

CHURCH OF THE LIVING GOD INTERNATIONAL, INC.  
International Missions Department



Church of the Living God International, Inc.  
M I S S I O N S

# International Missions Procedure Manual

INTERNATIONAL MISSIONS DEPARTMENT

# **International Missions Procedure Manual**

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**CHURCH OF THE LIVING GOD  
INTERNATIONAL, INC.  
INTERNATIONAL MISSIONS DEPARTMENT  
MISSION STATEMENT**

**OUR COMMITMENT**

The Church of the Living God International, Inc. Missions Department has been commissioned by the True and Living God to propagate the Gospel of Jesus Christ throughout the world, under the leadership of Dr. Joseph White, Founder and Presiding Bishop of the Church of the Living God International, Inc.

**To Promote Unity** - while building up and establishing the Local Churches, Jurisdictions and Foreign Mission Fields.

**To Support Spiritually** - by ministering prayer, teaching and preaching the Holy Scriptures.

**To Support Financially** - through monetary donations for the structural building of churches on foreign/home soil and reasonable expenses for the Home/Foreign Missions Clergy.

**To Support Materially** - through the giving of supplies, clothing, food, etc.

**To Support Physically** - by visiting the Home/Foreign Mission Fields established under the Church of the Living God International, Inc. to bring spiritual knowledge and understanding of the word of God and by being an example of one whose lifestyle is that of presenting one's body as a temple holy unto God.

## **REQUIREMENTS AND FUNCTIONS OF THE MISSIONARY DEPARTMENT**

**REQUIREMENTS** – Missionaries must be saved, in good standing with their Bishop, Jurisdictional Missions Director, Pastor, Local Missions Director and church, obedient to those who have rule over them, faithful in church and Christian Education attendance, supportive of the local church, jurisdiction, and the Church of the Living God International, faithful tithe payers, of good Christian conduct as becoming Holiness, able to witness to the unsaved and cause them to come to Christ, willing to help others in need of care or services. Uses the title of a Licensed Missionary (See page 43).

**FUNCTIONS** – The Missions Department shall look after the welfare and the charitable work of the CLGI and help to raise money for the local and foreign mission work.

**PURPOSE** – The Missions Department shall perform the following: raise funds to support the Foreign and Home Mission Work; enhance the spiritual growth and development of each missionary in mission work; provide the education and training of missionaries for new local and foreign churches; develop special programs, seminars, fundraisers, hospitality, and services for the spiritual and financial needs of mission work.

**CONFERENCE** – The Church of the Living God International Missions Conference is held in September. The location will generally be announced by the close of the previous Missions Conference.

**MISSIONARY SERVICE** – Church Services will be conducted by the Local Missionary Department once a month (at the discretion of the Pastor). Missionaries will be used by the Holy Spirit to minister in different capacities of the service such as opening prayer, scripture, offering, singing, and preaching.

**OFFICER NOMINATIONS** – Nominations for officers are conducted every two years to prevent stagnation within the missionary department. Nominations may be appointed and the final decision as to who will be the incumbent, by the Presiding Bishop for International positions, by the Jurisdictional Bishop for jurisdictional positions, and by the Local Pastor for local positions, along with the missionary body. Only licensed missionaries in good standing participate in the voting process. The unanimous vote will occupy that office. Officers at all levels should review qualifications and responsibilities to ensure compliance.

## **MISSIONS FINANCIAL OBLIGATIONS**

**FINANCES** – Each Missionary and Junior Missionary is responsible for paying all dues and assessments as established by the Church of the Living God International, Incorporated and the National Home/Foreign Mission Departments for the financial support of missions work.

Annual Dues for each missionary are due August 1<sup>st</sup>; the amount is to be designated by the International Director of Missions.

**ANNUAL ALLOTMENTS** – Annual allotments are used to support the National Home/Foreign Mission work. If necessary, it can be used for a portion of the Presiding Bishop's travel expenses, a CLGI Missions Officers' expenses (deposits for buses, airlines, hotels, etc.), or conference expenses (cards, flowers, certificates, plaques, programs, etc.) International Allotments are priority for the local churches.

1. Each church established less than one year is required to give a love offering as its allotment.
2. Each church established one to two years is required to give an allotment of \$100.00.
3. Each church established two years, or more, is required to give an allotment of \$200.00.
4. Bible studies are not required to give any amount, but they may participate in Fundraisers or any jurisdictional activities to promote unity at the invitation of the local church's Missions Department.
5. All allotments and individual dues can be paid monthly to the International Missions Department. Final payments are due no later than August 1<sup>st</sup> of each year. This allows time to prepare any financial charts for the International Missions Conference.

\*\*The amount of monies required is subject to change.

### **INDIVIDUAL DUES**

1. Adult Missionaries (Ages 18 and up) - Annual dues are \$15.00 per licensed missionary.
2. Junior Missionaries (Ages 12-17) - Annual dues are \$5.00 per licensed missionary.

**All monies are to be sent to the Jurisdictional Director who will, in turn, forward all monies to the International Missions Department.**

# **INTERNATIONAL MISSIONS DEPARTMENT OFFICIALS**

**International Director of Missions  
International Assistant Director of Missions  
International Missions Financial Secretary  
International Missions Treasurer  
International Missions Secretary  
International Missions Seminar Coordinator  
International Junior Missions Coordinator**

**ALL INTERNATIONAL MISSIONS OFFICIALS MUST BE  
LICENSED MISSIONARIES AND ARE SELECTED BY THE  
PRESIDING BISHOP**



# **DUTIES AND RESPONSIBILITIES OF EACH INTERNATIONAL OFFICE**

## **INTERNATIONAL DIRECTOR OF MISSIONS**

Functions of the Director of the International Missions Department for the Church of the Living God International, Inc.:

1. Assists in the development of international missionary departments; Acts as liaison to mission field officials, jurisdictional directors, and local missions director; coordinates large multi-functional projects to develop programs and fundraisers for the foreign field.
2. Builds relationships within the international missions department, and supplies information and assistance to the Board of Bishops and Jurisdictional Directors of Missions.
3. Coordinates all missionary functions with the Board of Bishops.
4. Manages annual budget of designated amounts.
5. Oversees the distribution of funds for foreign field clergy, construction cost for church buildings, housing allowances and repairs; responsible for providing invitation letters to the foreign field saint's jobs or the embassy to attend the General Assembly or any other meeting they may need to attend in the USA.
6. Coordinates missions' projects in eight jurisdictions worldwide.
7. Trains and supervises jurisdictional missions' directors and executive board members.
8. Evaluates ideas and suggestions for new programs submitted; Investigates the opportunities and effects on the present programs and fundraising processes; Recommends any necessary changes to improve, accept or reject proposals presented.
9. Conducts International fundraisers to build, develop and support churches on foreign field soil and the United States.
10. Orchestrates and heads the Annual International Missions Conference; Orchestrates and heads the Annual International Missions Conference Planning Meeting (see appendix pages 43-47)
11. Attends all Jurisdictional Missions Meetings as an International Official.

12. Travels extensively throughout the Church of the Living God International to promote and establish missions departments.
13. Makes visits to all new churches.
14. Develops rules, regulations and procedures governing the International Missions departments. Writes and revises by-law.
15. Perform any miscellaneous duties required.

## **INTERNATIONAL ASSISTANT DIRECTOR OF MISSIONS**

Functions of the Assistant Director of the International Missions Department for the Church of the Living God International, Inc.

1. Receives all letters, financial information, checks, etc. from the jurisdictions and makes copies and files in the designated folders by each Friday; submits one copy to the International Director of Missions.
2. Announces all upcoming conference information at each meeting/service.
3. Oversees the Jr Missionary Program and its procedures with the lead Jr Missions coordinator.
4. Copies and files all reimbursement check requests and accompanying receipts in a designated notebook by the following Friday, with a copy to be submitted to the International Director.
5. Travels in the stead of the International Director of Missions when necessary.
6. If the International Director of Missions is unable to carry out their duties, the International Assistant Director of Missions will perform all responsibilities of the International Director of Missions.
7. Performs miscellaneous additional duties as needed.

## **INTERNATIONAL MISSIONS FINANCIAL SECRETARY**

Functions of the Financial Secretary of the International Missions Department for the Church of the Living God International, Inc.

### 1. Monthly Duties:

- a. Oversee the online financial reporting process.
- b. Work with the International Missions Treasurer to monitor income and expense levels.
- c. Encourage Jurisdictional Missions Directors to review monthly financial transactions via the online financial accountability forms for their jurisdictions.
- d. Troubleshoots and answers questions related to the online reporting process.
- e. Provides training for the online financial reporting process and creates online financial forms and reports for the department.
- f. Work with the International Missions Treasurer reviewing and assisting in the reconciliation of financial transactions.
- g. Provides feedback relevant to payments received/not received.
- h. Work with International Missions Treasurer to rectify any discrepancies.
- i. Audit bank statements and identify any discrepancies.

### 2. Annual Duties:

- a. Assist in the preparation of the International Missions business meeting held during the General Assembly.
- b. Help establish annual budgetary process.
- c. Collaborates with the International Missions Treasurer and provides financial reports to the International Missions Board, Jurisdictional Missions directors and the CLGI Board of Directors during the annual General Assembly.
- d. Create an update electronic financial forms for the upcoming year.

### 3. Missions Conference Responsibilities:

- a. Assist Intl Missions Treasurer with validating offerings, registrations, banquets, and other financial transactions.
  - b. Make sure all envelopes are keyed into financial system, and check balances.
  - c. Assist with making bank deposits.
  - d. Responsible for conference financial reconciliation process.
  - e. Provide conference financial report to International Director of Missions.
4. Requirements to be an International Missions Financial Secretary:
- a. In good standing with CLGI.
  - b. Pay tithes & all assessments.
  - c. Attend a CLGI Church Financial Seminar.
  - d. Have a proven understanding of Church Accounting Principles.
  - e. Have a proven understanding of (Offering Process)
  - f. Have a proven understanding of the Budgetary Process.
  - g. Have a proven understanding of Financial Statement reporting and analysis.

## **INTERNATIONAL MISSIONS TREASURER**

Functions of the Treasurer of the International Missions Department for the Church of the Living God International, Inc.

1. Maintain accurate records of monies received and disbursed during the year and post in the designated books and make deposits.
2. Submit all receipts and reimbursements for travel and hotel expenses with a requisition form to the financial office (includes requests for anniversary money, Christmas gifts, Presiding Bishop's birthday, etc.)
3. Submit a quarterly financial report to the Financial Secretary.
4. Deposit all monies received during weekly worship services and posts the information on the system by the following Friday.
5. Facilitate the disbursement of all monies to the foreign missions field quarterly; report the appropriate amounts to a designated international financial officer who, in turn, either wires the funds to the foreign field or makes a check payable to them; make copies of all checks and wire transfer sheets for the foreign field and file in their designated folders by the following Friday, with copies to be submitted to the Presiding Bishop, the International Director of Missions, the Assistant Director of Missions and the Financial Secretary;
6. Submit a printout of the Missions Department financial report on the **first Friday of each month**, with a copy each to be submitted to the Presiding Bishop, the International Director, the Assistant Director, and the appropriate file.
7. Provide receipts for individuals who have made financial contributions to the Missions Department during its annual conference and throughout the year.
8. Complete the disbursement request form each time funds need to be disbursed for reimbursements, special monetary donations, gifts, or assistance. The form will then be submitted to the CLGI Int'l Treasurer to process the check.
9. Requirements to be an International Missions Treasurer:
  - a. In good standing with the Church
  - b. Pay Tithes and Assessments
  - c. Attends a CLGI Church Financial seminar.
  - d. Have a proven understanding of Church Accounting Principles
  - e. Have a proven understanding of Organizational Development (Offering Process)
  - f. Have a proven understanding of the Budgetary Process
  - g. Have a proven understanding of Financial Statement reporting and analysis.
10. Performs miscellaneous additional duties as needed.

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## **TREASURER PROCEDURES TO INTERNATIONAL AND JURISDICTIONAL LEVELS**

The allotments and the individual Missionary dues are received by mail.

### **Deposits:**

The mail is opened by the Assistant Director of Missions, who makes copies of the information.

1. A copy is placed in the Int'l Missions department file under the correct jurisdiction.
2. The information is then given to the treasurer to process.
3. The check or money order amount is to be entered on a deposit slip. **(According to the CLGI procedures for deposits) In the International deposit book...On the side of the deposit slip, it is listed as an Int'l Missions Deposit...The name, check number, and the abbreviation of what it's for is listed as an entry on the deposit slip.**
4. All deposits should be made the same night that they come in.
5. The information for the deposit is then listed in the International Journal Book as a journal entry. (According to the CLGI procedures).
6. Research and resolve financial transaction gaps submitted by departments or realized on monthly bank statement and monthly debit card statement.

\*\*\*These deposits include allotments, dues, Director's travel reimbursements, and any other special funds being raised for the Int'l Missions Department.

See attached form letter for Treasurer

**Disbursement Request Form Letter:** The Missions Treasurer will fill out the following form letter each time funds are requested to be disbursed reimbursements, special monetary donations, gifts, or assistance, etc.

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## DISBURSEMENT REQUEST FORM

Actual\* Date Submitted: \_\_\_\_\_

Church Departments and Auxiliaries

\_\_\_\_\_ Church of the Living God International, Inc.

\_\_\_\_\_ Office (Specify \_\_\_\_\_ )

\_\_\_\_\_ Pool of Bethesda CLGI

\_\_\_\_\_ Brotherhood

\_\_\_\_\_ First Jurisdiction CLGI

\_\_\_\_\_ Christian Education

\_\_\_\_\_ Other (Specify) \_\_\_\_\_

\_\_\_\_\_ General Assembly ( \_\_\_\_\_ )

\_\_\_\_\_ General Church ( \_\_\_\_\_ )

\_\_\_\_\_ Elect Ladies

\_\_\_\_\_ Missions

\_\_\_\_\_ Youth and Young Adult

\_\_\_\_\_ Choir – Adult

\_\_\_\_\_ Choir – Youth

\_\_\_\_\_ Choir – Senior

\_\_\_\_\_ Media

\_\_\_\_\_ Nursery

\_\_\_\_\_ Publication

\_\_\_\_\_ Usher Board

\_\_\_\_\_ Other (Specify \_\_\_\_\_ )

Comment Section:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date to be Issued: \_\_\_\_\_

Disbursement Type:

Check Number: \_\_\_\_\_

Check \_\_\_\_\_

Cash \_\_\_\_\_

Transfer \_\_\_\_\_ (Note: Box checked is the Department/Auxiliary to be charged and “Payable To” is the Department to be credited)

PAYABLE TO: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Department Treasurer: \_\_\_\_\_

*Signatures from TWO officers are required.*

NOTE: Requester understands that payment is issued as follows: Request(s) submitted on or before Tuesday by 9:00 P.M. will be issued on the upcoming Friday by close of service. Request(s) submitted on or before Friday by 9:00 P.M. will be issued on the upcoming Tuesday by close of service. If request is withdrawn and resubmitted, follow procedures under “NOTE:”

CLGI Disbursement Form (Rev. 2/09)

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## **INTERNATIONAL MISSIONS SECRETARY**

Functions of the Secretary of the International Missions Department for the Church of the Living God International, Inc.

1. Attends all Missionary meetings and conferences and records minutes; (a designated assistant may assume or aid in responsibility during the Intl Missions Conference)
2. Sends each International Missions Officer and Jurisdictional Director of Missions a copy of the minutes within two weeks of all meetings.
3. Disseminates information pertaining to any functions/meetings/conferences, allotments, donations, trips, changes, programs, etc. that the missionary department may be involved in.
4. Keeps record of the International Director's and Assistant Director's visitation schedule; determines which churches have or have not had an initial visit and seminar from the Director or Assistant Director; schedules dates for visitation to new churches.
5. Distributes letters, thank you, and funeral correspondence.
6. Attend called meetings and prepares all mailings.
7. Drafts and distributes all International Missions letters and e-mails within three days after creation or request, with a copy each to be submitted to the Presiding Bishop, the International Director, the Assistant Director, and the appropriate file.
8. Contacts Jurisdictional Missions Directors as necessary.
9. Performs miscellaneous additional duties as needed.

## **INTERNATIONAL MISSIONS SEMINAR COORDINATOR**

Functions of the Seminar Coordinator of the International Missions Department for the Church of the Living God International, Inc.

1. Manage online seminars
2. Work with the International Director of Missions by providing seminar requests for review and approval.
3. Coordinates seminars once approved.
4. Provides online support for seminar attendees.
5. Creates and manages seminar forms.
6. Manages the International Missions seminar calendar and mailbox.
7. Provides training as needed on Office365 to aid in seminar accessibility.

## **INTERNATIONAL JUNIOR MISSIONS COORDINATOR**

Functions of the Junior Missions Coordinator of the International Missions Department for the Church of the Living God International, Inc.

1. Provides seminars to Junior Missionaries as needed.
2. Contacts Jurisdictional Junior Missionary Representatives as necessary.
3. Performs duties as needed to facilitate suggested Jr Missionary projects.
4. Performs miscellaneous additional duties as needed.

# **JURISDICTIONAL MISSIONS DEPARTMENT OFFICIALS**

**Jurisdictional Director of Missions  
Jurisdictional Assistant Director of Missions  
Jurisdictional Missions Financial Secretary  
Jurisdictional Missions Secretary  
Jurisdictional Missions Treasurer**

**ALL JURISDICTIONAL MISSIONS OFFICIALS MUST BE  
LICENSED MISSIONARIES AND ARE SELECTED BY THE  
JURISDICTIONAL BISHOP**

## **DUTIES AND RESPONSIBILITIES OF EACH JURISDICTIONAL OFFICE**

### **JURISDICTIONAL DIRECTOR OF MISSIONS**

Functions of the Jurisdictional Director of Missions for the Church of the Living God International, Inc.

1. Introduces CLGI International Missions Department information to all new and established missionaries in the Jurisdiction in the following areas:
  - a. The Purpose
  - b. The Process
  - c. The Officials
  - d. The Conferences
  - e. The Rules/Regulations/Dues/Responsibilities/Qualifications and Expectations
  - f. The Missions in the Home/Foreign Field.
2. Builds relationships within the jurisdiction's local missions departments; Supplies information and assistance to the Jurisdictional Bishop and Local Missions Directors in a timely manner.
3. Coordinates all missionary functions with Jurisdictional Bishop.
4. Manages annual jurisdictional budget and oversees the annual distribution of funds.
5. Trains and supervises Local Missions Directors.
6. Evaluates ideas and suggestions for new programs submitted; Investigates the opportunities and effects on the present programs and recommend any necessary changes to improve, accept, or reject proposals presented.
7. Collects quarterly meeting minutes from each church, combines information, and sends a copy to the International Missions Department.
8. Collects all Allotments and dues from each church and sends to the International Missions Department.
9. Meets all deadlines to the International Missions Department.
10. Contacts Local Missions Directors and establishes date/time to make annual visits to the churches in the Jurisdiction.

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11. Conducts an annual Jurisdictional Missions Service/Revival/Workshop/Prayer Breakfast weekend or day.
12. Makes every effort to help the churches in the Jurisdiction raise money through fundraisers, pledges, etc.
13. Aids in promoting Missionary of the Year candidates, both adult and junior and makes selection according to the program qualifications and rules. If no Assistant, then the Jurisdictional Director of Missions assumes the duties of coordinating and procedures at jurisdictional level (see Assistant Jurisdictional Director of Missions functions.)
14. Attends all International Missions Meetings, Conferences, Workshops, etc.; Promotes, encourages attendance, and participates fully in the Annual International Missions Conference in its entirety.
15. If selected, (with the approval of the Presiding Bishop and Jurisdictional Bishop) hosts the Annual International Missions Conference and fulfills associated responsibilities.
16. Performs additional duties as needed.

## **JURISDICTIONAL ASSISTANT DIRECTOR OF MISSIONS**

Functions of the Jurisdictional Assistant Director of Missions for the Church of the Living God International, Inc.

(This position may or may not be necessary depending on size of the department.)

1. Performs and/or travels in the stead of the Jurisdictional Director of Missions when necessary.
2. Announces all upcoming international and jurisdictional conference information at each jurisdictional meeting.
3. If the Jurisdictional Director of Missions is unable to carry out their duties, the Jurisdictional Assistant Director of Missions will perform all responsibilities of the Jurisdictional Director of Missions, at approval of Jurisdictional Bishop.
4. Performs additional duties as needed.

## **JURISDICTIONAL MISSIONS FINANCIAL SECRETARY**

Functions of the Jurisdictional Missions Financial Secretary for the Church of the Living God International, Inc.

1. Monthly Duties:
  - a. Monitors income and expense levels.
  - b. Provides quarterly financial reports to Jurisdictional Director.
  - c. Researches and resolves financial transaction gaps within the jurisdiction finances or realized on monthly bank statements.
  - d. Assists treasurer with validating offerings during the jurisdictional meetings.
  
2. Special Projects
  - a. Establishing Budgetary Process-Reports to Jurisdictional Bishop and Jurisdictional Missions Director when needed.
  - b. Request statement of payments from local mission directors establishing an External Audit if necessary.
  
3. Requirements to be a Jurisdictional Financial Missions Secretary:
  - a. In good standing with the Church.
  - b. Pay tithes and Assessments.
  - c. Attends a CLGI Church Financial Seminar.
  - d. Have a proven understanding of Church Accounting Principles.
  - e. Have a proven understanding of the Budgetary Process.
  - f. Have a proven understanding of Financial Statement reporting and analysis.



## **JURISDICTIONAL MISSIONS TREASURER**

Functions of the Jurisdictional Missions Treasurer for the Church of the Living God International, Inc.

1. Maintains accurate records of monies received and disbursed during the year and posted in the designated books and makes deposits.
2. Submits all receipts and reimbursements for all expenses with a requisition form to the financial secretary.
3. Submits a quarterly financial report to the Financial Secretary and Jurisdictional Director.
4. Validates with Financial Secretary and deposits all monies received during Jurisdictional Missions' events.
5. Requirements to be a Jurisdictional Missions Treasurer:
  - a. In good standing with the Church
  - b. Pay Tithes and Assessments
  - c. Attends a CLGI Church Financial Seminar
  - d. Have a proven understanding of Church Accounting Principles
  - e. Have a proven understanding of Organizational Development (Offering Process)
  - f. Have a proven understanding of the Budgetary Process
  - g. Have a proven understanding of Financial Statement reporting and analysis.

## **JURISDICTIONAL MISSIONS SECRETARY**

Functions of the Jurisdictional Missions Secretary for the Church of the Living God International, Inc.

1. Attends all Jurisdictional Missions meetings and records minutes; (a designated assistant may assume or aid in responsibility during the meeting).
2. Sends each Local Director of Missions a copy of the minutes.
3. Disseminates information pertaining to any functions/meetings/conferences, allotments, donations, trips, changes, programs, etc. that the missionary department may be involved in.
4. Keeps records of the Jurisdictional Director's visitation schedule; determines which churches have or have not had an initial visit and seminar from the Jurisdictional Director or Assistant Director; schedules dates for visitation to new churches.
5. Distributes letters, thank you, birthday, funeral correspondence, and orders flowers.
6. Attends called meetings and prepares all mailings.
7. Drafts and distributes all letters and e-mail within three days after creation or request, with a copy each to be submitted to the Jurisdictional Bishop, the Jurisdictional Director, the Assistant Director (if applicable), and the appropriate file.
8. Files a copy of all meeting minutes in its designated folder within two weeks of the meeting date, with one copy each to be submitted to the Jurisdictional Director and the Assistant Director.
9. Contacts Local Missions Directors as necessary.
10. Performs additional duties as needed.

# **LOCAL CHURCH MISSIONS DEPARTMENT OFFICIALS**

**Local Missions Director**

**Local Assistant Missions Director**

**Local Missions Financial Secretary**

**Local Missions Secretary**

**Local Missions Treasurer**

**ALL LOCAL CHURCH MISSIONS OFFICIALS MUST BE  
LICENSED MISSIONARIES AND ARE SELECTED BY THE  
PASTOR OR BY AN ELECTION OF LOCAL MISSIONARIES**

## **LOCAL MISSIONS DIRECTOR**

Functions of the Local Missions Director for the Church of the Living God International, Inc.

**PROBATION** – The probationary period to become a licensed missionary is one year. Duties observed during this time include the requirements listed above in addition to the extended duties and responsibilities of a missionary. Probation period of one year can be extended to allow sufficient time for observation of missionary duties. Licenses will be issued, per the Bishop, Jurisdictional Missions Director and local Pastor's approval, at the individual's annual Jurisdictional Meeting. Local Directors should make recommendations based on the observation period stated in the manual. (See page 43 for more details regarding eligibility for Licensed Missionaries)

1. Carries out all duties associated with the local Missions department; responsible for all missionaries in the local church; encourages and motivates local missionaries to function in their fullest capacity.
2. Initiates fundraisers to raise local allotments (if applicable).
3. Promotes programs that will produce growth and development of the local missionaries.
4. Grooms Missionary of the Year candidates, both adult and junior and makes a selection according to the program qualifications and rules.
5. Observes and makes recommendations concerning the probation period for members pending missionary licenses.
6. Encourages missionaries to support the Church of the Living God International, Inc. Missions Conferences, the Jurisdictional Missions Meeting and all applicable missionary functions at the international, jurisdictional, and local levels.
7. Assigns missionaries to extended duties and responsibilities within the missionary department.
8. Forwards a copy of local missionary meeting minutes to the Jurisdictional Missions Department Secretary or Jurisdictional Missions Director.
9. Conducts/Oversees monthly missions day or weekend service.
10. Conducts quarterly meetings to ensure that local missionaries are aware of any new local, jurisdictional, or international information.
11. Attends all Missionary meetings at all levels.

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## **LOCAL ASSISTANT MISSIONS DIRECTOR**

Functions of the Local Assistant Missions Director for the Church of the Living God International, Inc.

1. Shares the required duties and responsibilities of the Local Director.
2. If the Local Missions Director is unable to carry out their duties, the Local Assistant Missions Director will perform all responsibilities of the Local Missions Director, at approval of the Pastor.
3. Attends all Missionary Meetings at all levels.

## **LOCAL MISSIONS FINANCIAL SECRETARY**

Functions of the Local Missions Financial Secretary for the Church of the Living God International, Inc.

### 1. Monthly Duties:

- a. Monitors Income and Expense Levels
- b. Provides quarterly financial reports to Local Director.
- c. Researches and resolves financial transaction gaps submitted by local departments or realized on monthly bank statements.
- d. Assists in the preparation of the Local Missions business meetings.
- e. Assists treasurer with validating offerings during the local missionary services.

### 2. Special Projects

- a. Establishing Budgetary Process-Reports to Local Pastor and Local Missions Director when needed.
- b. Provides quarterly receipts to local missionary body concerning assessments, local dues, marches, registration monies, etc. (if applicable). This information will be based on the financial report provided by the local treasurer.

### 3. Requirements to be a Financial Secretary:

- a. In good standing with the Church
- b. Pay tithes and Assessments
- c. Attends a CLGI Church Financial seminar.
- d. Have a proven understanding of Church Accounting Principles
- e. Have a proven understanding of the Budgetary Process
- f. Have a proven understanding of Financial Statement reporting and analysis

## **LOCAL MISSIONS TREASURER**

Functions of the Local Missions Treasurer for the Church of the Living God International, Inc.

1. Maintains accurate records of monies received and disbursed during the year and posted in the designated books and makes deposits.
2. Submits all receipts and reimbursements for travel, hotel expenses, etc, with a requisition form to the financial secretary.
3. Submits a quarterly financial report to the Financial Secretary.
4. Validates with Financial Secretary and deposits all monies received during local missions events.
5. Requirements to be a Local Missions Treasurer:
  - a. In good standing with the Church
  - b. Pay Tithes and Assessments
  - c. Attends a CLGI Church Financial seminar.
  - d. Have a proven understanding of Church Accounting Principles
  - e. Have a proven understanding of Organizational Development (Offering Process)
  - f. Have a proven understanding of the Budgetary Process
  - g. Have a proven understanding of Financial Statement reporting and analysis.

## **LOCAL MISSIONS SECRETARY**

Functions of the Local Missions Secretary for the Church of the Living God International, Inc.

1. Attends all Local Missionary meetings and records minutes; (a designated assistant may assume responsibility during the meeting).
2. Sends a copy of the minutes to the Local Director for distribution to the Jurisdictional Director.
3. Disseminates information pertaining to any functions/meetings/conferences, allotments, donations, trips, changes, programs, etc. that the missionary department may be involved in.
4. Attends called meeting and prepares all mailings.
5. Drafts and distributes all letters and e-mail within three days after creation or request, with a copy each to be submitted to the Local Pastor, Local Director, Assistant Director, and the appropriate file.
6. Files a copy of all meeting minutes in its designated folder within two weeks of the meeting date, with one copy each to be submitted to the Jurisdictional Director and the Assistant Jurisdictional Director.
7. Contacts Local Missionaries as necessary.
8. Performs additional duties as needed.



# **SILVER MISSIONARY RECOGNITION PROGRAM**

## **SILVER MISSIONARY RECOGNITION PROGRAM**

Member must be 55 years or older.

Must have been a member of the CLGI for 15 consecutive years or longer

Must have been a licensed missionary for 15 consecutive years or longer

Must meet all criteria of a missionary as listed in International Missions Manual to include all monetary obligations

**Recipients will receive a Bishop's coin and a certificate**

### **SILVER AWARD**

One missionary (from the senior missionaries only) will be chosen each year to receive the Silver Award during each International Missions Conference.

A panel will be formed to review the character form, and choose the outstanding seasoned missionary. The panel is looking for one with strong missionary characteristics; faithful, caring, etc.

Senior missionaries not recognized and/or have been previously nominated for this award may be eligible for nomination over again. Once the award has been received by a recipient, they are no longer eligible to receive the award.

Recipients of the "The Silver Award" will receive the following:

1. Plaque
2. \$100.00 Visa Card

Bishops, International Officials, all Local and Jurisdictional Directors and assistants are ineligible to be selected for the Silver Award. Pastors, if nominated, should hold a missionary license. In addition, **all International Missions Department monies must be paid (in their local church) in order to be selected as a candidate.**

# **APPENDIX**

## **INFORMATIVE ISSUES FOR MISSIONARIES AND LICENSED MISSIONARIES**

### **CHURCH DRESS AND MANNERISMS**

### **EXTENDED DUTIES WITHIN THE MISSIONARY DEPARTMENT**

### **CLGI MISSIONS CONFERENCE PREPARATION PROCEDURES**

## **Requirements for Licensed and Non-Licensed Missionaries**

**History:** Within the Church of the Living God International, we recognize those men and women who have a specific calling to work to propagate the faith and Gospel of the Lord Jesus Christ and to perform Christian humanitarian work. These can fall into two categories, as follows:

**Clergy:** Those who acknowledge a specific calling to the ministry, who do not minister as Evangelist, yet woe be unto them if they preach not the Gospel. These persons serve and are recognized as licensed ministers of the Gospel.

**Lay-Members:** These are men and women in the church who feel a desire and are led by the Lord to minister in various capacities of helps to the afflicted, the lost, etc. and work within an organized missionary work. They do not necessarily preach sermons but are free to address groups with inspirational messages. **They have not acknowledged a specific calling to preach or teach but are used to do whatever called upon within the administration of Church Missionary work and are not required to be licensed.**

**Those who use the title of a Licensed Missionary are eligible and may participate in the following:**

1. All offices within the missions department
2. The Missionary of the Year Program
3. The Silver Missionary Recognition Program
4. All of the functions, duties and extended duties within the missionary department and all missionary services at all levels

Those who are non-licensed, are ineligible, and may not participate in the all the duties listed above but may function in the capacity of the Lay-Member also listed above. Members who meet the requirements and the probation period of a missionary may become a licensed missionary.

### **Requirements:**

- 1) Good Standing/Good Name In the Churches of the Living God
- 2) Must be Saved
- 3) Faithful to church services, Christian Education, prayer (Luke 18:1), and attendance to reading (2 Timothy 2:15)
- 4) Supports local, jurisdictional, and international functions (In particularly, missions functions.)
- 5) Faithful tithe payer and faithful in monetary support required by the missions department as a whole
- 6) Conduct-Holy
- 7) Obedient to those that have rule over you
- 8) Perform functions within the Local Missions Department (See extension of duties and responsibilities of a Missionary)
- 9) Adheres to the Dress Code (See page 34)

## **CHURCH DRESS AND MANNERISMS (WOMEN)**

We are the Lights of the World (Matthew 5:14). They are watching us and if they see Jesus, it will be through us. As missionaries we meet a lot of people through the various duties we perform in the missions department, therefore, we must let our lights shine.

A. Proper Conduct (1 Timothy 2:9-10, 1 Peter 3:3-4, Exodus 20:26)

- 1) Women adorn in modest apparel
- 2) Which becometh a woman who professing godliness
- 3) Show self-restraint

B. Improper Conduct (Isaiah 3:16-24)

- 1) Not to dress so as to seduce or draw attention to bodily parts
- 2) Not to mince when walking
- 3) Not haughty
- 4) Women and pants (Deuteronomy 22:5)

## **CHURCH DRESS AND MANNERISMS (MEN)**

C. Proper Conduct (Exodus 20:26, 28:39-43, 39:27-29)

- 1) Dress as becometh Men Anointed by God
- 2) Clothing appropriate to do service
- 3) Should be different than worldly men even as the priest dressed differently than the common man

## **EXTENDED DUTIES AND RESPONSIBILITIES OF MISSIONARY COMMITTEES WITHIN THE MISSIONS DEPARTMENT**

Committees are established within the missions department to give the missionaries experience within the missions department. Local representatives are to rotate functions within the missions department to help the missionaries gain experience in various duties in the church. This ensures the missionary is well rounded in various areas and is well prepared for missionary work as clergy or as a lay member (Acts 20: 28). As local missionaries, we should be obedient and faithful to our duties as missionaries to help propagate the gospel and build the missions department.

### **VISITATION COMMITTEE**

1. Assign a missionary to the Visitation Committee and assign duties within the visitation committee.
2. Visitation cards and church pamphlets (information about the organization) should be distributed to all first-time visitors.
3. Greet all first-time visitors; introduce them to the Pastor.
4. Be kind; make sure you get the individuals name and pass this information to the visitation committee.
5. Call the individual to see how they are doing by developing a watch care program, and add them to your prayer listing.

*"Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another; and so much the more, as ye see the day approaching."  
Hebrews 10:25*

## **FUND RAISING SECTION**

1. One function of the Missions Department is to promote fundraisers to meet the financial needs of the local and foreign missions work. We raise funds to support Missions to foreign countries such as Suriname, Ghana, Africa, etc.
2. Establish what monies are required by the International Missions Department through your Jurisdictional Director of Missions.
3. Funds are used primarily to meet the financial obligations of the International Missions Department. Funds may be used for various support within the missions department and the church, but should be at the discretion of the Pastor and based upon the needs of the local church.
4. Make fundraiser suggestions within the local church. (Take into consideration the size of the missions department, what kind of profit you would make, etc.)
5. Get approval from the Pastor to begin any fundraiser that requires large sums of monies to be withdrawn from the missions account or church, i.e., calendar or candy sales. Most of the time checks need to be sent to these companies prior to receiving a profit from your merchandise.

## **SEMINARS**

1. Seminars should be given by the Local Missions Department to help promote spiritual growth, motivate, and enhance the development of the local missionaries. Seminars may be collected from various meetings (Missionary, General Assemblies, etc.) and brought back to the local church. The Local Missions Director should prepare or develop seminars they feel will help provide spiritual growth within their missions department.
2. Seminars should be given upon request of the Pastor, when you have a wave of new converts come in, have a Jurisdictional Missions Day, or as a refresher for your missions department.
3. Seminars encourage spiritual growth, development, and unity among the missionaries in the church.
4. Leaders - Seminar leaders should be experienced and approved by your Pastor.

## **HOSPITALITY**

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1. Assign a point of contact for hospitality for your church. This eliminates confusion during events and ensures housing is available for those in need.
2. Housing, hotel arrangements, airport transportation, or dishes to be prepared are done according to functions in the Jurisdiction (Revivals, Jurisdictional Meetings, etc.).
3. Normally, advanced notice is given, but for short-notice events the rules still apply. If advanced notice is given, ensure that hotel arrangements are made and missionaries are notified for food preparation, etc. Hotel arrangements may vary in price so be prepared to NOT make the same arrangements, with the same hotel, all the time.
4. When housing saints, ensure your guests tell you their arrival time, and relay this information to the individual who will be housing these guests. During jurisdictional functions things can get hectic, this helps to eliminate any confusion that can occur during this time.
5. As the Local Missions Director, always be prepared for change. You may have to book extra hotel rooms and/or leave a house or two open for drop-in guests.
6. Always have a transportation committee just in case you have individuals that need to be picked up from various locations.

NOTE: IF DISTINGUISHED GUESTS ARE STAYING IN A HOTEL TRY TO PROVIDE FRUIT BASKETS, FLOWERS, ETC., IN THEIR ROOMS PRIOR TO THEIR ARRIVAL. IF NOT PRIOR, PROVIDE THIS SERVICE AS SOON AS POSSIBLE.

*"Distributing to the necessity of saints; given to hospitality."  
Romans 12:13*



## **SICK AND SHUT-IN COMMITTEE**

The requirements for the sick and shut-in cover a vast amount of information, therefore, we will touch on some of the major things that should be attended to when caring for the sick, such as new mothers, and immediate family members who become ill in the church.

Assignments- Local Directors should assign missionaries to visit the sick. All situations may vary, but men should visit the men and women should visit the women. In special cases, please assign two missionaries to each home.

Sending cards - to encourage and build up; have the entire church sign the card, if possible; always keep some cards on hand.

Sending Flowers - take flowers to the hospital/home of individual upon initial notification of member going into the hospital; use discretion if individual is in the hospital on a continual basis.

Running Errands - in case individual has doctor appointments, needs shopping done, etc.

Cleaning House - help the sick if they are unable to get around and assign missionaries to clean if needed.

Caring for small children - be considerate if individual is single or married and there is no one else to help the individual(s) take care of small children; see if you can relieve them for a few days until they have fully recovered.

Preparing meals – If the individual has limited mobility; then prepare meals and bring to the home or cook for them in their home.

Miscellaneous - Giving baths, sitting with/or spending the night with one in need, or even cleaning wounds or incisions.

Lastly, pray or lay hands on the individual and pray the prayer of faith.

*"Is any sick among you? let him call for the elders of the church; and let them pray over him, anointing him with oil in the name of the Lord: and the prayer of faith shall save the sick, and the Lord shall raise him up; and if he has committed sins, they shall be forgiven him."  
James 5:15*

## **NURSING HOME MINISTRY**

1. Prepare a listing of local nursing homes in your area—activities director
2. Call the nursing homes and set up time and dates to visit the homes monthly or whichever is convenient for your department. Prepare a calendar to help you set up dates and times throughout the year.
3. Rotate the nursing homes. For example, one month visit one nursing home the next month visit the next and so on. According to the number of missionaries in your department will decide how many times a month you make your visit to the nursing home for that month.
4. Due to the fact that some patients do not prefer visitors, contact the activities director in the nursing home to provide you a list of patient's privacy guidelines. A listing will also allow you to know their names.
5. Have some type of nametag on your clothing prior to going on your visit.
6. Clothing- skirt and shirt is appropriate for females, and nice slacks and shirt is appropriate for men.
7. Bring a small bible and/or the Christian education outline. Go to each room by pairing and experienced person w/ someone with experience.
8. If the people would like prayer, please pray for them.
9. If possible, try and bring them to church.

## **FOREIGN MISSION SUPPORT**

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One of the functions of the missions department is to help support the foreign missions. Sending care packages with clothes, soaps, lotions, etc., are a means of support.

Assign a missionary to chair the care packages. (Note: This is a good position for a Jr. Missionary.)

Announce when the package(s) will be mailed. NOTE: Springtime is a good time for most as the saints are relieving themselves of some clothing that is no longer needed.

Try and mail a package at least twice a year.

Keep a record of the cost of the shipping for the package and email that information to the International Missions Department as they keep a record of the monetary support to the foreign missions.

## **BIBLE STUDY SUPPORT**

Prepare a listing of all Bible studies.

Prepare copies for each missionary and post on bulletin board.

Assign missionaries to the Bible studies- Depending on the size of the Bible studies and how many missionaries you have will determine how many missionaries you assign per Bible study.

If missionaries have a long distance to travel, you may want to send two to the Bible studies.

Rotate the missionaries amongst the Bible studies.

Dress for the Bible study would be the same as the dress for canvassing.

Support the Bible study leader in any way, shape, or form.

## **CANVASSING**

Find an area that you would like to canvass and canvass in the daytime

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Make announcements to church so you will have a good turnout.

Prepare flyers with information, such as picture and address of church, listing of services and times, and a copy of the Christian education outline on the reverse, etc.

Have a designated meeting place i.e., church, neighborhood, etc.

Missionaries should be dressed according to the guide in our missionary manual and as follows:

**Women** - skirt and blouse with comfortable shoes

**Men** - slacks and a nice shirt

Carry a King James Version pocket Bible & a small notebook- the notebook is to take notes and names of the streets that you covered and the names of the people you contacted.

Always send missionaries out two by two. When you have new missionaries going out for the first time, send an experienced missionary with them for training purposes.

Have a designated place to meet after you have canvassed to discuss your visits.

## **BIRTHDAY RECOGNITION** **(OPTIONAL)**

As a token of kindness and appreciation we like to recognize individuals on their birthdays. Some procedures to assist with this program are as follows:

Ensure you keep an updated birthday listing of all church members.

When someone new joins the church, ask them their birthday and update your list.

Give individual cards when each person's birthday approaches; try to have everyone in the church sign

At the end of every month get a cake for that month (Per your Pastor's approval) and recognize everyone in that birthday month. According to the needs of the local church you may need to combine some birth months.

# **CLGI International Missions Department Missions Conference Instructional Format**

**This is an instructional format on how to prepare for the CLGI  
International Missions Conference held annually.**

**By: Elder Sharon Alston  
International Director of Missions  
Updated, 2021**

## **Preparing for the CLGI International Missions Conference**

1. The International Director of Missions (IDM) will meet with the Jurisdictional Directors of Missions (JDM) to determine which jurisdiction will host the International Missions Conference for the upcoming year.
2. Once the host Jurisdiction is selected, the JDM and their Local Missions Directors (LDM) will begin to search for a hotel that can accommodate the conference based on the requirements provided to them by the Logistics Coordinator (LC).
3. Once the hotel(s) have been identified, the JDM will inform the IDM and the LC of his/her selection along with the name, phone number and point of contact for the hotel(s) being considered.
4. The IDM will contact the hotel and schedule a date and time to conduct a site visit.
5. Once the JDM approves of the hotel site, the LC will work with the CLGI Contract Negotiators for hotels. The hotel sales representative will create the necessary contractual agreement and send it to the CLGI Contract Negotiators, IDM and LC for review. Once all updates have been approved, the IDM will sign the contract and submit the deposit as designated by the hotel.

As the meeting draws near, the IDM will meet with the Int'l Missions Officers to discuss and plan for the registration packets, banquet program, vendor's tables, etc.

### **Host Church/Host Jurisdiction Responsibility**

- The Host Church is responsible for contacting the Chambers of Commerce in their city to request maps, event notices, information booklets or coupons that can be used by the conference participants while visiting their city.
- Host Jurisdiction is responsible for the first night service, gathering information regarding organ, drum and PA system rental and anything that the IDM needs to have a successful conference.

### **Registration Packets**

- The IDM and officers select a theme and greeting booklet design, colors, bags, or folders to carry the items and what will be included in the packet, such as bookmarks, restaurant coupons, notepads, pens, badges, or anything that will enhance the packet. Once the booklet is completed, it is taken to the printers.

- Pre-registration forms are available on-line. Registration packets can also be purchased on site (a jurisdiction other than those hosting can be selected to handle the entire registration process).
- All monies will be turned in to the International Mission Treasurer. (Registration packets for Dr. White, Int'l officials, and possibly JDMs will be paid for by the Int'l Missions Department, as funds permit.)

### **Banquet Set-up**

- The IDM and the officers will select a decorating committee and create a special program during the banquet.
- Pre-banquet forms are on-line. In addition, banquet tickets can be purchased on site.
- Design and printing of the banquet programs are handled by the IDM.
- Seating arrangements for the head table and reserve tables will be handled by the IDM.
- Hostesses and male escorts will be readily available for the processional of the dignitaries. (A designated jurisdiction other than those hosting can be selected to handle the entire banquet process.)
- The IDM will purchase any plaques, trophies, awards or certificates for the MOY and all other MOY candidates.
- All monies will be turned in to the International Missions Treasurer.

(Banquet tickets for the Int'l Missions Officers, Dr. White, outgoing adult and junior MOY, Musician and any invited visiting foreign field guests will be paid for by the Int'l Missions Department)

### **Musical Equipment/PA System Banners, Signs and Ballroom Set-up**

- The IDM is responsible for securing an organ and PA system. The IDM will ask the host church to search for a rental facility to secure the organ, drums and PA system.
- Once these items are located, the IDM will contact them and make the necessary arrangements for delivery and payment by the Int'l Missions Department.
- The IDM will design the Banners. During the conference, the banners are to be hung over the stage or any other designated location. (The cost of the banners will be paid for by the Int'l Missions Department.)

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- The IDM will inform a designated assistant to oversee the Ballroom set-up concerning stage, musician area, water stations, theater style seating, reserve sections, etc.

### **Hotel Accommodations**

The room reservations will be made for the IDM, and officers, Dr. White, and international musician (or any invited visiting foreign field guests). Depending on the contract, complementary rooms are usually occupied by the Presiding Bishop and the IDM.

### **Transportation to the Conference**

Transportation for the IDM, and Int'l Missions Officials, Bishop White, Int'l Minister of Music and staff will be provided to the International Missions Conference and any invited visiting foreign field guest, if funds are available.

### **Vending Tables**

A designated assistant will be responsible for the process of assigning tables, collecting 10% of profits earned, and location of vending tables. He/she will turn in all monies to the Int'l Missions Treasurer.

### **Financial Committee**

A financial committee will be selected by the Int'l Missions Treasurer to be responsible for counting all monies from each offering, vending tables, any fundraisers, registration, and banquet. The Int'l Missions Treasurer will be responsible for either depositing all monies in an associated bank or into a safe deposit box provided by the hotel if a bank is not accessible.

### **Ushers**

Contact the International Usher President. He/she will designate ushers for each service. Please supply offering envelopes and offering baskets.

### **Logistics Coordinator**

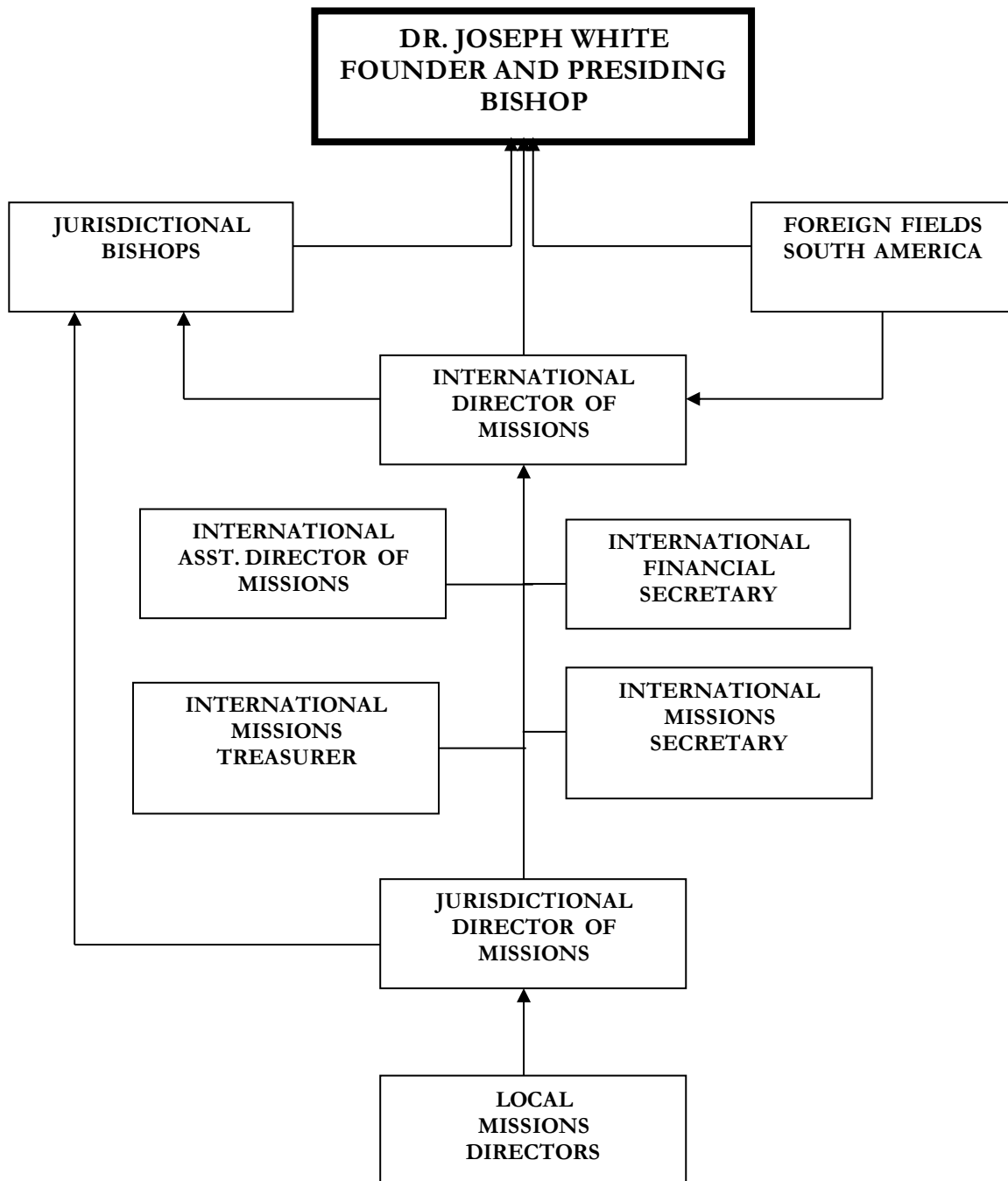
The Logistics Coordinator is responsible for all complaints, communications between the hotel and the needs of the conference including video, electrical, extra seating, breakout rooms, and anything that pertains to the programs during the conference that may need attention.

### **Contract Negotiator**

A committee will be formed to handle all contract negotiations.



# CLGI MISSIONS ORGANIZATIONAL FLOW CHART



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