“Teaching the Truth & Showing the Love”

Ministry Information Handbook
2011
MINISTRY DISCLAIMER

The information contained within this Handbook is compiled for the purpose of educating and training this local body of believers. The detailed policies and procedures are established SOLELY for Harris Memorial Church of God in Christ. We do not condone the reprinting of this Handbook to be used in any way that will add conflict with the set order of any other COGIC Policies and Procedures.
Dear Family,

It is with great joy that we share with you the Vision God has given to this local body of believers. 2010 was a year of great growth. However, we can never become satisfied with our laurels, but must relentlessly desire God’s will, order and way!

We believe in keeping leadership staff and members fully informed about our policies, procedures and practices. It is my prayer that you will set aside time to thoroughly review the information compiled in this handbook, so that you are aware what God is doing in our church! To achieve maximum progress and success as a ministry we must adhere to and respect the order God has given. I Corinthians 14:40 admonishes us to “Let all things be done decently and in order”.

Oftentimes, when people hear the word “order”, they tend to associate it with negative terms such as bondage, lack of freedom or oppression. However, the term actually has positive meanings such as; stability, calmness, harmony, peacefulness, tranquility, serenity, neatness or uniformity. So as you can see, “order” is to be desired and not ignored or avoided.

We pray that each of you readily embrace the information detailed in the following pages and encourage others to do the same. Let’s work together to become and remain a ministry that persistently maintains order.

**O.R.D.E.R.**

Obedience + Rules + Direction + Excellence = Results

We look forward to growing and serving with you!

Expecting the Best,

Pastor Eric C. Bogan
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CHURCH HISTORY

Our history began in 1945, with the founder Elder Theodore R. Harris who was seeking God and submitted to His will with a vision to start a work for the Lord, namely a “soul-saving station”. After much prayer and God revealing to him a plan, Elder Harris, his wife Erma, along with their children, officially began this work on January 1, 1946. This began with a three day consecration of fasting and praying in a basement of a cinder-block building, which he named Elm Park Church Of God In Christ. They were later joined by his mother-in-law Alice E. Foster and his sister-in-law Rosetta Jeffries from Chicago, Illinois, who later became the church mothers. The Lord favored the ministry, “adding to the church daily such as should be saved” (Acts 2:47).

Elder Harris was officially appointed Pastor by Bishop C. L. Anderson, Sr. In 1957 Pastor Harris had a strong desire to build a sanctuary upon the existing structure. The Lord led a builder to the church by the name of Clifton Black. The Lord saved Clifton Black, and he became a member of Elm Park Church of God In Christ. In the same year, floor plans were drawn by an architect for a future sanctuary. In 1959 the church was completed and renamed Harris Temple Church Of God In Christ.

Pastor Harris was fervent in teaching the Word of God, people were being miraculously healed, and the church experienced tremendous growth. The Lord once again led Pastor Harris into another building project to accommodate the congregation. The church was completed in 1975 and renamed New Harris Temple Church Of God In Christ.

Pastor Harris and his wife Erma I. Harris were great supporters of the Northeast Michigan Historic Jurisdiction. Pastor Harris was appointed to the office of Superintendent by the prelate of Northeast Michigan Jurisdiction, Bishop C. J. Johnson, Sr. Later he was elevated to Administrative Assistant under Bishop Phillip A. Brooks who succeeded Bishop Johnson as the Jurisdictional Prelate of Northeast Michigan.

Superintendent Theodore R. Harris entered heaven triumphantly on Friday, July 25, 1980. He was succeeded by his grandson, Elder Walter E. Bogan, Sr. who was officially installed as Pastor on Sunday, August 31, 1980, by the
Jurisdictional Prelate of Northeast Michigan, Bishop Phillip A. Brooks. Pastor Bogan immediately began expanding and implementing new ministries. Souls were saved, bodies were healed and God added to the Church. In 1982, Pastor Bogan was led by God to begin a building project to accommodate the growing congregation. In 1983, Deacon Cecil Norman, Sr. was guided by the Lord to our present location. The location consisted of 30 acres of vacant land which was purchased for $160,000.00. The Ground-breaking Ceremony was held on Sunday, August 4, 1985, and construction began in June 1987. Due to a failing economy and growing unemployment in Flint, Pastor Bogan initiated a “pay as we build” project. In 1992, Pastor Bogan prayerfully sought further guidance from Bishop Roger L. Jones, Chairman of National Trustee Board, and our Second Assistant Presiding Bishop, C. L. Anderson, Jr. Bishop Anderson contacted Presiding Bishop Louis Henry Ford, and Bishop Ford along with the Church Of God In Christ, Inc. backed a loan for $900,000.00. “So we build the wall; and all the wall was joined together unto the half thereof: for the people had a mind to work” (Nehemiah 4:6). On November 27, 1992, Bishop Louis Henry Ford dedicated our $3 million state-of-the-art sanctuary, which was renamed Harris Memorial Church of God in Christ, in honor of the founders Superintendent Theodore R. and Mother Erma I. Harris.

In August 2000, Bishop Bogan was installed as Jurisdictional Bishop of the Great Lakes First Ecclesiastical Jurisdiction. Bishop Walter E. Bogan, Sr. entered heaven triumphantly on Sunday, January 8, 2006. He was succeeded by his son, Elder Eric C. Bogan, affectionately called “Pastor C”.

On March 14, 2006, Pastor Bogan was installed as the third generation Pastor of Harris Memorial Church by the late Presiding Bishop, Gilbert Earl Patterson. A devout student of the Word, Pastor Bogan is known for his bold, anointed, and powerful teaching ministry. He dedicates himself to helping people grow and mature in the Word of God. Through his dedication the ministry has grown and the Lord is steadily “adding to the church daily such as should be saved.” Pastor Bogan leads by example in “Teaching the Truth and Showing the Love”.
UNDERSTANDING YOUR CHURCH

NATIONAL LEVEL

CHURCH OF GOD IN CHRIST, INC.

Bishop Charles E. Blake, Sr.
Presiding Bishop

Mother Willie Mae Rivers
General Supervisor of Women

JURISDICTIONAL LEVEL

GREAT LAKES FIRST JURISDICTION

Bishop Clifford C. Dunlap
Jurisdictional Bishop

Mother Dianne M. Bogan
Jurisdictional Supervisor

DISTRICT LEVEL

PROGRESSIVE DISTRICT

Superintendent Charles J. Johnson, III
District Superintendent

Mother Lolita Perkins
District Missionary

LOCAL LEVEL

HARRIS MEMORIAL CHURCH OF GOD IN CHRIST

Elder Eric C. Bogan
Senior Pastor

Mrs. Karleen Bogan
Pastor’s Wife /Assistant Director of Women’s Department

Mother Dianne M. Bogan
Director of Women’s Department
UNDERSTANDING YOUR CHURCH

On a NATIONAL level, Harris Memorial COGIC is affiliated with the Church of God in Christ, Inc. The Church of God in Christ is comprised of more than 200 jurisdictions. There are more than 170 jurisdictions that exist within the United States and at least 57 foreign countries. Each jurisdiction is under the direct administration of a bishop or overseer. The Headquarters of the Church of God in Christ, Inc. is located in Memphis, Tennessee. The current Presiding Bishop of the Church of God in Christ, Inc. is Bishop Charles E. Blake, who resides in Los Angeles, California and pastors the West Angeles COGIC. The Church of God in Christ has several international departments. One of which is the International Women’s Department under the direction of the General Supervisor of Women, Mother Willie Mae Rivers, who resides in Goose Creek, South Carolina. While the International Church hosts various meetings throughout the year, the most attended meeting is the annual Holy Convocation. More than 70,000 members, in the first week of every November, are expected to convene from around the world in a city for this annual denominational meeting.

On a JURISDICTIONAL level, Harris Memorial COGIC is a part of the Great Lakes First Ecclesiastical Jurisdiction. Our Jurisdictional Prelate is Bishop Clifford Caleb Dunlap, who resides in Detroit, Michigan and pastors the Greater Love Tabernacle COGIC. Our Jurisdictional Supervisor of Women is Mother Dianne Marie Bogan, the wife of the former Bishop of the same Jurisdiction. Our Jurisdiction holds monthly Initiative Meetings, usually the first Monday of every month, throughout the year. This meeting is to inform pastors and credential holders of vital jurisdictional information. The Jurisdiction has special fellowship services that are held throughout the year. Two main events are the Annual “Early Rain” or Spring Conference, held in March, and The Annual “Latter Rain” or Holy Convocation, which convenes in August.

On a DISTRICT level, Harris Memorial COGIC is a part of the Progressive District. (Each jurisdiction within the COGIC is divided into districts, which are made up of local congregations.) Our Superintendent is Charles J. Johnson, III who is also the pastor of the Anderson Memorial COGIC. Our District Women’s Department is under the leadership of our District Missionary, Mother Lolita Perkins. There are three to four District Fellowships held throughout the year. In addition, we have a District Meeting, which is held once a year. There may be other district events held throughout the year. Our church tries to be good supporters of these events.
On a LOCAL level, Harris Memorial COGIC is an assembly of Bible believing saints committed to the “Instruction of God’s Truth” and to the “Demonstration of His love.” It is our mission to be the kind of church described in the book of Acts where there is God-inspired teaching, heart-inspired worship, love-inspired friendships, constant prayer and mercy-inspired care towards those in need. Our doors are open to people from all backgrounds, regardless of where they are in their walk with the Lord Jesus Christ.
GENERAL INFORMATION

OFFICE HOURS:
- Monday 10:00AM – 2:00PM
- Tuesday 10:00AM – 3:00PM
- Wednesday 10:00AM – 2:00PM
- Thursday 10:00AM – 2:00PM
- Friday 10:00AM – 3:00PM

***OFFICE CLOSED IN OBSERVANCE OF HOLIDAYS***

WEEKLY SERVICES:

SUNDAY
- Sunday School 10:00AM – 11:00AM
- Morning Worship 11:15AM

TUESDAY/FRIDAY
- Intercessory Prayer 5:30PM – 6:00PM
- Bible Study 6:00PM – 7:30PM

SPECIAL SERVICES:

1ST SUNDAYS
- Holy Communion 9:00AM – 10:00AM
- Baptism 11:15AM

2ND & 4TH SUNDAYS
- Children’s Ministry 11:00AM – 1:30PM
  (Ages 3-11)
- Youth Ministry 11:00AM – 1:30PM
  (Ages 12-18)

OTHER WEEKLY ACTIVITIES:

MONDAY – FRIDAY
- Prayer Service 9:00AM – 10:00AM

TUESDAY
- Food Bank 9:00AM – 1:00PM
- Choir Rehearsal 8:00PM – 9:00PM

WEDNESDAY
- Prayer & Bible Band 6:00PM
MINISTRY DESCRIPTIONS
Harris Memorial Church of God in Christ Organizational Set-up
MINISTERIAL STAFF

The Ministerial Staff of Harris Memorial Church consists of the Senior Pastor and its Elders and Ministers. This staff is responsible for providing the spiritual leadership and oversight of the church. The Ministerial Staff is committed to living in the highest level of moral integrity.

The primary purpose of our Ministerial Staff is to devote themselves to prayer and the study of God’s Word (Acts 6:2). This enables the Ministerial Staff, along with the Senior Pastor, to fulfill its role in providing the primary teaching of the church, developing leaders and equipping the saints to do the work of the ministry (Ephesians 4:11, 12).

KEY RESPONSIBILITIES INCLUDE:

- Administering the ordinances of the church (Communion and Baptisms)
- Performing basic ceremonies (weddings, funerals and baby dedications).
- Working to facilitate peace among members of the congregation, particularly when conflict threatens the welfare of the church.
- Seeking to win back and reconcile the estranged.
- Overseeing ministries and working with Administration to develop new ministries.
- Providing accountability to one another.
- Providing needed support and overall direction for the ministry.
- Performing other duties and functions as prescribed by the Senior Pastor.
ADMINISTRATIVE STAFF

CHURCH ADMINISTRATOR

The Church Administrator works in harmony with the Senior Pastor, assisting with various tasks and responsibilities as designated. The Church Administrator has a firm grasp on the direction of the Church and aligns key leadership teams with its mission. The Administrator is responsible for managing all Weekly Service Teams.

KEY RESPONSIBILITIES INCLUDE:

- **Assisting the Senior Pastor:** The Administrator will assist the Senior Pastor with all administrative and operational functions of the church, and give general oversight of policies and procedures, as delegated.

- **Overseeing Administrative Secretary:** The Administrator will oversee the clerical duties and responsibilities of the Administrative Secretary.

- **Strategic leadership planning:** The Administrator is responsible for assisting the Senior Pastor with strategic planning and staff coordination in the execution of the church’s purpose.

- **Supervising, training and development:** The Administrator serves as overseer to the volunteers of Weekly Service Teams.
ADMINISTRATIVE SECRETARY
The primary function of the Administrative Secretary is to oversee all activities of the main church office as well as providing supervision to all church office assistants. The Administrative Secretary is responsible for providing proper communication in an effective and efficient manner. In addition, the administrative secretary serves as personal secretary to the Senior Pastor.

OFFICE ASSISTANTS
The Church Office Assistants carry out various tasks and responsibilities as directed by the Administrative Secretary. These responsibilities include, but are not limited to, light administrative duties (i.e. answering phones, filing and typing).

WEBSITE MASTER
The Website Master is responsible for updating and maintaining the church’s website. The website master will insert current information and calendar details for our website viewers. They also make sure that media is updated on the website regularly.

TECH SUPPORT
The primary function of tech support is to maintain quality control with the computer hardware and software devices. The purpose is to update and refresh the computers throughout the facility when needed.
SERVICE TEAMS

These ministries function during weekly services and special events.

NURSES GUILD

The Nurses Guild is a vital unit. This guild is staffed with competent persons, including Registered Nurses (RN) and/or Licensed Practical Nurses (LPN). They serve at all regularly scheduled services and all special meetings. They also accompany the Pastor during any speaking engagements. In addition they serve the ministerial staff including visiting clergy.

USHER BOARD

The beauty of the Lord’s house is its order and much of this will depend upon an efficient Usher Board. Ushers help to ensure that attendees are comfortable and properly seated. Ushers serve at all services, meetings, conventions, and special events including funerals. Ushers should be alert, quick thinkers and swift movers in the sanctuary. Ushers train periodically to develop new strategies to manage and maintain order in the sanctuary.

GREETERS

Greeters are the welcoming team of the church. Their motto is, “We don’t have visitors, only honored guests!” Greeters help to ensure that attendees feel loved and most of all welcomed.
MEDIA MINISTRY
This ministry oversees the church’s media production and distribution.

MEDIA PRODUCTION
This team is responsible for controlling, setting and maintaining the sound levels of microphones and other audio equipment. This team is responsible for supplying videography, image magnification and power point visual effects for projection screens. In addition, this team provides audio and video recordings of every service.

MEDIA DISTRIBUTION
This team is responsible for distributing the audio and video recordings of our services through CDs and DVDs. These recordings are offered freely to members and guests.

OBTAINING CDs AND DVDs
Service CDs or DVDs can be obtained by filling out a Distribution Order Form (available in the back of every pew or at the distribution counter). These products are normally available for pick up the next service date. However, on Sundays a limited number of CDs are available the same day for church members and guests.

TRUTH PARTNER CLUB
To ensure that we always have an ample supply of CDs and DVDs free of charge, we ask those persons who regularly receive CDs or DVDs to make regular donations through our TRUTH Partner Club. For details visit our distribution counter.

NOTE: In addition to these services we provide online media for members and guests. Those who have access to a computer, can visit the website (www.harrismemorialcogic.com/media.html) for easy downloads to your computer or digital listening device (i.e. iPod or mp3 player).

INTERCESSORY PRAYER TEAM
1 Thessalonians 5:17
The Intercessory Prayer Team is a group of mature committed believers whose central focus is to pray continually for the church, all that are in authority, the sick, the bereaved and the lost. This group is aware that God’s people and the world are in desperate need of constant prayer. Our Intercessory Prayer Team meets for prayer 30 minutes prior to the start of each service. This prayer ministry team receives prayer requests. If someone should need prayer please call or visit the Administrative Office.
ALTAR GUILD
The Altar Guild assists the Ministerial Staff during Ceremonial Services or Ordinances, like Holy Communion and Baptism. They are responsible for the storage and preparation of all liturgical paraments, vessels, elements and linens. This team is comprised of mature, growing believers. Periodic training sessions are conducted throughout the year.

ALTAR CARE TEAM
This team provides follow up to those who respond to the altar call. This follow up includes answering questions, prayer, and scriptural support as to what was ministered to them during the altar call. Information will be gathered and new converts will receive a reading plan. This team consists of mature, spirit filled believers who have been trained in altar care.

COURTESY OFFICERS
(TRAFFIC and SECURITY)
The Courtesy Officers, which are comprised of the Traffic and Building Security Teams, work in and outdoors monitoring the parking lot and building facilities. These attendants must be able to withstand hot and cold weather conditions.

TRAFFIC TEAM
This team is responsible for providing traffic control before and after church services and special events. This team gives directions to parking stalls, issues parking stubs, and operates barricade arms. This team escorts members, guests, and staff to and from vehicles upon request. In addition, this team provides valet parking.

BUILDING SECURITY TEAM
This team is responsible for making sure that appropriate doors are opened/locked and that lights are turned on/off. This team is also responsible for patrolling the church building and grounds to ensure that the church is protected from unauthorized persons. This team escorts members, guests and staff to and from parking areas upon request. In addition, this team oversees other internal security responsibilities.
FINANCE DEPARTMENT

Our purpose is to properly manage the funds received into this ministry.

THE CONTRIBUTION ENVELOPE

It is very important to provide legible, detailed information on your contribution envelope. This process ensures proper recording to your individual contribution record.

ENVELOPE DESCRIPTION

Envelopes are as follows:

- **Contribution**: This is for general donations to the church.
- **PLO (Pastor’s Love Offering)**: This is for donations that specifically go to the Pastor.
- **Audio/Video**: This is for donations that go to support our media equipment/distribution and the TRUTH Partner Club.
- **Other**: This is for miscellaneous donations (Building Fund, Missions, Guest speakers, etc.)
- **Total Enclosed**: This is the total amount of funds enclosed inside the contribution envelope.

HOW DO I OBTAIN AN ENVELOPE NUMBER?

Those wanting to obtain an envelope number are asked to stop by the Administrative Office and fill out a Contribution Number Request form and return it to the Administrative Office. The Financial Clerk will assign you an envelope number. This number will be sent to you via mail or email.

IMPORTANT THINGS TO REMEMBER

- Please print your information neatly, this allows for efficient data processing. Envelopes that are not legible or do not have complete information cannot be guaranteed proper credit.
- Be advised that the IRS only considers contribution envelopes, not cancelled checks, as proof of giving. Therefore, we advise that all giving be placed in an envelope with legible/accurate information.
• When giving, please use the same name, including any suffixes (i.e. Jr., Sr., II or III) or your contribution number. Nicknames, titles, and last names only do not help us ensure proper credit given (i.e. Sister Smith, Elder Sims, etc.).
• If parents want their children’s giving to be included on their contribution statement, the parents’ name(s) or number should also appear on the envelope.
• Couples filing jointly should include both names on the contribution envelope.
• To update your personal information (i.e. name, address, marital status, etc.), please stop by the Administrative Office and fill out a Change of Information Form.

QUESTIONS & ANSWERS

HOW ARE OFFERINGS RECEIVED?
While offerings are at times received openly by church officers (i.e. during Sunday School or “special” offerings), members are encouraged to deposit their offerings in our coffers that are located in the main lobby of the church. These coffers provide a convenient and confidential means of giving unto the Lord. We believe that when we give discreetly and privately, God rewards us openly and publically (Matthew 6:4).

CAN I RECEIVE CHANGE FOR CASH OFFERINGS?
Yes. Anyone desiring “change” for cash offerings should inquire with an usher BEFORE depositing their gift into the coffers.

DO YOU ISSUE CONTRIBUTION STATEMENTS?
Yes. A Contribution Statement, also called a Year-End Letter, is a written document issued by the church verifying contributions received from a donor during the previous year. These statements are issued annually and are made available for pick up in the month of January. All statements not picked up from the Administrative Office by January 31st will be mailed out.

WHO DO I CONTACT REGARDING QUESTIONS ABOUT MY GIVING?
Anyone having questions regarding contributions should leave their contact information with the Administrative Office who will forward it to the Financial Clerk. The Financial Clerk will then contact you.
WHAT IS THE RETURNED CHECK POLICY?
Returned checks can wreak havoc on an organization’s financial records and cash flow. Before you deposit a check in the offering, make sure there are sufficient funds in your account to cover it. If a check is returned for non-sufficient funds, individuals will be contacted, either personally or by phone, and asked to cover an administrative fee of $16.00 plus any other bank fees associated with the returned check. The individual may then re-submit the check or simply pay the check amount.

WHAT IS THE “TRUTH PARTNER CLUB”?
Truth Partner Club (TPC) is a partnership between the committed donor and the ministry. The hallmark of this partnership is sharing the TRUTH of God’s word. Club members agree to regularly support the media ministry with their financial gifts, which allows the ministry to continue to provide services free of charge.

HOW DO I JOIN TPC?
Anyone desiring to become a TRUTH Partner Club Member must complete a TPC Registration Form online or at the distribution desk. A TPC Membership Card will then be issued to you. As a TPC member you are asked to commit to pray for this ministry and to sow a monthly contribution in support of the Word of God.
MEN’S DEPARTMENT

The primary purpose of the Men’s Department is to impact men’s lives through teaching, equipping and discipleship. The Men’s Department provides leadership and overall support to the church and its facilities. The responsibilities of the Men’s Department include, but are not limited to: mobilizing C.A.R.E. teams, training deacons, maintaining church grounds and hosting annual church events.

DEACONS
Deacons are "servants" that serve with both “head” and “hands.” Those recognized as Deacons are typically chosen to occupy positions of authority in the church, and through this role they relieve the pastor and elders of any responsibilities that would keep them from fulfilling their assignment (Acts 6:2-4). This ministry demands a high level of commitment, maturity and dedication (1 Timothy 3:8-13). Training is conducted throughout the year and plans are discussed on how to better carry out various responsibilities (i.e. offering collections, assisting in church ordinances, security, etc.).

C.A.R.E. TEAMS
The Men's Department is committed to mobilizing the following C.A.R.E Teams:

1. **EXTENDED Care Team** – This care team is established to Communicate to brothers who are displaced due to illness, college, military or job relocation. The goal of this team is to reach out and keep in touch with our distant brothers showing them that we still care even though they are not here.

2. **CARE Takers** – This care team is established to Attend to the beautification and care of our grounds and facility. This team is also responsible for negotiating contracts for scheduled maintenances.
3. **INTENSIVE Care Team** – This care team is established to **Restore** fallen brothers who may be struggling or straying away. The goal of this team to provide a lifeline for those in need of assistance and recovery.

4. **ACTIVE Care Team** – This care team is established to **Engage** men through natural and spirit-based programs (i.e. fellowships, sporting events, bible studies, father/son breakfasts, etc). The goal of this team is to coordinate events that will ensure that the men of HMC remain active and engaged.

**MEN’S ROUNDTABLE**
Six times a year, men will gather at the Roundtable to discuss various topics. Through relationship building and biblical teaching, these sessions are designed to uplift, sharpen and enhance men to be strong leaders in the home and the church.

**MONTHLY DUES**
All HMC Men are asked to share a monthly donation of $10.00 (which equals $120 for the year). The monthly dues that are collected assist in special projects throughout the year. Donations can be deposited within a Contribution Envelope. Simply write “Men’s Department Dues” on the OTHER line of the envelope and place it in the offering coffers or give it to the Men’s Chairman.
“Empowered Women for Purpose”

**OUR VISION** for this department, as the name implies, is to “Empower Women for Purpose”. God is calling for Spirit-filled and Spirit-led women who are well-informed, equipped, driven and inspired by the Word of God. To this end we will be mature women endeavouring to totally depend on God.

**OUR PURPOSE** is to go “Back to the Basics” according to Titus 2:3-5, by providing teaching, training, fellowships and activities that will minister to the total woman of all ages.

**OUR GOAL** is to create “a unified women’s department,” because “where there is UNITY, There is STRENGTH!”

The Women’s Department consists of the Director, Assistant Director, Senior and Executive Church Mothers, secretaries, treasurers and other appointed officers.

**DIRECTOR/ASSISTANT DIRECTOR**
The Director stands as the leader of the entire women’s department, who sets the vision and the plan for the women. The Pastor’s wife, who serves as Assistant Director, assists the Director with various tasks and responsibilities, and stands as the leader in the absence of the Director. The primary role of the directors is to set the overall vision of the Women’s Department. Both the Director and Assistant Director work in harmony with the Senior Pastor.

**SENIOR AND EXECUTIVE CHURCH MOTHERS**
These women were hand selected by the Senior Pastor and work closely with the Pastor’s wife and Women’s Director. They assist in teaching, training and building women of all ages. This quorum of women is trusted to give guidance to other women.
EXECUTIVE BOARD
This board is comprised of the Senior and Executive Church Mothers, secretaries, treasurers and other women selected to assist in setting the women’s agenda for the year. This board is the mouth-piece for communicating the Director’s vision and the ear-piece for listening to the concerns of the women.

AUXILIARIES
Auxiliaries function as the arms and feet of the Women’s Department, and their presidents function as liaisons for the directors. Auxiliary presidents also serve to rally women to corporate fellowships in lieu of planning separate meetings and events.

ELDERS, MINISTERS & DEACONS WIVES
We read in I Timothy 3:11....”wives must be grave, not slanderers, sober, faithful in all things.” These women serve along side their husbands and stand in support their husband’s calling and ministry.

MOTHER’S BOARD
Church Mothers play a very important role in the church. The Scripture declares that it is proper for the elder women to teach and train the younger women in the church (Titus 2:2-5). These women should be mature, spirit filled and full of Godly wisdom.

YWCC
The Young Women’s Christian Council is comprised of married and single women ages 18-45. This auxiliary reinforces the need for women to be prayerful, good homemakers and lovers of their families. This auxiliary also encourages young women to be active in the church.

CWC
The Christian Women’s Council is comprised of women married and single women ages 46 & up. This auxiliary continues the work of the Young Women’s Christian Council (YWCC) by equipping women to act as mentors to younger women.

PRAYER & BIBLE BAND
The Prayer and Bible Band is one of the oldest auxiliaries our church. Through the operation of this auxiliary, women are encouraged to build their spiritual lives through prayer and Bible study.
HOSPITALITY AND EXECUTIVE HOSPITALITY
The Hospitality and Executive Hospitality Committees are women trained to show kindness in preparing, serving and entertaining guests in the spirit of excellence. These committees work closely together in hosting guests during special events and services.

KITCHEN MANAGERS
Our kitchen is set up under the regulations and guidelines of the State of Michigan’s Health Department. The kitchen manager’s job is to maintain the standards set in place by the MHD to prevent violations or fines from occurring. The kitchen managers oversee all usage of the kitchen, and ensure that proper procedures are followed.

TRAINING INSTITUTE
This is the training arm of the Women’s Department. This institute conducts training periodically throughout the year and is available to women of all ages.

FELLOWSHIPS & RETREATS
The Women’s Department hosts various fellowships throughout the year. Some fellowships involve the entire church, while others are for a selected group. The Women’s Department also encourages women to participate in District and Jurisdictional events. Once a year HMC women retreat overnight at an off-site location. There is a staff that gathers information to plan and prepare for this event to take place. This retreat is usually held in the fall season.

MONTHLY DUES
Women who are apart of this department are asked to share a monthly donation of $10.00 for 10 months (which equals $100 for the year). The monthly dues that are collected assist in special projects throughout the year. Donations can be deposited within a Contribution Envelope. Simply write “Women’s Department Dues” on the OTHER line of the envelope and place it in the offering coffers or turn it into the Women’s Department financial secretary.
FINE ARTS DEPARTMENT

MUSIC MINISTRY
This ministry provides anointed praise, worship and music. They assist in leading the congregation into the presence of God through music and song. This ministry consists of singers and musicians who serve in weekly services and special events.

DRAMA TEAM
The HMC Drama team (a.k.a. Ekklessia Productions) brings biblical messages to life through skits and various other dramatizations. Productions are done periodically throughout the year. This ministry is open to members both young and old.

LITURGICAL DANCE TEAM
The HMC Liturgical Dance Team provides an alternative form of worship through dance and synchronized movement. This team is open to members both young and old.
MEMBERSHIP SERVICES

BIBLICAL GUIDANCE
Biblical guidance sessions are available to those seeking wisdom and direction during traumatic life changes such as: grief, divorce/separation, loss of employment, etc. These sessions are administered by our Senior Pastor and quorum of Elders. Sessions may be scheduled through the Administrative Office.

PRE/POST MARITAL ENRICHMENT SESSIONS
Pre Marital and Post Marital sessions are available for couples seeking marital advice. These sessions are scheduled through the Administrative Office. The church also provides Marriage Enrichment Seminars. These seminars are open to the general public.

COUPLES MINISTRY
The Couples Ministry is provided to help couples build healthy and lasting relationships through fellowships and other activities held throughout the year.

SENIORS MINISTRY
The Seniors Ministry provides fellowships and activities for senior saints ages 55 and up. “Saved, Sharp and Strong in the Golden Years” is the motto of this ministry.

SPECIAL EVENTS
Members desiring to host special events such as: weddings, receptions, birthdays, open houses, etc. must schedule them through the Administrative Office. Proper paperwork must be submitted, and all events are subject to approval and facility usage fees may apply.

PRAYER & VISITATION
“How Can We Go, Unless We Know?” The Prayer and Visitation ministry involves trained individuals who offer prayer and comfort to those who are in hospitals, residential homes, convalescent centers, prisons, jails and shelters. There is a prayer and visitation leader who works with a team who visits, prays and consoles those who are in need of comfort. If you are aware of someone needing a visit, please contact the Administrative Office with complete details.
C.O.N.N.E.C.T.
Connect is a service that seeks to Create Opportunities of Networking while Nurturing and Encouraging Communication and Togetherness. This is a support group offered to those who may be feeling disconnected or in need of direction/answers to questions regarding the ministry.

Bereavement Support
Experiencing the loss of a loved one is often the most difficult time for a family. Bereavement Support is a team consisting of concerned supporters who provide comfort and assistance to bereaved families. If a member experiences a death in their immediate family (i.e. spouse, children, parents) please notify the Administrative Office for assistance.

Baby Dedication
This service is provided to families who desire to dedicate their babies to the Lord. Baby Dedications are held annually during the Easter season. There is a mandatory class all parents must attend prior to having their child dedicated. Those interested in this service should visit the Administrative Office for application and additional information.

Baptism
Baptism is one of the two ordinances observed by our Church. Baptism is a service provided to those who have repented of their sins and accepted Jesus Christ as Lord and Savior. Baptisms are held on the first Sunday of the month. A mandatory class for baptismal candidates meets 1 week prior to the Baptismal service. Those desiring to be baptized should fill out a Baptismal form located in the Administrative Office.

Food Bank
Our food bank is a benevolence service which distributes food to needy families. This service is offered weekly to families in our community. Please contact the Administrative office for distribution dates and times.
CHRISTIAN EDUCATION
ADULT SUNDAY SCHOOL

SUNDAY SCHOOL SUPERINTENDENT
The Sunday School Superintendent oversees the Christian education of the adults of HMC. The primary function of this position is to make sure that the various classes offered by the Sunday School are organized, effective and growing in attendance. The following adult Sunday School classes are offered:

DISCIPLESHIP
This class focuses on the basics and fundamentals of the Christian faith. This class is open to all members.

STRAIGHT AHEAD
This class is designed for men and women ages 25 to 44.

FIRM FOUNDATION
This class is designed for men and women ages 45 to 59.

WOMEN OF VIRTUE
This class is designed for senior women ages 60 & up.

NOBLE ONES
This class is designed for senior men ages 60 & up.

ONE FLESH
This class is designed for married couples of all ages.

The following are special classes offered periodically throughout the year:

CRISIS MANAGEMENT
This class is designed to help individuals navigate through pressing problems and struggles.

PRACTICAL EVANGELISM
This class is designed to lay a foundation for leading individuals to Christ through practical applications. This class serves as the training arm for the Altar Care Team.

HOME SCHOOL
This class is designed to take Sunday School to those who are home-bound.
SUNDAY SCHOOL SUPERINTENDENT
The Sunday Superintendent oversees the Christian education of the youth of HMC. The primary function of this position is to make sure that the various classes offered by the Sunday School are organized, effective and growing in attendance. The following youth Sunday School classes are offered:

INTERMEDIATE SUNDAY SCHOOL
Mighty Ones (Ages 16-18):
Young Conquerors (12-15):

YOUTH SUNDAY SCHOOL
Young Warriors (Ages 9-11)
Kids of the King (Ages 6-8)
Chosen Ones (Ages 4-6)
Little Rascals (Ages 2-4)
EVOLVE
YOUTH MINISTRY

EVOLVE is a student ministry devoted to helping teens (ages 12-18) conform their lives into the image of Jesus Christ (Romans 8:29). EVOLVE is led by a youth pastor and is staffed with qualified spirit-filled youth leaders who teach young people biblical truths in practical ways.

“What does EVOLVE mean?”

Establish a relationship with God  Mark 1:15; Matt 6:33
Vacate the old way of Living  2 Cor. 5:17; Rom 8:9; Eph 4:22-24; Gal 2:20
Obey the Word of God  John 8:31-32; 14:21; 15:3, 10; 17:17
Love  Matt 5:44-46; I John 4:7-8; Gal 5:6
Value Authority  Col 3:20; Heb13:17; Eph 6:1
Equipped to Serve  Luke 24:49; Eph 6:11-18

PURELY EVOLVED
These are sessions designed specifically for young ladies ages 12-18. These sessions meet bi-monthly. Each session is designed to discuss issues that hinder young ladies from living a pure and separated life.

IRONWORKS
These are sessions designed specifically for young men ages 12-18. These sessions meet every fourth Sunday. Each session is designed to arm young men to resist the influences of a godless society and how to become “lights” and leaders in the world.
CHILDREN OF PROMISE
CHILDRENS MINISTRY

CHILDREN OF PROMISE  Children’s Ministry has services available for children ranging from 2 to 11 years old. Our Children’s Ministry strives to provide a structured environment that is safe, friendly and inviting.

MISSION STATEMENT
To develop a ministry in which children are intentionally sought, Biblically taught, and shown that they are loved a lot. This ministry strives to go by The 4 “C” Rule which stands for Consistency, Creativity, Care and Commitment.

OUR GOAL
To operate a successful functioning children’s ministry requires good leadership. Therefore, our goal is to ensure that this ministry is well organized, well equipped and well staffed. In simple words, the goal is STRUCTURE!

CLASSROOM DESCRIPTIONS
NURSERY/PARENT ROOM
This room is provided for parents/caregivers of INFANTS and young TODDLERS only. This is not a hangout room for teens or children. Instead, it is an area specifically designed for parents who need a place to go when babies are cranky or fussy during services. Closed circuit television of the main service is provided for your convenience. There is a diaper changing area located in the adjacent room.

TODDLER / PRE K & KINDERGARTEN
This room is for toddlers and small children ages 2 - 5 years old. From 11am – 1:15 pm toddlers rotate through various activity centers. These activity centers range from Bible Time Learning Center, Arts & Crafts Center, Snack Time Center, Music Center, Game/Free Time Center, and Video/DVD Center. Each class will be equipped with a mature qualified volunteer staff that is ready to serve your child(ren).

CHILDREN’S CHURCH – “BUILDING THE ROCK”
Our Children’s Church is a ministry with a Solid Foundation. It is open to children ages 6 - 11. From 11am—1:15pm children experience a time of worship geared to their level. They are also times Bible study, activities and games!
SUNSHINE BAND
This is for ages 4 - 12 years. Sunshine Band meets every 2nd and 4th Friday evenings during Bible study times. Various well prepared lesson plans are shared with children. In addition, they host other events, outings and activities throughout the year.

HEALTH, SAFETY & DISCIPLINE
Children who have a contagious illness or exhibit signs of sickness (i.e. fever, diarrhea, vomiting, red or discharging eye, earache, or a suspicious looking rash) should not attend children’s services or activities. If your child becomes ill or unruly during children’s service, he/she will be isolated from the group and your number will be displayed on the sanctuary screens. If your child’s number appears on the screen, you should report to their child’s classroom IMMEDIATELY. If an accident occurs, the teacher will fill out an accident report detailing the incident. Parents will be given a copy of this report and asked to sign it for verification. A copy of the report will remain on file.

VOLUNTEER MISCONDUCT/SEXUAL ABUSE
We will provide a safe, orderly environment for children to praise, worship and learn about God. We encourage volunteers to behave with care at all times. We do not condone volunteers acting in an inappropriate manner such as: screaming, threatening, touching or hitting children.

CHILD ABUSE & SEXUAL ABUSE REPORTING
If a child under 18 alleges any abuse to any volunteer we are obligated to investigate the matter and report it to the proper authorities. This includes improper sexual touching, unusual and extreme bruising and bumps that appears on any part of a child; especially if noticed consistently.
MEMBERSHIP

HOW DO I BECOME A MEMBER?

Although, it is popular to have some sort of membership procedure, our procedure is not like most. We understand that it is the Holy Spirit’s job to make men members of the Body of Christ (1 Corinthians 12:13) and it is our job to receive them into the visible Church (Romans 15:7). Biblical history teaches that when the apostles preached in different cities they who believed their word “consorted” or clung to them (Acts 17:4). Soon they found a meeting place and regularly met for mutual spiritual edification. This became the framework of the local church. A local church is an assembly of believers walking by the same rule, sharing the same faith and fearing the One God.

If you feel that God is leading you to identify yourself with this local church, we would like to receive you into our family. Stop by the Administrative Office and complete a Welcome to the Family form. This is a simple form containing basic information about yourself that will help us to learn more about you. Please fill out this form and return it to the Administrative Office. A representative from C.O.N.N.E.C.T. will contact you to set up a meeting.

In the meantime, we invite you to join our Discipleship Class that meets every Sunday morning at 10 AM in the Executive Conference Room (adjacent to the main restrooms). This class is taught by our Senior Pastor and provides him an opportunity to personally get to know you. We also encourage new members to attend our mid-week services. We also recommend that new members “hang around” a few minutes after each service. This gives you an opportunity to become acquainted with fellow members and saints.
MINISTRY INVOLVEMENT

HOW DO I GET INVOLVED?

We strongly believe that “We are Saved to Serve,” and that participation from everyone is necessary for the edification of the body of Christ (Ephesians 4:16). If you are not presently involved in ministry, then we encourage you to visit the Administrative Office and fill out a Ministry Involvement Form. This form will be given to a C.O.N.N.E.C.T. representative who will review your information and contact you regarding the details of your assignment. Prior to getting involved, you are expected to be...

1. Born-again, with a maturing and growing relationship with the Lord.

2. Committed to serving in a spirit of love and excellence at all times.

3. Living a lifestyle that is consistent with Christian principles. For example, you must be free from all open forms of immorality (i.e. fornication, adultery, pornography, alcohol/tobacco/drug abuse) or any other activity that might bring a reproach upon Christ or His Church.

Note: If you are unsure whether an activity is deemed immoral or “inappropriate,” share this with a C.O.N.N.E.C.T. representative when they meet with you.
SANCTUARY ETIQUETTE

As believers we often attend our place of worship and forget the main reason we are here. After a while it may become a social meeting place and the reverence for the sanctuary is lost.

Ecclesiastes 5:1 states, “Keep thy foot when thou goest to the house of God…” This is a clear and unmistakable warning to us who worship in His presence that we are to be cognizant of the place in which we are worshipping.

Below are just a few tips that will help us to maintain order and reverence within the sanctuary:

• Respect the Ushers. Allow them to seat you.

• Refrain from walking during services. Constant walking/moving can be a distraction to other worshippers.

• If you have young children or if you may have to leave the service early, you should sit toward the back and close to the aisle. This will allow you to leave without interrupting other worshipers.

• Conversations with other worshipers, including passing notes, should take place before or after the service.

• Turn off all cell phones and other devices. It is disrespectful to others when an electronic device makes noise during the service. If you have a situation that requires you to keep your electronic device on, turn it on silent or vibrate and answer it outside if needed.

• When there is no Children’s or Youth Church, please have your children/teen sit with you and remain quiet. All children/youth 18 years or younger must be seated with an adult while in the sanctuary. Electronic games, texting, playing etc. are not permitted in the sanctuary during service.

• There is a nursery room area for parents to take young children who may be fussy during service. Closed Circuit TV of the service is available in the nursery area for your convenience.
• Please dress appropriately for services. Tight and/or revealing clothes are better left away from the church.

• All eating and drinking is to be done in the Fellowship Hall area. Eating is prohibited in the sanctuary.

• During inclement weather, if you should have a baby stroller or another wheeled device be conscious to pause and wipe off the wheels. This will prevent mud or dirt from tracking through the building.

Although this list is not inclusive, we encourage you to follow the guidelines of the church. If at anytime you should have questions or concerns, please do not hesitate to see our church Administrator.
ANNOUNCEMENT PROCEDURES

Prior to setting your event date, you must receive clearance through the Administrative Office.

SUNDAY AND TUESDAY
Announcements on these days must be submitted on an Announcement Form and turned in to the Administrative Office at least 2 weeks prior to the scheduled event. Due to the fact that services are recorded live on these days, announcements will only be read if it pertains to the entire church body, the entire women’s department or the entire men’s department.

FRIDAYS
These days are for any in-house announcement. However, an Announcement Form must still be completed and turned into the Administrative Office so information may be available on file for those inquiring about the event. Fridays are a time where any announcement, big or small, can be made by any group, auxiliary, department or appointed representative.

To limit the number of announcements, we encourage the leaders to place phone calls, send emails or text message reminders to inform individuals about an upcoming event that only pertains to their particular group.

FLYERS
If you are inviting others, please feel free to create flyers for distribution. All flyers need to be submitted to the Administrative office for approval prior to distributing. Please allow 1 week for review.

Any announcement that needs to be added to the church website must be submitted to the Administrative Office so it can be given to the Web Master.

Unless, it is an extreme emergency, handwritten notes will not be accepted on service days. If it is an extreme emergency that may need immediate attention, please contact the Administrative Staff with details.

The ministry reserves the right to limit the scope of your announcement.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 8th</td>
<td>Focus Meeting</td>
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</tbody>
</table>
| January 15th    | GLF Unity Meeting  
|                 | Time: 12PM-2PM  
|                 | Location: Kingdom Int’l COGIC                                        |
| January 23rd    | HMC Women's Dept Set Up Mtg  
|                 | Time: 8:30AM-10AM                                                    |
| February 5th    | Progressive Dist. Women's Symposium  
|                 | Time: 11AM-3PM  
|                 | Location: HMC                                                       |
| February 6th    | Men's 'Super Sunday' - 4PM                                           |
| February 12th   | GLF Unity Meeting - Women in Red  
|                 | Time: 12PM-2PM  
|                 | Location: Word of Truth COGIC                                        |
| February 13th   | Women's Dept Fellowship - 5PM                                        |
| February 27th   | Youth Black History Program - 5PM                                    |
| March 15th-18th | Early Rain Spring Conference                                        |
| March 20th      | GLF Official Day                                                     |
| April 2nd       | Men's Round Table - 9AM                                              |
| April 10th      | Women's Dept Fellowship - 5PM                                        |
| April 16th      | GLF Unity Meeting  
|                 | Time: 12PM-2PM  
|                 | Location: Prayer Chapel COGIC                                        |
| April 17th      | Palm Sunday - Baby Dedication                                        |
| April 24th      | COP Easter Program  
|                 | Easter Production                                                    |
| May 1st         | Pastoral Anniversary                                                 |
| May 8th         | Mother's Day - Crowns of Glory                                       |

*All dates and times are subject to change*
<table>
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<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>MAY 21&lt;sup&gt;ST&lt;/sup&gt;</td>
<td>GLF UNITY MEETING – MOTHERS SEND-AWAY</td>
<td>12PM – 2PM</td>
<td>EL-SHADDAI COGIC</td>
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<tr>
<td>MAY 30&lt;sup&gt;TH&lt;/sup&gt; – JUNE 3&lt;sup&gt;RD&lt;/sup&gt;</td>
<td>INT'L WOMENS CONVENTION</td>
<td></td>
<td>DALLAS, TX</td>
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<tr>
<td>JUNE 4&lt;sup&gt;TH&lt;/sup&gt;</td>
<td>HMC MENS ROUND TABLE</td>
<td>9AM</td>
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<tr>
<td>JUNE 18&lt;sup&gt;TH&lt;/sup&gt;</td>
<td>GLF UNITY MEETING</td>
<td>12PM – 2PM</td>
<td>ABUNDANT LIFE COGIC</td>
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<td>EVOLVE &amp; COP YOUTH EXPLOSION</td>
<td>5 PM</td>
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<tr>
<td>JULY 10&lt;sup&gt;TH&lt;/sup&gt;</td>
<td>WOMENS DEPT FELLOWSHIP</td>
<td>5 PM</td>
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<tr>
<td>JULY 16&lt;sup&gt;TH&lt;/sup&gt;</td>
<td>GLF UNITY MEETING</td>
<td>12PM – 2PM</td>
<td>HMC</td>
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<tr>
<td>JULY 29 - 30&lt;sup&gt;TH&lt;/sup&gt;</td>
<td>FAMILY CAMP OUT</td>
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<tr>
<td>AUGUST 6&lt;sup&gt;TH&lt;/sup&gt;</td>
<td>HMC MENS ROUND TABLE</td>
<td>9 AM</td>
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<tr>
<td>AUGUST 10&lt;sup&gt;TH&lt;/sup&gt; – 13&lt;sup&gt;TH&lt;/sup&gt;</td>
<td>HIDDEN TREASURES</td>
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<tr>
<td>AUGUST 15&lt;sup&gt;TH&lt;/sup&gt; – 19&lt;sup&gt;TH&lt;/sup&gt;</td>
<td>HOLY CONVOCATION LATTER RAIN</td>
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<tr>
<td>AUGUST 21&lt;sup&gt;ST&lt;/sup&gt;</td>
<td>GLF OFFICIAL DAY</td>
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<td>SEPTEMBER 13&lt;sup&gt;TH&lt;/sup&gt; – 15&lt;sup&gt;TH&lt;/sup&gt;</td>
<td>JURISDICTIONAL WOMENS CONVENTION</td>
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<td>ANDERSON MEMORIAL</td>
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<tr>
<td>OCTOBER 1&lt;sup&gt;ST&lt;/sup&gt;</td>
<td>HMC MENS ROUND TABLE</td>
<td>9AM</td>
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<tr>
<td>OCTOBER 7&lt;sup&gt;TH&lt;/sup&gt; – 8&lt;sup&gt;TH&lt;/sup&gt;</td>
<td>WOMENS RETREAT WEEKEND</td>
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<tr>
<td>OCTOBER 15&lt;sup&gt;TH&lt;/sup&gt;</td>
<td>GLF UNITY MEETING</td>
<td>12PM – 2PM</td>
<td>HMC</td>
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<tr>
<td>DECEMBER 3&lt;sup&gt;RD&lt;/sup&gt;</td>
<td>HMC MEN’S ROUND TABLE</td>
<td>9AM</td>
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</tbody>
</table>
DECEMBER 10TH WOMENS DEPT END OF THE YEAR FELLOWSHIP
DECEMBER 16TH FAMILY NIGHT CHRISTMAS PARTY
DECEMBER 18TH COP CHRISTMAS PROGRAM
DECEMBER 25TH CHRISTMAS DAY SERVICE
DECEMBER 31ST NEW YEARS EVE SERVICE

*ALL DATES AND TIMES ARE SUBJECT TO CHANGE*
2011 LEADERS

SENIOR PASTOR
ELDER ERIC C. BOGAN

PASTOR'S WIFE
LADY KARLEEN S. BOGAN

MINISTERIAL STAFF
ELDERS/MINISTERS

ADMINISTRATIVE STAFF
CHURCH ADMINISTRATOR

ADMINISTRATIVE SECRETARY

WEB SITE MASTER

TECH SUPPORT
# WEEKLY SERVICE TEAMS

<table>
<thead>
<tr>
<th>Team Name</th>
<th>Team Leader</th>
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<tbody>
<tr>
<td>Nurses Guild</td>
<td></td>
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<tr>
<td>Team Leaders</td>
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<tr>
<td>Usher Board</td>
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<tr>
<td>Captains</td>
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<tr>
<td>Greeters</td>
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<tr>
<td>Captains</td>
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<tr>
<td>Media Ministry</td>
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<tr>
<td>Production Director</td>
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<td>Distribution Manager</td>
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<tr>
<td>Incessory Prayer Leaders</td>
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<tr>
<td>Altar Guild</td>
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<tr>
<td>Communion Adjutant</td>
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<tr>
<td>Adjutant Assistant</td>
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<tr>
<td>Coordinators</td>
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<tr>
<td>Altar Care Team</td>
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<tr>
<td>Leader</td>
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</tbody>
</table>

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COURTESY OFFICERS
TRAFFIC TEAM CAPTAIN
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BUILDINGS SECURITY CAPTAIN
____________________

DEPARTMENTS

FINANCE DEPARTMENT
CHIEF FINANCIAL OFFICER
____________________

FINANCIAL OFFICERS
____________________
____________________
____________________

FINANCIAL CLERK
____________________

ASSISTANT FINANCIAL CLERK
____________________

MEN’S DEPARTMENT
CHAIRMAN
____________________

OFFICERS
____________________
____________________
____________________
____________________

WOMEN’S DEPARTMENT
DIRECTOR
MOTHER DIANNE M. BOGAN

ASSISTANT DIRECTOR
FIRST LADY KARLEEN S. BOGAN

SENIOR CHURCH MOTHER
____________________

EXECUTIVE CHURCH MOTHERS
____________________
SECRETARY

SECRETARY

TREASURER

EXECUTIVE BOARD

WOMEN’S DEPARTMENT AUXILIARY LEADERS
ELDERS & MINISTERS WIVES
PRESIDENTS

DEACONS WIVES
PRESIDENTS

MOTHER’S BOARD
PRESIDENTS

YWCC
PRESIDENTS

CWC
PRESIDENTS
PRAYER & BIBLE BAND
PRESIDENTS

EXECUTIVE HOSPITALITY
PRESIDENTS

HOSPITALITY
PRESIDENTS

KITCHEN
MANAGERS

TRAINING INSTITUTE
DEAN

FINE ARTS DEPARTMENT
MUSIC DIRECTOR

DRAMA DIRECTOR

LITURGICAL DANCE DIRECTOR

CHRISTIAN EDUCATION

ADULT SUNDAY SCHOOL
SUPERINTENDENT

TEACHERS
DISCIPLESHIP

STRAIGHT AHEAD

FIRM FOUNDATION

WOMEN OF VIRTUE
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CRISIS MANAGEMENT

PRACTICAL EVANGELISM

HOME SCHOOL

INTERMEDIATE /YOUTH SUNDAY SCHOOL
SUPERINTENDENT

TEACHERS

MIGHTY ONES

YOUNG CONQUERORS

YOUNG WARRIORS

KIDS OF THE KING

CHosen ONES

LITTLE RASCALS
YOUTH MINISTRY

EVOLVE
YOUTH PASTOR

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YOUTH CHAIRLADY

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CHILDREN’S MINISTRY

CHILDREN OF PROMISE
DIRECTORS

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MEMBERSHIP SERVICES

COUPLES MINISTRY
COORDINATORS

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SENIORS MINISTRY
COORDINATORS

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PRAYER & VISITATION
LEADER

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C.O.N.N.E.C.T.
TEAM LEADERS

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BEREAVEMENT SUPPORT
TEAM LEADERS

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FOOD BANK
COORDINATOR

____________________
MINISTRY DISCLAIMER

The information contained within this Handbook is compiled for the purpose of educating and training this local body of believers. The detailed policies and procedures are established SOLELY for Harris Memorial Church of God in Christ. We do not condone the reprinting of this Handbook to be used in any way that will add conflict with the set order of any other COGIC Policies and Procedures.
Ministry Information Handbook 2011

HARRIS MEMORIAL CHURCH OF GOD IN CHRIST
“Teaching the Truth & Showing the Love”
Pastor Eric C. Bogan
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Office: (810) 743-5325  Fax: (810) 743-8065
Website: www.HarrisMemorialCOGIC.org