

DIVINE SCIENCE
CHURCH OF THE HEALING CHRIST
Table of Organization 2009 - 2010

I. CHURCH MINISTERS	Rev. Maria Borrero Rev. Dr. Miriam Comer-Johnson Rev. Janet Friedline Rev. Donna Gatewood
PRACTITIONERS	Rev. Pat Beach Rev. Maria Borrero Rev. Dr. Miriam Comer-Johnson Rev. Janet Friedline Rev. Donna Gatewood Ms. Pamela Johnson
II. BOARD OF TRUSTEES	
President	Ms. Elan Darlington
Vice President	Mr. Wayne Gatewood
Treasurer	Rev. Donna Gatewood
Secretary	Rev. Maria Borrero
Member	Rev. Janet Friedline
Member	Ms. Sylvia Anderson
Member	Ms. Karolyn Elskoe
Member	Ms. Ramona Harper
Member	Ms. Pamela Johnson
Ex. Officio Member	Designated Minister- Rev. Janet Friedline
III. EDUCATION – Rev. Janet Friedline, Board Liaison	
Director of Education	Rev. Janet Friedline
Curriculum Coordinator	Ms. Ramona Harper
Youth Ministry & Sunday School Director	Rev. Donna Gatewood
Alumni Association	Ms. Pamela Johnson, Ministerial Liaison
President	Ms. Jacqueline Scotland
Vice President	Ms. Mayamerica Cortez
Treasurer	Mr. Wayne Gatewood
Secretary	Ms. Karla Rodas

Divine Science Course of Study and Instructors:

Principle of Divine Science	Mr. Wayne Gatewood, Jr. Ms. Pamela Johnson Ms. Ramona Harper Ms. Mayamerica Cortez (In Spanish)
Spiritual Psychology	Rev. Donna Gatewood Rev. Maria Borrero, Rev. Janet Friedline
Meditation	Rev. Maria Borrero, Rev. Donna Gatewood
Bible Mystery (Old Testament)	Rev. Dr. Miriam Comer-Johnson Ms. Sylvia Anderson, Ms. Karolyn Elskoe
Bible Mystery (New Testament)	Rev. Dr. Miriam Comer-Johnson Ms. Sylvia Anderson, Ms. Karolyn Elskoe
Higher Training & Consecration	Rev. Janet Friedline

IV. OFFICE STAFF

Administrative Assistant Ms. Margaret Tuttle

V. STANDING COMMITTEES

Book Department/Publishing	(Under Board of Trustees) Ms. Elan Darlington
Building and Facilities	Mr. Wayne Gatewood, Jr.
Finance/Administration	Rev. Donna Gatewood
Outreach	Ms. Ramona Harper
Sanctuary/Ambience	Ms. Sylvia Anderson
Social Activities	Committee of the Whole
Sunday School/Youth Activities	Rev. Donna Gatewood
Music and Ushers	Rev. Maria Borrero

STANDING COMMITTEES' FUNCTIONS

Book Department/Publishing, Elan Darlington, Board Liaison

Management	Weekdays	Ms. Margaret Tuttle
	Sundays	Ms. Elan Darlington and Mr. Clarence Bott
Lending Library	Weekdays	Ms. Margaret Tuttle
	Sundays	Ms. Elan Darlington and Mr. Clarence Bott
Inventory & Book Orders		Ms. Elan Darlington
Printing of Divine Science Brochures		Ms. Margaret Tuttle
Book Mail Order Requests		Ms. Elan Darlington
Audio Tape Mail Orders & Subscriptions		Ms. Margaret Tuttle
Sales Tax Report		Rev. Donna Gatewood
Suggested Readings/Books of the Week		Ministers
Audio Taping of Sunday Service		Ms. Elan Darlington, Ms. Connie Greco, Mr. Wayne Gatewood, Rev. Maria Borrero, Ms. Pam Johnson and others as assigned
Finance/Reports		Rev. Donna Gatewood
Bank Deposits/Cash Reconciliation		Rev. Donna Gatewood

Building and Facilities, Mr. Wayne M. Gatewood, Jr. Board Liaison

Building maintenance and record keeping	Mr. Wayne M. Gatewood, Jr.
Bids for repairs and proposal prep.	Mr. Wayne M. Gatewood, Jr.
National Park Service Liaison	Mr. Wayne M. Gatewood, Jr.
Lawn & Landscape Care	Mr. Wayne M. Gatewood, Jr.
Lawn & Landscape Care Contractor	Mr. Wilder Robles
Church Contractor	GaGa Total House Care, Inc./Mr. Jong Kim
Custodial Services Contractor	Ms. Ibeth Gonzalez
Snow Removal	Mr. Wilder Robles
Trash Removal	Volunteers

Finance & Administration, Rev. Donna Gatewood, Treasurer and Board Liaison

Annual budget and report	Rev. Donna Gatewood
Quarterly finance reports	Rev. Donna Gatewood
Investment Portfolio	Rev. Donna Gatewood
Retirement Fund	Rev. Maria Borrero
	Mr. Wayne Gatewood
Building Fund	Mr. Wayne Gatewood
	Rev. Maria Borrero
Weekly collection count/deposit	Rev. Donna Gatewood
Long range planning	Rev. Donna Gatewood
Bank reconciliation	Rev. Donna Gatewood
Accounts Payable	Rev. Donna Gatewood
Record keeping	Rev. Donna Gatewood
Year-end receipt of donations	Rev. Donna Gatewood

Outreach, Ms. Ramona Harper, Board Liaison

Public Relations and Marketing	Ms. Ramona Harper
External Liaison w/Divine Science Federation, INTA	Mr. Wayne M. Gatewood, Jr.
Advertisement (Local papers, Post, phone book, Internet)	Ms. Ramona Harper
Audio Tape/CD Outreach Program	Ms. Margaret Tuttle
Newsletter	Ms. Margaret Tuttle
Printing and Mailing	Ms. Margaret Tuttle

Sanctuary/Ambience, Ms. Sylvia Anderson, Board Liaison

Pews Supplied	Ms. Sylvia Anderson
Service preparation and staging, doors, lights, security on Sundays, activation of heater and air conditioners, open and close Church	Mr. Clarence Bott
Flowers - Weekly, Easter Lilies, Christmas Poinsettias, Special Events	Ms. Sylvia Anderson
Purchase of Flower Calendar for placement at 35th Street Church Entrance	Ms. Margaret Tuttle
Candles (Thanksgiving/Beige)	Ms. Sylvia Anderson
Candles (Christmas/Red)	Ms. Sylvia Anderson
Candles (Easter/White)	Ms. Sylvia Anderson
Christmas Decorating	Ms. Sylvia Anderson

Social Activities, Committee of the Whole

After-Service Coffee	Mr. Clarence Bott
Annual Meeting	Committee of the Whole
Thanksgiving Dinner (Set up/decorations)	Committee of the Whole
Christmas Reception (Set up/decorations)	Committee of the Whole
Memorial Reception (Set up/decorations)	Ms. Pamela Johnson
Valentine Reception (Set up/decorations)	Committee of the Whole
All other receptions (Set up/decorations)	Committee of the Whole
Sunday School Recognition	Sunday School
Student Recognition	Alumni

Youth Ministry/Sunday School, Rev. Donna Gatewood, Board Liaison

Sunday School Director	Rev. Donna Gatewood
Teachers	Rev. Donna Gatewood
	Rev. Maria Borrero
	Ms. Elan Darlington
	Mr. Wayne Gatewood
Coordinate youth activities	Rev. Donna Gatewood

Music and Ushers, Rev. Maria Borrero, Board Liaison

Music	Rev. Maria Borrero
Ushers	Mr. Clarence Bott, Head Usher
	Mr. Kenzel Logan
	Ms. Margaret Tuttle