

DIVINE SCIENCE
CHURCH OF THE HEALING CHRIST
Table of Organization 2018 – 2019

I. CHURCH MINISTERS

Rev. Janet Friedline
 Rev. Donna Gatewood

PRACTITIONERS

Mr. Wayne M. Gatewood, Jr.

II. BOARD OF TRUSTEES

President	Ms. Shirley Taylor-Moore
Vice President	Ms. Charmaine Hawkins
Treasurer	Ms. Brandi Coates
Secretary	Mr. Gene Policastri
Member	Mr. Michael Adeniji
Member	Ms. Regina Bratton
Ex. Officio Member	Rev. Janet Friedline

III. EDUCATION

Director of Education	Rev. Donna Gatewood
Curriculum Coordinator	Rev. Janet Friedline
Youth Ministry & Sunday School Director	Rev. Donna Gatewood

Alumni Association

President	Ms. Charmaine Hawkins
Vice President	Ms. Marva Coates
Treasurer	Mr. Wayne M. Gatewood, Jr.
Secretary	Ms. Judy Coleman-Kla
Alumni Association Advisor	Rev. Janet Friedline

Divine Science Course of Study and Instructors:

Principle of Divine Science	Mr. Wayne M. Gatewood, Jr. Rev. Janet Friedline, Ms. Patricia Shields
Spiritual Psychology	Rev. Donna Gatewood Rev. Janet Friedline
Meditation	Rev. Donna Gatewood,
Bible Mystery (Old Testament)	Ms. Sylvia Anderson Mr. Wayne M. Gatewood, Jr.
Bible Mystery (New Testament)	Ms. Sylvia Anderson Mr. Wayne M. Gatewood, Jr.
Higher Training & Consecration	Rev. Janet Friedline

IV. OFFICE STAFF

Administrative Assistant Mrs. Mayu White

V. STANDING COMMITTEES

Book Department/Publishing	(Under Board of Trustees) Rev. Donna Gatewood
Building and Facilities	Mr. Wayne M. Gatewood, Jr. Mr. Gene Policastri
Finance/Administration	Ms. Brandi Coates
Outreach	Ms. Shirley Taylor-Moore
Sanctuary/Ambience	Ms. Regina Bratton
Music & Ushers	Rev. Donna Gatewood
Social Activities	Committee of the Whole
Sunday School/Youth Activities	Rev. Donna Gatewood

STANDING COMMITTEES' FUNCTIONS/BOARD LIAISON

Book Department/Publishing, Mr. Michael Adeniji, Board Liaison

Management	Rev. Donna Gatewood Mrs. Mayu White
Sunday Cashier	Mr. Clarence Bott, Ms. Marva Coates, Ms. Connie Greco
Lending Library	Rev. Donna Gatewood & Ms. Marva Coates
Inventory	Rev. Donna Gatewood & Ms. Marva Coates
Book Orders	Mrs. Mayu White
Printing of Divine Science Brochures	Mrs. Mayu White
Book Mail Order Requests	Mrs. Mayu White
Audio Tape Mail Orders & Subscriptions	Mrs. Mayu White
Sales Tax Report	Rev. Donna Gatewood
Suggested Readings/Books of the Week	Ministers
Audio Taping of Sunday Service	Ministers w/Personal Recorder
Finance/Reports	Rev. Donna Gatewood
Bank Deposits/Cash Reconciliation	Bookkeeper – Rev. Donna Gatewood

Building and Facilities, Mr. Eugene Policastri, 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/Licensed Electrician	Mr. Chester Williams
Custodial Services Contractor	Ms. Ibeth Gonzalez
Snow Removal	Mr. Wilder Robles
Trash Removal	Volunteers

Finance & Administration, Ms. Brandi Coates, Treasurer and Board Liaison

Annual budget and report	Ms. Brandi Coates
Quarterly finance reports	Ms. Brandi Coates
Building Fund	Entire Board
Weekly collection count/deposit	Ms. Brandi Coates
Long range planning	Ms. Brandi Coates
Bank reconciliation	Ms. Brandi Coates
Accounts Payable	Ms. Brandi Coates
Record keeping	Ms. Brandi Coates
Year-end receipt of donations	Ms. Brandi Coates

Outreach, Ms. Shirley Taylor-Moore, Board Liaison

Public Relations and Marketing	Ms. Shirley Taylor-Moore
External Liaison w/Divine Science Federation, INTA	Mr. Wayne M. Gatewood, Jr.
Advertisement (Local papers, Post, phone book, Internet)	Ms. Shirley Taylor-Moore
Church Correctional Facility Liaison	Mr. Wayne M. Gatewood, Jr.
Audio Tape/CD Outreach Program	Mrs. Mayu White
Newsletter	Mrs. Mayu White
Printing and Mailing	Mrs. Mayu White

Sanctuary/Ambience, Ms. Regina Bratton Board Liaison

Pews Supplied	Mr. Kenzel Logan
Service preparation and staging, doors, lights, security on Sundays, activation of heater and air conditioners, open and closing of Church	Mr. Clarence Bott
Flowers - Weekly, Easter Lilies, Christmas Poinsettias, Special Events	Ms. Regina Bratton Ms. Regina Bratton
Purchase and Arrangement of Sunday Flowers	Mrs. Mayu White
Purchase of Flower Calendar and its placement at 35th Street Church Entrance	Mrs. Mayu White
Candles (Thanksgiving/Beige)	Ms. Regina Bratton
Candles (Christmas/Red)	Ms. Regina Bratton
Candles (Easter/White)	Ms. Regina Bratton
Christmas Decorating	Church Volunteers

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)	Minister
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, Ms. Shirley Taylor Moore. Board Liaison

Sunday School Director	Rev. Donna Gatewood
Sunday School Teachers	Rev. Donna Gatewood
Coordinate youth activities	Rev. Donna Gatewood

Music and Ushers, Ms. Charmaine Hawkins, Board Liaison

Music	Rev. Donna Gatewood
Ushers	Rev. Donna Gatewood
	Mr. Clarence Bott, Head Usher
	Mr. Kenzel Logan
	Ms. Courtney Moore