

DIVINE SCIENCE
CHURCH OF THE HEALING CHRIST
Table of Organization 2020 – 2021

I. CHURCH MINISTERS

Rev. Janet Friedline
Rev. Donna Gatewood
Rev. Wayne M. Gatewood, Jr.

II. BOARD OF TRUSTEES

President	Ms. Shirley Taylor-Moore
Vice President	Ms. Regina Bratton
Treasurer	Ms. Rosalie Werback
Secretary	Mr. Gene Policastri
Member	Ms. Charmaine Hawkins
Ex. Officio Member	Rev. Wayne M. Gatewood, Jr.

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	Vacant
Treasurer	Rev. Wayne M. Gatewood, Jr.
Secretary	Vacant
Alumni Association Advisor	Rev. Janet Friedline

Divine Science Course of Study and Instructors:

Basic Principle of Divine Science

Rev. Wayne M. Gatewood, Jr.

Spiritual Psychology

Rev. Janet Friedline, Ms. Patricia Shields

Meditation

Rev. Donna Gatewood, Rev. Janet Friedline
Rev. Donna Gatewood

Bible Mystery (Old Testament)

Ms. Sylvia Anderson, Mr. Gene Policastri

Bible Mystery (New Testament)

Ms. Sylvia Anderson, Mr. Gene Policastri

Higher Training & Consecration

Rev. Janet Friedline

IV. OFFICE STAFF

Administrative Assistant

Ms. Mayu White

V. STANDING COMMITTEES

Book Department/Publishing

Building and Facilities

Finance/Administration

Outreach

Sanctuary/Ambience

Music & Ushers

Social Activities

Sunday School/Youth Activities

(Under Board of Trustees)

Rev. Donna Gatewood

Rev. Wayne M. Gatewood, Jr.

Mr. Gene Policastri

Rev. Donna Gatewood, Ms. Mayu White

Ms. Rosalie Werback

Ms. Shirley Taylor-Moore

Ms. Regina Bratton

Rev. Donna Gatewood

Committee of the Whole

STANDING COMMITTEES' FUNCTIONS/BOARD LIAISON

Book Department/Publishing, Mr. Regina Bratton, Board Liaison

Management

Rev. Donna Gatewood

Ms. Mayu White

Sunday Cashier

Mr. Clarence Bott

Lending Library

Rev. Donna Gatewood

Inventory

Rev. Donna Gatewood

Book Orders

Ms. Mayu White

Printing of Divine Science Brochures

Ms. Mayu White

Book Mail Order Requests

Ms. Mayu White

Audio Tape Mail Orders & Subscriptions

Ms. 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. Gene Policastri, Board Liaison

Building maintenance and record keeping

Rev. Wayne M. Gatewood, Jr.

Bids for repairs and proposal prep.

Rev. Wayne M. Gatewood, Jr.

National Park Service Liaison

Rev. Wayne M. Gatewood, Jr.

Lawn & Landscape Care

Rev. 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. Rosalie Werback, Treasurer and Board Liaison

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

Outreach, Ms. Shirley Taylor-Moore, Board Liaison

Public Relations and Marketing	Ms. Shirley Taylor-Moore
External Liaison w/Divine Science Federation, INTA	Rev. Wayne M. Gatewood, Jr.
Advertisement (Local papers, Post, phone book, Internet)	Ms. Shirley Taylor-Moore
Church Correctional Facility Liaison	Rev. Wayne M. Gatewood, Jr.
Audio Tape/CD Outreach Program	Ms. Mayu White
Newsletter	Ms. Mayu White
Printing and Mailing	Ms. 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,	Ms. Regina Bratton
Special Events	Ms. Regina Bratton
Purchase and Arrangement of Sunday Flowers	Ms. Mayu White
Purchase of Flower Calendar and its placement at 35th Street Church Entrance	Ms. 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 Ms. Mayu White
Ushers	Rev. Donna Gatewood Mr. Clarence Bott, Head Usher Mr. Kenzel Logan Ms. Courtney Moore