respective Jurisdictional Bishops or their designee where the Church is affiliated and where the Church seeks to transfer shall be entitled to be present at the membership meeting convened for this purpose.
- c. The vote on the transfer shall be by secret written ballot. The respective Jurisdictional Bishops shall be authorized to have a representative present to observe the voting and the counting of the ballots.
- d. The respective Jurisdictional Bishops and the Pastors of the local church shall within seventy-two (72) hours notify the General Secretary of the Church of God in Christ of the results.

19. No local church shall be authorized to petition for a transfer of its Jurisdictional affiliations but for one time each twelve (12) month period.

20. A member of a local church shall not transfer membership to another local Church of God in Christ unless the local member has the written consent of the Pastor where the member is enrolled. The pastor should give the member who is in good standing a letter of consent upon request.



OFFICE OF THE JURISDICTIONAL SECRETARY
Washington, District of Columbia Ecclesiastical Jurisdiction
Church Of God In Christ, Inc.
6440 Piney Branch Road, Northwest
Washington, District of Columbia 20012
(202) 829-1523
www.cogicdcjurisdiction.org

INSTRUCTIONS FOR COMPLETING ONLINE SEXUAL MISCONDUCT TRAINING

All candidates for ordination and licensing are required to complete the Church of God In Christ sexual misconduct training. Below are the instructions for accessing the training on the National church's website:

1. Go to cogicarc.com.
2. Set up an account, **if one has not already been created**. Upon creation of your account, the Office of the Jurisdictional Secretary will be notified to activate your account. Once activated, you will be able to proceed with the training. If you have a prior account, but are unable to access it, please contact the Office of the Jurisdictional Secretary at vanessapartin@cogicdcjurisdiction.org. **DO NOT CREATE AN ADDITIONAL ACCOUNT.**
3. Log into cogicarc.com and select the Sexual Misconduct Training icon.
4. You may also enter the training site from <http://cogiceducation.com/>. Once you sign you will notice the training options.
5. Click on the sexual misconduct training. It will prompt you from there. It takes about 30 minutes give or take a few minutes to complete the training.
6. After you take the training, you can be certified and receive your certificate for a fee of \$12.45 total which can be put on a credit or debit card.
7. The certificate of completion remains part of your ARC record.
8. A copy of the certificate must be forwarded to the Office of the Jurisdictional Secretary with any application for ordination or licensing.

For individuals without existing accounts on the COGIC ARC, following are the instructions to set up an account:

1. Go to cogicarc.com and click on Login/Register. Then at the top there are choices to sign in or sign up (new user).
2. Signing in requires an email address and password.

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Church Of God In Christ, Inc.
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Background Check Process

Purpose and Overview

All individuals who are being presented for ordination, licensing or appointed to positions within the Washington, DC Jurisdiction are required to undergo a background check as part of the certification process. No individual will be permitted to progress through any part of the licensing or appointment process, even on an interim basis, that has not completed the background check process. The Office of the Jurisdictional Secretary, under the direction of the Office of the Jurisdictional Bishop has responsibility for managing, overseeing and certifying the background check process from beginning through the final certification. Questions regarding the background process should be directed to Mother Vanessa Partin, Jurisdictional Secretary at vanessapartin@cogicdcjurisdiction.org or (202) 297-4543.

The Process

1. The Chairman of the Ordination Committee, the Supervisor of the Department of Women, or the Jurisdictional Secretary acting for the Jurisdictional Bishop, will submit to the Office of the Jurisdictional Secretary, a completed background check form for each candidate being considered for ordination or licensing.
2. The Office of the Jurisdictional Secretary will provide instructions to each candidate on the method of completing the appropriate background check through the COGIC ARC System (www.cogicarc.com). The process for submitting payment will be communicated to the candidate.
3. Upon completion of the background check, the candidate shall notify the Office of the Jurisdictional Secretary and the appropriate Jurisdictional officials will be notified.
4. The Office of the Jurisdictional Secretary will then notify the requesting official "in writing" of the status of the background check. If the results are not favorable or require further follow up, the requesting official will be notified and the candidate will be contacted on the procedure for next steps.

Adverse Action Process

1. In the event that the results of a background check yield adverse results, the candidate will be notified to contact SecureSearchFaith for a detailed explanation of the information and they will receive a copy of those results. **ONLY THE CANDIDATE MAY RECEIVE ANY ADVERSE INFORMATION.** The candidate will be given an opportunity to resolve any adverse information as there could be false information contained in any report. If the information is later found to be inaccurate, a clear background result letter will be prepared. If the information is found to be accurate, a final disposition of unclear background will be generated and forward to the requesting official.

CONFIDENTIALITY

The information received during the background check process is highly confidential. At no time will anyone in the Office of the Jurisdictional Secretary provide written results to anyone other than the candidate as a result of an adverse action. The only information that will be shared is whether the candidate has cleared the background as of the date of review or has not cleared the background. No copies of the background results will be maintained outside of the vendor's system.

JURISDICTIONAL INFORMATION FORM

Washington, D.C. Ecclesiastical Jurisdiction, Church Of God In Christ, Incorporated

"And there was found... a roll, and therein was a record thus written." Ezra 6:2

DATE _____

PLEASE PRINT CLEARLY	RETURN THIS FORM IMMEDIATELY
Full Name:	Home Phone Number:
Home Address:	Cell Phone Number:
Email address:	Date of Birth:
Marital Status: <input type="checkbox"/> S <input type="checkbox"/> M	Spouse's Name:
Anniversary Date (if married):	Name of Church/Pastor:
Child(ren) Names:	Name of District/Superintendent:
Church Address (where holding worship services):	Home and/or Church Fax Number:
Church Mailing Address (if different from the church address):	Church Website address:
Church Phone Number:	

Ministry Full-time Secular Employment Retired Military/Reserves Other _____

JURISDICTIONAL POSITION (If applicable)

Title:

Optional

EMPLOYER:	EMPLOYMENT ADDRESS:
Position:	Work Phone: ()

THIS SECTION FOR PASTORS ONLY

Date Church Established:	Installation Date (if different from established date):
Place of Worship: <input type="checkbox"/> Own/Purchasing <input type="checkbox"/> Rent/Lease <input type="checkbox"/> Other	Membership: <input type="checkbox"/> Under 150 <input type="checkbox"/> 150-299 <input type="checkbox"/> 300+
Pastor (if different from Senior Pastor):	Co-Pastor:
Assistant Pastor:	President of Women's Ministry:
Administrative Assistant:	Church Secretary:
Church Administrator:	Church Treasurer:

**APPENDIX M
DISTRICT LISTINGS**

SAMUEL KELSEY DISTRICT SUPERINTENDENT ADAMS/DISTRICT MISSIONARY COOK

Greater Faith – Superintendent Alfred Adams
Kelsey Temple – Pastor Fred Morris, Jr.
Resurrection – Pastor Anthony Walker

LION OF JUDAH

SUPERINTENDENT DESHAY/DISTRICT MISSIONARY BASS

Gethsemane Life Ministries – Auxiliary Bishop Edward A. Coles
Capital Temple Ministries – Pastor Danny McCrimmon
Greater Deliverance Christian Center – Superintendent Robert DeShay
Vision of Faith Ministries – Pastor Bobby Jackson
Second Refreshing Spring – Bishop Neavelle Coles, Interim Pastor
Redeemed By The Blood Ministries – Pastor Derald Bryant, Sr.

SHERMAN SCOTT HOWARD DISTRICT SUPERINTENDENT GRAY/DISTRICT MISSIONARY HILL

God Glorified – Superintendent Joseph Gray
Restoration – Pastor Wesley Person
Greater Love Anointed – Pastor Andrew Blackwell
The Holy Church – Pastor Leslie A. Price

AD HEADEN DISTRICT

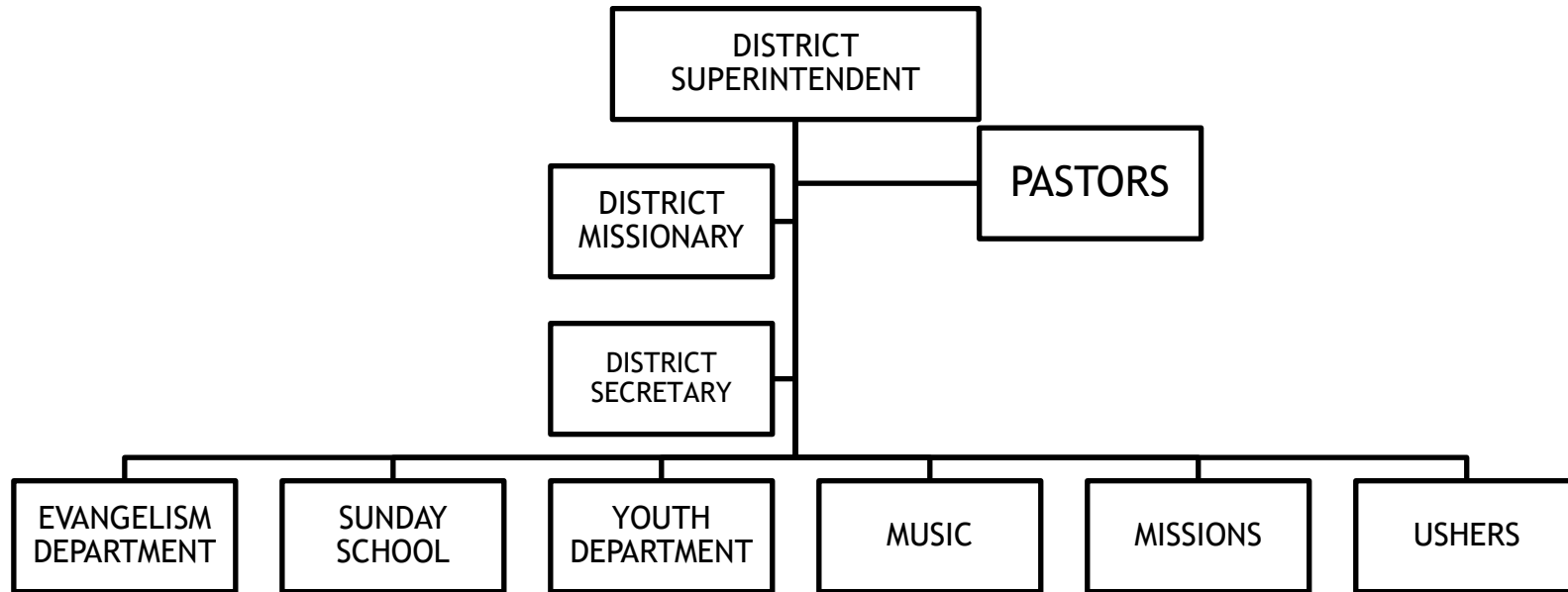
ADMINISTRATIVE ASSISTANT CORK/DISTRICT MISSIONARY WHEELER

Open Vision Ministries – Administrative Assistant Jerry Cork
Macedonia – Pastor Basil Moye
New Bethel – Bishop Neavelle A. Coles
St. Paul – Pastor Carlton Crudup
Witness Cathedral – Pastor Dennis Williams
Kirkland Memorial – Pastor Reginald Davis

WARREN G CRUDUP DISTRICT SUPERINTENDENT JONES/DISTRICT MISSIONARY SCULLARK

Spread The News – Superintendent Dwayne Jones
Pure Religious Family Ministries – Pastor McKenley Scullark, I
The Answer – Administrative Assistant Carl McPherson

WASHINGTON DC JURISDICTION
DISTRICT ORGANIZATIONAL CHART





Washington, District of Columbia Ecclesiastical Jurisdiction
Church Of God In Christ
6440 Piney Branch Road, Northwest
Washington, District of Columbia 20012
(202) 829-1523
www.cogicdejurisdiction.org

APPENDIX N - DISTRICT LEADERSHIP LISTING

Superintendent Jerry Cork
A.D. Headen District
Email: ovmjcork13@gmail.com
Cell: 240-888-4969

Superintendent Dwayne Jones
W.G. Crudup District
Email: pastordwayneJ@gmail.com
Cell: 202-790-7383

Superintendent Alfred G. Adams
Samuel Kelsey District
Email: gftcogic@aol.com
Cell: 202-596-4761

Superintendent Joseph E. Gray
Sherman Scott Howard District
Email: grayje48@gmail.com
Cell: 202-253-0800

Superintendent Assistant Edward Coles
Lion of Judah District
Email: bishopnacao@gmail.com
Cell: 703-216-6913

District Missionary Bulah Wheeler
A.D. Headen District
Email: Bulah.parson1@verizon.net
Cell: 202-361-3850

District Missionary Canary Scullark
W.G. Crudup District
Email: scullarkcanary@gmail.com
Cell: 703-618-0049

District Missionary Dorothy Cook
Samuel Kelsey District
Email: rg3@comcast.net
Cell: 301-890-7551

District Missionary Charmaine D. Hill
Sherman Scott Howard District
Email: chillsendjudah@aol.com
Cell: 703-447-8468

District Missionary Maria Bass
Lion of Judah District
Email: maria_bass@hotmail.com
Cell: 240-988-7361

APPENDIX O

DISTRICT SUPERINTENDENT

Reports to the Jurisdictional Bishop.

Refer to the Official Manual and Discipline of the Church of God in Christ, Inc.

GENERAL RESPONSIBILITIES:

1. To assist the Jurisdictional Bishop by implementing the program of the Jurisdiction in the District.
2. Coordinate the Jurisdiction's Program with the local church.
3. Monitor the implementation of Jurisdiction's Program with the local Pastor and local ordained Elder.

SPECIFIC RESPONSIBILITIES:

1. Preside over the assigned District.
2. Preside over Monthly Fellowship and Unity Meeting at the option of the Jurisdictional Bishop.
3. Promote National and Jurisdictional Programs enthusiastically as directed by the Jurisdictional Bishop.
4. Attend all Jurisdictional functions designated to be required.
5. Attend National Meetings and be receptive to the National Church.
6. Be receptive and responsive to the needs and welfare of Pastors and local churches.

DUTIES

1. The Superintendent must be responsive to Jurisdictional directions and faithful to the Jurisdictional affairs.
2. The Superintendent must be a promoter of the Jurisdictional programs within the District inasmuch as the Superintendent's position was brought about to extend the supervision capacity of the Jurisdictional Bishop within the District.
3. The Superintendent must be able to influence and motivate Pastors and congregations to meaningful participation in National and Jurisdictional programs.



Washington, District of Columbia Ecclesiastical Jurisdiction

Church Of God In Christ

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APPENDIX P – LINKS TO WEBSITES

Washington, District of Columbia Jurisdiction

www.cogicdcjurisdiction.org

National Church Of God In Christ

www.cogic.org

Assessments, Records, Credentials (ARC)

www.cogicarc.com

General Assembly

<http://www.cogicga.com>

COGIC Publishing House

<https://www.cogicpublishinghouse.net>

COGIC International Department of Women

<https://www.cogic.org/womensdepartment/>

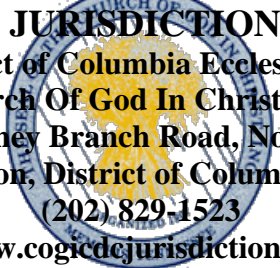
Bible Research Tools/Christian News

www.biblegateway.com

<https://www.crosswalk.com/>

<https://www.christianity.com/>

<https://www.lifeway.com/>



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ESTABLISHING AN ARC (MAGISTRATE PRO) ACCOUNT

Access the System by going to:

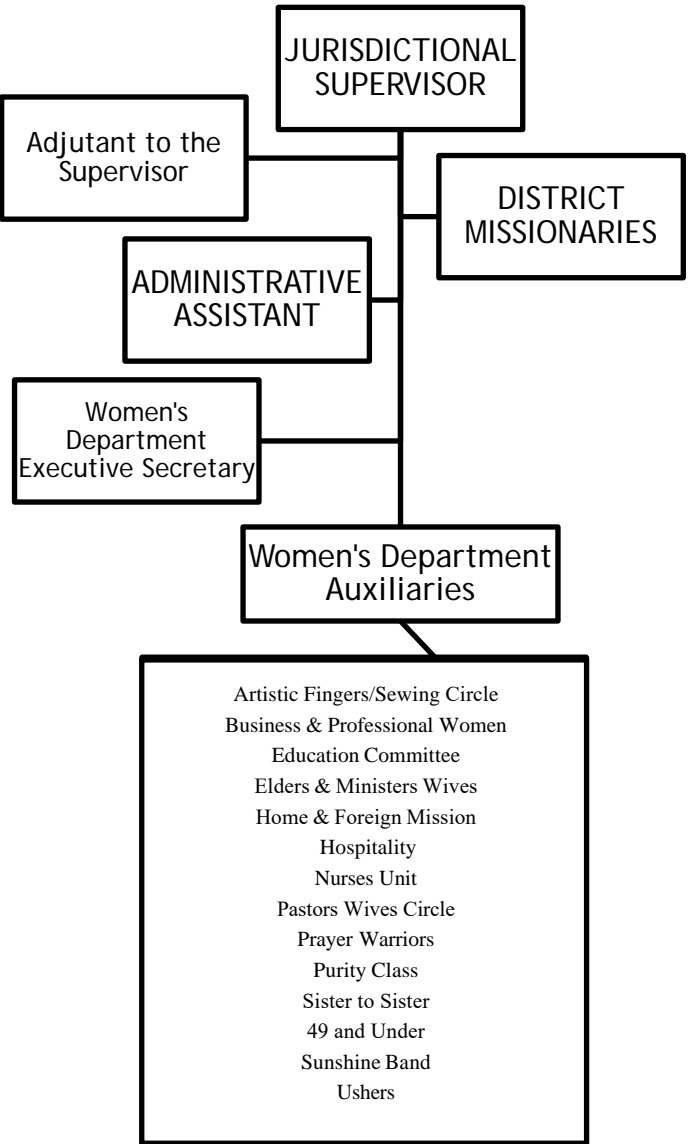
<https://www.magestratepro.com>.

Once there, you have the option of logging into the system if you have an existing account or registering for a new account.

If you are setting up a new account, make sure you complete the entire process and answer all questions being asked. Double check your email address as this becomes your log in. Once you have set up your account, I will receive notification of a new account that needs to be activated. As soon as your account is activated, you should be able to access the misconduct training from inside your profile.

NOTE: any time you need to access your profile or update your address, this is the link to use.

WASHINGTON DC JURISDICTION COGIC
DEPARTMENT OF WOMEN



OFFICE OF THE JURISDICTIONAL SECRETARY
Washington, District of Columbia Ecclesiastical Jurisdiction
Church Of God In Christ, Inc.
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Bishop Neavelle A. Coles
Jurisdictional Bishop

Mother ViCurtis E. Little
Jurisdictional Supervisor of the Department of Women

Mother Vanessa Partin
Jurisdictional Secretary

AGREEMENT OF CONFIDENTIALITY

I, the undersigned, understand and agree to the following items of confidentiality as they pertain to my official duties and position as a staff member in the Office of the Jurisdictional Bishop (OJB) of the Washington, District of Columbia Ecclesiastical Jurisdiction, Church of God In Christ, Inc. and that I will at no time, except with the express approval of the Jurisdictional Bishop, whether during or after my service in the OJB:

1. Divulge or make available any information received, recorded, duplicated, emailed, sent by text or maintained by the OJB;
2. Discuss, disclose, deliver, or disseminate any confidential information that is learned as a result of my position to any individual, group, department, church, district jurisdiction or other denomination;
3. Duplicate, replicate, reproduce, or remove any confidential documents or files whether in my possession, at my disposal, or in the office for any reason;
4. Retain or hold any jurisdictional finances given to me whether it is in the form of cash, check or money order; or
5. Forward, distribute, or disseminate confidential information through automated or technological means.

I, the undersigned, understand and agree that if I willfully or knowingly violate any of the above items it will result in:

1. Immediate removal from the office;
2. Return of any official documents or records in my possession; and
3. A written report being submitted to the Jurisdictional Bishop and the JSO Staff with a copy of the report being placed in the official record of the JSO regarding the action.

Signed this _____ day of _____, 2017

 Printed Name and Title

 Signature

 Signature of Jurisdictional Bishop

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Bishop Neavelle A. Coles
Jurisdictional Bishop

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1. Divulge or make available any information received, recorded, duplicated, emailed, sent by text or maintained by the JSO;
2. Discuss, disclose, deliver, or disseminate any confidential information that is learned as a result of my position to any individual, group, department, church, district jurisdiction or other denomination;
3. Duplicate, replicate, reproduce, or remove any confidential documents or files whether in my possession, at my disposal, or in the office for any reason;
4. Retain or hold any jurisdictional finances given to me whether it is in the form of cash, check or money order; or
5. Forward, distribute, or disseminate confidential information through automated or technological means.

I, the undersigned, understand and agree that if I willfully or knowingly violate any of the above items it will result in:

1. Immediate removal from the office;
2. Return of any official documents or records in my possession; and
3. A written report being submitted to the Jurisdictional Bishop and the JSO Staff with a copy of the report being placed in the official record of the JSO regarding the action.

Signed this _____ day of _____, 2017

Printed Name and Title

Signature

Signature of Jurisdictional Bishop

OFFICE OF THE JURISDICTIONAL SECRETARY
Washington, District of Columbia Ecclesiastical Jurisdiction
Church Of God In Christ, Inc.
6440 Piney Branch Road, Northwest
Washington, District of Columbia 20012
(202) 829-1523
www.cogicdcjurisdiction.org

Bishop Neavelle A. Coles
Jurisdictional Bishop

Mother ViCurtis E. Little
Jurisdictional Supervisor of the Department of Women

Mother Vanessa Partin
Jurisdictional Secretary

AGREEMENT OF CONFIDENTIALITY- VOLUNTEER CANDIDATES

I, the undersigned, understand and agree to the following items of confidentiality as they pertain to my participation in the vacancy screening process, including any meetings with members of the Jurisdictional Candidate Review Board (JCRB), within the Office of the Jurisdictional Secretary (JSO) of the Washington, District of Columbia Ecclesiastical Jurisdiction, Church of God In Christ, Inc. and that I will at no time, except with the express approval of the Jurisdictional Secretary or the designate of the Jurisdictional Bishop, whether during or after my participation in the application process with respect to any position for which I have requested consideration:

1. Divulge or make available any information received, recorded, duplicated, emailed, sent by text or maintained by the JCRB or JSO;
2. Discuss, disclose, deliver, or disseminate any confidential information that is learned as a result of my position to any individual, group, department, church, district jurisdiction or other denomination;
3. Duplicate, replicate, reproduce, or remove any confidential documents or files whether in my possession, at my disposal, or in the office for any reason;
4. Forward, distribute, or disseminate confidential information through automated or technological means.

I, the undersigned, understand and agree that if I willfully or knowingly violate any of the above items it will result in:

1. Immediate removal from consideration in the vacancy process;
2. Request to return any official documents or records in my possession;
3. Immediate removal from any position appointed to should improprieties be discovered after appointment, and
4. Requirement to prepare a written report and submit said report to the Jurisdictional Bishop and the JSO Staff with a copy of the report being placed in the official record of the JSO regarding the infraction.

Signed this _____ day of _____, 2018

Printed Name and Title

Signature of Applicant

Signature of Jurisdictional Secretary



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GUIDELINES FOR SUBMITTING INFORMATION REGARDING SPEAKERS FOR JURISDICTIONAL EVENTS

All speakers are required to be approved by the Jurisdictional Bishop prior to any contact with the individual desired to speak at any Jurisdictional event. The following information is required for consideration and must be sent via email to the Office of the Jurisdictional Secretary who will facilitate approval with the Jurisdictional Bishop:

NAME OF EVENT/ACTIVITY

NAME OF PROPOSED SPEAKER (please provide a current bio and photo)

NAME OF THE PERSON WHO RECOMMENDED SPEAKER

CONTACT PERSON (please include name, telephone number and email address for the principal contact person for each event/activity)

AMOUNT OF HONORARIUM REQUESTED

LIST ANY OTHER EXPENSES INVOLVED

Once the speaker has been approved by the Jurisdictional Bishop, the principal contact person will be notified and contact with the requested speaker may take place.

We appreciate your cooperation and understanding.

For additional information, please contact:

Mother Vanessa G. Partin
Assistant Jurisdictional Secretary
Washington, District of Columbia
Ecclesiastical Jurisdiction
Church of God in Christ
6440 Piney Branch Road
Washington, DC 20012
(202) 297-4543 (cell)
(202) 879-5103 (work)
EMAIL: vanessapartin@cogicdcjurisdiction.org
Website: www.cogicdcjurisdiction.org



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GUIDELINES FOR SUBMITTING OBSERVATIONS

During Jurisdictional Services, a period is usually set aside for general observations relevant to the setting. Observations are typically limited to upcoming Jurisdictional events/activities. Those who desire to have an observation made during a Jurisdictional meeting must provide the information at least 30 days in advance of the Jurisdictional setting. Please make sure that your announcement is legible, error-free and preferably in Word. Submission should be grammatically correct.

Each event/activity announcement will only be acknowledged once during a Jurisdictional setting unless there is a date/time or venue change involved. If there is a correction, the corrected announcement will be communicated as soon as practicable. No printed copies of observations may be distributed during any Jurisdictional setting without the express approval of the Jurisdictional Bishop. To obtain approval to distribute written observations, please indicate with your initial observation request.

We appreciate your cooperation and understanding.

Have a Blessed Day!

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AF5

(Date)

Office of the Jurisdictional Secretary

Washington DC Ecclesiastical Jurisdiction COGIC

6440 Piney Branch Road, NW

Washington, DC 20010

RE: Letter of Recommendation/Pastoral Permission for Participation

This letter will confirm that (NAME OF INDIVIDUAL), is a member in good standing of (NAME OF CHURCH). This letter also confirms that as (NAME INDIVIDUAL)'s Pastor, I am aware of their participation/selection for (NAME OF EVENT OR POSITION) and give my approval.

SIGNED:

(NAME OF PASTOR, CHURCH AND CONTACT NUMBER)

AF6

ANNUAL REPORTING FORM

EVENT/ACTIVITY	20	20
	Prior Year	Current Year
Total Collected		
Total Expenses		
Balance	\$ -	\$ -

SUBMITTED BY:



Washington, District of Columbia Ecclesiastical Jurisdiction

Church Of God In Christ

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GUIDELINES FOR SUBMITTING ANNOUNCEMENTS FOR DISTRIBUTION VIA EMAIL

Announcements received by the Office of the Jurisdictional Secretary each week by Wednesday at 5:00 pm will be distributed Thursday/Friday of each week. Announcements submitted for distribution must be regarding Church, District, Jurisdictional and/or National COGIC Events, unless otherwise approved by Bishop Coles. All announcements are subject to approval by the Office of the Jurisdictional Secretary.

Please make sure that your announcement is legible, error-free and in the appropriate format for distribution (pdf, jpeg or Word). No changes will be made to the file submitted prior to distribution.

Each event/activity announcement will only be distributed once unless there is a date/time or venue change involved. If there is a correction, the corrected announcement will be distributed in the next email announcement cycle.

Please note: The Office of the Jurisdictional Secretary does not share its mailing lists or other membership contact information and uses the information for the sole purpose of the business of the Washington DC Ecclesiastical Jurisdiction and as such, cannot without the express permission of each individual, provide copies and thus requests for copies of our distribution list cannot be honored. The Office of the Jurisdictional Secretary will however, facilitate as appropriate the distribution of information throughout the Washington DC Jurisdiction.

We appreciate your cooperation and understanding.

Have a Blessed Day!

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GUIDELINES FOR SUBMITTING DATES FOR APPROVAL AND INCLUSION ON THE JURISDICTIONAL CALENDAR

All event dates must be submitted to the Office of the Jurisdictional Secretary by the designated deadline, usually in November of each year. No event or activity may take place until it has been approved by the Jurisdictional Bishop. The following information must be submitted for approval:

NAME OF EVENT/ACTIVITY

REQUESTED DATE (please provide a primary and secondary date for each event/activity)

RESPONSIBLE AUXILIARY

CONTACT PERSON (please include name, telephone number and email address for the principal contact person for each event/activity)

NOTE: if the event/activity requires a deposit, please include the following:

COST/DEPOSIT REQUIRED:

METHOD OF PAYMENT FOR EVENT:

DUE DATE OF DEPOSITS.

Once the dates have been approved by the Jurisdictional Bishop, the principal contact person will be notified. Not all events may appear on the Jurisdictional calendar, but all events must be approved.

We appreciate your cooperation and understanding.

For additional information, please contact:

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WASHINGTON, DC JURISDICTION CREDENTIAL HOLDER REPORTS & AMOUNTS

NOTE: DC Jurisdiction reports are due during our March Quarterly in preparation for the in April Call Meeting in Memphis, TN.

Credential Holder Position	Report Amounts
Administrative Assistant	\$750.00
District Superintendent	\$500.00
Pastor	\$400.00
Ordained Elder	\$150.00
Minister (Licensed)	\$50.00
Minister (Unlicensed)	\$50.00
Jurisdictional President AIM	\$350.00
Jurisdictional President Missions Dept.	\$350.00
Jurisdictional President Music Dept.	\$350.00
Jurisdictional President YPWW Dept.	\$350.00
Jurisdictional President Evangelist Dept.	\$350.00
Jurisdictional Superintendent Sunday School Dept.	\$350.00
Jurisdictional Vice Pres. Missions Dept.	\$150.00
Jurisdictional Vice Pres. Music Dept.	\$150.00
Jurisdictional Vice Pres. YPWW	\$150.00
Jurisdictional Vice Pres. Evangelist Dept.	\$150.00
Jurisdictional Vice Pres. Sunday School Dept.	\$150.00
Jurisdictional YPWW Chairlady	\$150.00
Jurisdictional Elect Lady-Evangelist Dept.	\$150.00
Jurisdictional Sunday School Field Rep.	\$150.00
Women's Department	
Jurisdictional Supervisor	\$750.00
Assistant Jurisdictional Supervisor	\$200.00
District Missionary	\$175.00
Evangelist Missionary	\$75.00
Deaconess Missionary	\$50.00



**Washington DC Jurisdiction
Office of the Financial Secretary**

Expenses Advance Request

IMPORTANT, PLEASE READ: This form enables you to obtain an expense advance for Washington DC Jurisdiction COGIC official business. Use this form when you are engaged in approved Washington DC Jurisdiction COGIC business and expect to incur expenses that can be reimbursed. Expense advances are to be used for pre-approved Washington DC Jurisdiction COGIC business only.

Instructions:

Ten working days before your day of expense, complete the information below and submit form to the Jurisdictional Treasurer who will obtain approval for the advance. After approval has been granted, the Jurisdictional Treasurer will prepare the check for the amount of the advance. Please allow 5-7 working days before your check is mailed to you.

Requestor's Name _____ Daytime phone (____) _____

Mailing Address _____

Purpose of Expenses _____

Please estimate your advance by types of expense.

	Requested Advance
Air/Train/Rental Car	\$
Lodging	\$
Meals	\$
Parking/Tolls	\$
Shuttle/Taxi/Bus	\$
Registration Fee	\$
Other (Explain)	\$
TOTAL TRAVEL ADVANCE REQUESTED:	\$ _____

Authorization

I certify that this request is for Washington DC Jurisdiction COGIC official business expense purposes. If my advance is not cleared with the submission of an expense report within 60 days of advance issuance, I authorize the Washington DC Jurisdiction COGIC to treat the advance as a honorarium and issue a 1099-MISC for tax purposes. I understand that no further advances or reimbursement will be processed until this advance is cleared.

Signature _____ Date _____

Authorized by: _____ Date _____

Authorized by: _____ Date _____

Return completed form to:
Washington DC Jurisdiction COGIC
PO Box 55884
Washington, DC 20040
Or
reginalddavis@cogicdcjurisdiction.org



**Washington DC Jurisdiction
Office of the Financial Secretary**

MISSING RECEIPT AFFIDAVIT

I, _____ certify that I have either not received, or have misplaced a receipt or documentation for an expense relating to Official Washington DC Jurisdiction COGIC, church business/travel expense totaling \$ _____. I have made attempts to obtain a duplicate receipt and have been unsuccessful. The following receipt is missing in my expense report:

Date of Expense	Purpose of Expense	Name of Vendor	Receipt Amount

I verify that the undocumented expense is an approved, legitimate church business expenses, and was incurred while in the active conduct of official church business.

Signature:		Date:	
Approval:		Date:	

This form may not be used for the following since a duplicate receipt may be obtained for these expenses:

- 1) Lost air tickets
- 2) Car rental receipts
- 3) Lodging receipts
- 4) Registration receipts / brochures

GENERAL OR BRIEF JURISDICTIONAL HISTORY

The Church Of God In Christ (COGIC), Washington, District of Columbia Ecclesiastical Jurisdiction has a long, rich, pioneering history in the nation's capitol. Much of its notoriety is due to the labor of its first leader, the late Bishop Samuel Kelsey. Little did he know that when he came to Washington, his life and ministry would impact so many other lives.

On July 4, 1923, Elder Samuel Kelsey came to Washington, DC to fulfill the role to which God had destined him. He was charged to preach the gospel and to deliver the message of Pentecostal holiness to our nation's capitol. Those first services were held, not in a church of brick and mortar, but in a repurposed, tattered tent. He faced many difficulties in presenting the Pentecostal message to the metropolitan area. However, the District of Columbia religious community still honors him as the "Father of Pentecostalism".

In 1924, Bishop C.H. Mason officiated over the first Maryland, Delaware and DC Convocation. By 1925, the church membership had grown to approximately 35 members and as a result of Elder Kelsey's ministry, other Pentecostal churches had begun to organize in the city. In 1930, Elder Samuel Kelsey was appointed Superintendent.

In 1940, Superintendent Samuel Kelsey was appointed Overseer of the Tri-State Jurisdiction (which included Delaware, Maryland and District of Columbia). COGIC's title for leaders of jurisdictions was Overseers at the time. In 1944, he purchased a new church building at 6th and H Streets, SW for \$58,000. His popularity began to grow rapidly throughout the city and surrounding areas. The "Mother Church" which was later named the "First Church COGIC" was the first COGIC in Washington, DC Ecclesiastical Jurisdiction. From this ministry, many churches were birthed and the DC Jurisdiction became a notable force in COGIC.

In 1950, Overseer Kelsey became Bishop Kelsey because COGIC changed the title of Overseer to Bishop. Bishop Kelsey was ordained Bishop with Mother Elizabeth Hampton as the State Supervisor of Women at which time the Tri-State Jurisdiction was restructured with Bishop Carr over Maryland and Bishop Kelsey over DC and Delaware. A later restructuring resulted in Bishop Kelsey as Bishop of the DC Jurisdiction and Bishop Blackshear as Bishop of Delaware. By this time, there were two COGIC churches in Delaware and three in the District of Columbia – First COGIC (Temple – Bishop Kelsey Pastor), Second COGIC (Kirkland Memorial - Elder Choice Kirkland), and Mount Pisgah COGIC (Refreshing Spring – Elder A.D. Headen). Five new Churches were formed: Emmanuel (Pastor Emil Smith), Friendship (Pastor Jesse Willis), New Bethel (Pastor Sherman Howard), Saint Paul (Pastor Warren G. Crudup, Sr.), and Star of Bethlehem (Pastor Harvey Lewis, Sr.). Later each one of the pastors was appointed as Superintendents. Pastor Headen as Superintendent of District #1; Pastor Crudup as Superintendent of District #2; Pastor Harvey Lewis, Sr. as Superintendent of District #3; and Pastor Howard as Superintendent of District number #4. The Executive Secretary for the Jurisdiction was James T. Linzy.

In Bishop Kelsey's declining years, he was honored with the title "Bishop Emeritus" and in 1988, Superintendent Warren G. Crudup, Sr. was selected to take the reigns and lead this great jurisdiction. During Bishop Crudup's administration, the Jurisdictional AIM (Auxiliaries In Ministry) Convention was formed as was the Ways and Means Committee. Bishop Crudup can also be credited for stabilizing the jurisdiction during the transition from its founding father to the leadership of his sons. Bishop Crudup was a loving leader and continued the fatherly spirit of his predecessor, Bishop Kelsey. Bishop Crudup will always be remembered for his kind, gentle spirit and the fervor with which he praised God. In 1990, Bishop Crudup appointed the late Bishop John I. Little as Superintendent of District #5.

Superintendent Little changed the name of District #5 to "New Dimensions District". In 1993, Bishop Kelsey passed.

When Bishop Crudup's health began to fail, he charged his Administrative Assistant, Superintendent Sherman Howard to continue the work. Superintendent Howard faithfully carried out Bishop Crudup's wishes and when Bishop Crudup went home to be with the Lord in January, 1998, Superintendent Howard was appointed by the leadership of the National Church with a unanimous recommendation of the pastors to ascend to the office of Bishop. Mother Hampton was given Supervisor Emerita status and District Missionary Evelyn Spears was appointed Jurisdictional Supervisor of the Department of Women.

Bishop Howard's tenure as leader of the DC Jurisdiction was marked by the initiation of several innovations. Bishop Howard organized the Jurisdictional Adjutant's Corp, Nurse's Unit, Security Team, and the Secretariat. Bishop Howard appointed Evangelist Diane McBrayer as the Jurisdictional Secretary. She was the first female secretary of the Jurisdiction. He also appointed Pastor Edward Coles as the Assistant Jurisdictional Secretary. He also appointed Elder Trevis Hall as the Jurisdictional Chief Adjutant and Brother Ulysses Walltower as Chief of Security. He implemented the system of tithing within the jurisdiction and established a new method of holding jurisdictional and district services. Seeing the need for a greater level of dialogue among pastors and leaders, Bishop Howard also began a system of quarterly jurisdictional business meetings and pastoral forums as well as allowing Supervisor Evelyn Spears to meet with Women's Department. Evangelist McBrayer passed in 2001. Bishop Howard appointed Pastor Edward Coles as Jurisdictional Secretary in 2002.

After the demise of Bishop Howard in December 2004, Bishop Haynes and Bishop Winbush were appointed as interim leadership for the jurisdiction. Bishop Haynes named the Districts after past Bishops. District #1 to the A.D. Headen District; District #2 to Warren G. Crudup, Sr.; District #3 & 4 combined to Sherman Scott Howard District, and New Dimensions District remained New Dimensions District.

In 2005, Pastor Neavelle A. Coles, the Jurisdictional Treasurer, was appointed by the Presiding Bishop G.E. Patterson and the General Board with the ratification of the General Assembly as Jurisdictional Bishop. Bishop Coles vision for the jurisdiction is **SOAR**. The acronym stands for; spirituality, outreach, accountability, and resources. He created a new jurisdictional financial plan, **The Stewardship Plan**, realigned the Districts, salvage many churches, and approved creation of the first Policies and Procedure Manual for the DC jurisdiction. In 2008, Supervisor Evelyn Spears retired and was given the status of Jurisdictional Supervisor Emerita of the Department of Women. In 2009, Bishop Coles appointed Evangelist ViCurtis Little as Supervisor of the Department of Women. In 2016, Bishop Coles appointed Evangelist Vanessa Partin as the Assistant Jurisdictional Secretary and in 2017 As Jurisdictional Secretary. In 2021, Supervisor Emerita Evelyn Spears passed. Also, the manual was finalized and published in 2021.