

DIVINE SCIENCE
CHURCH OF THE HEALING CHRIST
Table of Organization 2019 – 2020

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. Judy Coleman-Kla
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	Ms. Judy Coleman-Kla
Alumni Association Advisor	Rev. Janet Friedline

Divine Science Course of Study and Instructors:

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

Administrative Assistant Ms. Mayu White

V. STANDING COMMITTEES

Book Department/Publishing	(Under Board of Trustees) Rev. Donna Gatewood
Building and Facilities	Rev. Wayne M. Gatewood, Jr./ Mr. Eugene Policastri
Finance/Administration	Rev. Donna Gatewood/ Ms. Mayu White
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, Ms. 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. Eugene 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, Special Events	Ms. Regina Bratton 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. Shirley Taylor Moore, Board Liaison

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