



Apostolic

ADJUTANT
Training Manual

3rd Edition

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Take note that the name satan and related names are not capitalized. We choose not to give him credit even to the point of violating grammatical rules.

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Introduction

The purpose of this manual is to assist in preparing anointed men and women for service in the army of the Lord as adjutants.

Individuals in this field should be carefully chosen, handpicked from among the crowd for service to leadership that is marked by Godliness, integrity, conviction and competence.

If you are reading this manual, it is likely that God has called you to use your spiritual *gift of helps* as an adjutant. It is also likely that you are a pastor or leader desiring to gather, train and build a team of qualified and faithful Christian servants of adjutant caliber. There is plenty of informative and quality material available in bookstores today that will help you to minister in the spirit of humility and brotherhood.

This manual is not an exhaustive study, a survey of biblical texts nor an attempt to educate you on the scripture related references to serving in the office of an adjutant. Its goal is simply to present an overview of tips, facts and standard operating procedures. If perused carefully, I am confident that you will develop a fuller understanding of the role of God's adjutant and help you to fulfill your spiritual mission and duty.

Dr. L. McNeese

A-Team History

The F.A.C. Adjutant Staff (The A-Team) was founded by **Dr. La Monte McNeese** upon request of *the Honorable Bishop Sherman L. Merritt*. Although it was officially commissioned on Wednesday, **March 21, 2007** during the F.A.C. spring business session, its true origin stems back seven years prior in conjunction with the office of administrative assistant.

On a Saturday night, in the year 2000, during the annual session hosted by **Greater Bethel Temple, Louisville, KY, Bishop Melvin Boyd** brought Pastor La Monte McNeese to the pulpit and announced to the capacity crowd that he was appointing Pastor McNeese to the position of administrative assistant.

Initially, McNeese's task was to simply serve as administrative assistant to the bishop. His duties were to address and enforce protocols, assist in various security and hospitality details and, in the words of Bishop Boyd during the appointment, "*Elder McNeese is going to help straighten out some things in this council.*"

Unfortunately, Bishop Melvin Boyd died two years later on July 28, 2002. Bishop Merritt was consecrated in August of 2003. Upon taking the helm of the council, Bishop Merritt requested that McNeese continue serving as administrative assistant.

Four years Later, in **March 2007**, the F.A.C. convened in Owensboro, KY. The spring business meeting was in session and the council was preparing to host the Annual P.A.W. National Convention later that year (August). Bishop Merritt sent a message through Suffragan Bishop James Moore requesting that Pastor McNeese develop a team of armor bearers to support the F.A.C. during its hosting of the parent body and to serve the council on a regular basis.

A-Team History

In September of 2007, after the convention, the council appointed Suffragan Bishop Carl McCullen as security director along with a brother (former police officer) from Owensboro, KY to make up part of the team. But six months later, due to availability issues and a lack of willing workers, the F.A.C. Security Team dissolved, and the council was again in need of a new security detail.

In **2008**, during the March council, the Executive Board noticed the success that the administrative assistant was having with the armor bearers and recommended that Pastor McNeese be appointed head of council security. Suffragan Bishop McCullen agreed with this decision and stepped down.

The following year, in **February 2008**, during the Annual Pastors and Ministers Conference in Bowling Green, KY, a set of specific duties was introduced to the Bishop by Pastor McNeese which also gained approval from the Executive Board.

Bishop Merritt requested that the duties of the armor bearers be included in a separate article of the F.A.C. Constitution and By-Laws Manual. Rather than have two different departments, McNeese combined the duties of the administrative assistant, security and armor bearer teams.

In the month of **June 2013**, during a leadership summit at Greater Christ Temple Church (Nashville) the duties of the First Apostolic Council Sergeant-at-Arms were assigned to the F.A.C. Adjutant's staff.

THE NAME Adjutant's Staff The "A" Team

As aforementioned, rather than have two different teams/departments, McNeese combined the security and armor-bearer teams. Also, in order to keep the F.A.C. current with Biblical, religious, and social customs, the term "armor bearer" was retired and replaced with the term "Adjutant", creating what is now known as the F.A.C. Adjutant's staff, a.k.a. - The A-Team.

Apostolic Adjutant Training Manual

STATUS

The F.A.C. Adjutant's staff is not an "auxiliary". We are a "diocesan appointed" council management team, providing a continuous, combustible balance of security & hospitality to the general body.

STAFF STRUCTURE

A chief adjutant, chosen and appointed by the diocesan bishop, will act as the director of a team of professional and hospitable security personnel and act in direct assistance to the diocesan in his service to the First Apostolic Council. The director shall be personally responsible for ensuring the smooth operation of F.A.C. functions.

WHAT IS AN ADJUTANT?

In Old Testament days, an armor bearer was one who actually carried the shield and armor of his leader as he went into battle, often acting as his personal assistant. In many religious circles today the term "armor bearer" is slightly outmoded and the term "adjutant" is preferred. The word "adjutant" simply means "assistant".

PURPOSE

The office of "adjutant" is necessary because of the impertinent character that segments of the general public now display towards the people of God and the quality of servitude required to ensure that visitors and the general body enjoy an excellent worship experience.

IS THIS BIBLICAL?

Today, the office of adjutant is as Biblical as any other office in the church. In fact, an adjutant's job encompasses the duties of doorkeepers, altar workers, deacons, and many other necessary services of the church. This job combines the faithful spirit of Old

A-Team History

Testament armor bearers with the chosen “servants” (deacons) of the New Testament (Acts 6:2-4). The former is from the Latin term “adiuvare” meaning “to help”. The latter is from the ancient Greek term “diakonos” (δῆκονος), a minister or servant. While we do not officially use the Old Testament term “armor bearer”, we stand behind (and if necessary in front) of our leaders in every capacity required to accomplish the work of God.

Our officers are those who feel anointed by God to serve and help assigned leaders in life, ministry, and especially in the fight of faith. In essence, a modern-day F.A.C. Adjutant is called to attend to, minister to, care for, help, be of use, assist, benefit, promote, support, make easy, nourish, and encourage leaders and the general body at large.

JOIN THE TEAM

Do you want to be an adjutant? Are you anointed to SERVE? Do you want to operate in the spiritual gift of helps? If so, you may have the fruit & moxie that it takes to be a VERY present help to the people of God.

If you’ve got the Initiative, Concern, and Energy (I.C.E.), a good report, a disciplined spirit, and a pastoral recommendation will start the process. After an extensive interview process, a background check and some on-site training courses, you could be one of the few, the faithful ... The A-team! The question is:

HAVE YOU GOT THE STUFF?

OUR MISSION

We enable saints to worship, study and praise God in a safe and secure environment.

We provide comfort and assistance to the people of God.

We act in direct assistance to the pastor/leader in his service to the church body.

We ensure the smooth operation of all church related functions.

We perform our services through the spiritual gift of helps!



Adjutant's General Orders

The following is an activity code of instructions that are profitable for adjutant/security teams. A standard team should be equipped with a base station, communication equipment and a security/adjutant supervisor.

- 1. I will report all activity to the base station and quit my post only when properly relieved.** An adjutant is never off duty when in the presence of the people of God or his leader. Any and all information related to physical or spiritual safety should be brought to the attention of leadership immediately.
- 2. I will protect and serve all parties at my post without distraction or respect of persons.** Adjutants are traditionally thought to serve only pastors and guest ministers; however, we are not respecters of persons.
- 3. I will always patrol, observe & protect (POP) in the absence of orders.** Unless you are assigned to serve a particular dignitary, an adjutant's primary duty is to be vigilant (observe) and report all suspicious activity when working as part of a church security team. This should be done continuously without prompting, especially in the absence of other instructions.
- 4. I will respect the saints of God, but never hesitate to put a demon to flight.** An adjutant's goal is to keep peace and to protect the dignity and sanctity of the corporate worship environment by any lawful and biblical means necessary.
- 5. I will use the least restrictive amount of force, if necessary, to protect and maintain order at my post.** This includes contacting 911. My post includes the leader, saints or situation to which I am assigned.

Our Creed

We believe that there is only **one** living God. He reveals **Himself as Father, Son and Holy Spirit**, with distinct personal attributes but without division of nature, essence or being. (Matt. 3:16-17, Matt. 28:19)

We believe that the Bible was written by Holy men who were **divinely inspired**; and is the record of God's revelation of Himself to man. The criterion by which the Bible is to be interpreted is **Jesus Christ**, the Word of God. (Ps. 119:89, 2 Pet. 1:20-21)

We believe that man has fallen through sin from his original innocence as created by God and that only **God's grace** can bring man back into fellowship with Him. (Rom. 5:12-21, Rom. 1:19-32, Rom. 3:23)

We believe that **God so loved the world** that He came to earth partaking of the nature of man, but without sin, to **redeem mankind** from his fallen state through His death on the cross. (Rom. 4:25, Matt. 1:23, John 3:16)

We believe that salvation comes through **faith in Christ** and His finished work on the cross is **a free gift**. (Rom. 3:23, 6:23)

We believe that believers are to be **baptized by immersion in water** as a symbolic testimony to their experience of the death, burial and resurrection of the Lord Jesus Christ. (Rom. 6:4)

We believe that the name of Jesus should be used in **every word or deed** that could possibly **glorify God**. (Col. 3:17)

Our Creed

We believe in the baptism of the **Holy Spirit**, the gifts of the Spirit operating in the church, including speaking in tongues and physical healing and the **power of the Spirit** maintaining the believer in the daily walk of faith. (Eph. 4:11)

We believe that satan is real and exists to attack the saints and the church as the father of lies, and that we **resist him** through the **truth of the scriptures** as Christ did, and the certain knowledge that the adversary and “accuser of the brethren” was **defeated at the cross**. (Job 1:6-12, Matt. 4:1-11, John 3:8, James 4:7)

We believe that Christ will **return personally** and visibly at the end of this present dispensation to bring the world to its appropriate end and believers will **dwell forever in heaven** with the Lord. (1 Thess. 4:13-18, John 5:24)

Adjutant Two-Way Radio Codes

Code 1 - Urgent!- officer needs assistance

Code 2 - Lost child/person missing

Code 3 - Fire

Code 4 - Medical emergency

Code 5 - Non-emergency assistance

10-1 - Poor transmission

10-2 - Loud and clear

10-3 - Radio silence

10-4 - Affirmative/message received

10-5 - Important/urgent message

10-6 - Please stand by/busy

10-7 - Off duty

10-8 - On duty

10-9 - Please repeat

10-10 - Assignment complete

10-11 - Radio check

10-13 - Visitor present

10-14 - Escort

10-15 - Person present with me/in custody

10-16 - Pick up

10-17 - Meet officer at

10-19 - Return to

10-20 - Location

10-22 - Cancel

10-100 - In the restroom

Chapter I

Adjutant, What's That?



So you want to be an adjutant? Are you anointed to SERVE? Do you have the gift of helps? Can you wrestle principalities? If so, you may have the fruit and moxie that it takes to be a very present help to the people of God. Many will apply, but FEW will be chosen. Have you got the stuff?

We are not armor bearers.

Armor bearers were helpers. In ancient times, armor bearers (AB) were responsible for carrying the armor and shield of their leaders and killing the enemies that remained alive. Here are three quick facts about the term armor bearer:

1. Biblical kings were known to have several armor bearers to serve, assist and accompany them.
2. The term “armor bearer” comes from a Hebrew word “nasa” meaning, to lift up, help or support.
3. Armor bearers as they existed in Bible days are no longer relevant and obviously, that office cannot be duplicated today.

Despite the above information, because of the gift of helps or a heart of love, you may feel that God has anointed you with the spirit similar to that of an “armor bearer”.

Adjutant, What's That?

Without exception, all persons feeling the call or the desire to operate as a servant to the people of God and leadership must have the following qualities:

- Honesty
- Self-control
- Patience
- Faithfulness
- Punctuality
- Love
- Discretion
- Peace
- Kindness
- Joy
- Goodness
- Gentleness
- Candor

Chapter II

What's the Difference between an Adjutant and an Armor Bearer?

Although the terms are often used interchangeably, in many religious circles today, the term “armor bearer” is slightly outmoded.

Outmoded is an adjective which describes a thing as follows: 1.) no longer widely used, not practical as in outmoded machinery or outmoded attire; 2) no longer fashionable.

Today, “adjutant” is the preferred term. In my own ministry and church we have eliminated the term “armor bearer”. I use adjutants as personal assistants as well as to assist and support everyone from guest speakers and the first lady, to the elderly and the congregation at large.

Bear in mind that this material targets church-based workers. Therefore, at times, I use the terms “adjutant” and “armor bearer” interchangeably due to its continued use among many assemblies. In short and in reality there is no such thing as an “armor bearer” today. Even in today’s military the term “adjutant” is used.

An adjutant is:

1. An assistant to a commanding officer.
2. The principle Officer In Charge (OIC) of administrative affairs.
3. A senior administrative assistant.
4. The OIC of a team appointed to carry out and issue executive orders.
5. A helper, male or female, that gives strength, assistance, support and security to pastoral leadership, visiting clergy and others.

As previously stated, armor bearers were officers serving as personal attendants, champions historically selected for service because of their bravery and faithfulness. They not only bore armor, but stood by their superiors in times of danger. (Judges 9:54; I Samuel 14:7; 16:21; 31:6)

Chapter III

What's Your Motive?

“²¹And David came to Saul, and stood before him: and he loved him greatly; and he became his armourbearer. ²²And Saul sent to Jesse, saying, Let David, I pray thee, stand before me; for he hath found favour in my sight.”

1 Samuel 16:21-22 (KJV)

“²¹ Then David came to Saul and attended him. Saul loved him greatly and [later] David became his armor bearer. ²² Saul sent word to Jesse, saying, “Please let David be my attendant, for he has found favor in my sight.”

1 Samuel 16: 21-22 (AMP)

<u>Armor Bearer</u>	<u>Deacon</u>
<ul style="list-style-type: none">▪ A personal assistant▪ Serves the leader▪ A personal officer▪ Protects the leader▪ Reads the leader▪ Is anointed▪ 24/7 	<ul style="list-style-type: none">▪ Corporate assignment▪ Serves the people▪ A religious officer▪ Protects the congregation▪ Reads the scripture▪ Is appointed▪ 7-11 

It is only when the candidate has shown his/herself anointed and eager to tirelessly support and help the leader, that you can actually name them an adjutant. Until then, just call all those “faithful” brothers that you have DEACONS (or something) but they are NOT adjutants until God puts it in them and their leader and others notice it.

That being said, I guess we can safely deduce that every

What's Your Motive?

person that appears before the pastor was not anointed by God to be an adjutant, but when a person with an adjutant's anointing does arrive, it should be considered a great honor and a blessing!

Furthermore, God may from time to time anoint others to operate in the spirit of an adjutant. They may not be assigned specifically to one leader, but they possess the mindset and attitude of an adjutant. The attitude of an adjutant is one of servant-hood. The mindset of an adjutant, as well as those operating in the spirit of one, is to do what it takes to serve and support their leadership. Operating in "the spirit of an adjutant" is synonymous with operating in the principles or pervading qualities of an adjutant or at minimum, the qualities found in Acts, chapter 6, which are the standard for the New Testament deacon.

"Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business."

Acts 6:3 (KJV)

When it comes to being an adjutant, servant-hood, commitment, attentiveness, supportiveness, helps, loyalty, and faithfulness are not an option.

Servitude is not just the performance of tasks, it is an effort to serve Christ in the Kingdom of God.

If you are anointed to serve as an adjutant, be careful: the adversary would love nothing more than to destroy you or distract you from operating in the helps ministry.

One of his greatest tools is high-mindedness and the perception that you are much more than that which God anointed you to be. Remember, it's much more gratifying to the flesh to rise above the crowd and be seen of men than to humble yourself, stay low key and serve. I personally know many deacons, for example, who would make excellent ministers, and many ministers and

pastors who should have pursued lesser ministerial positions. Satan has craftily injected many in the church world with the sin of elitism and the desire to soar high above one another. The most important aspect of pursuing a personal ministry is determining how you can impact destiny. True adjutants seek to please God, not man and are concerned first with what will promote God's kingdom rather than what makes them look good.

True God-anointed adjutants are concerned with how they can make the most effective impact on the mission field to which they are assigned in the kingdom of God. It is refreshing to find men and women with a true anointing and desire for the position of an adjutant.

Many aspiring Christian workers spend their time worrying about the wrong issues. Rather than trying to get a seat in the pulpit of their local church, many brothers and sisters should be acting as itinerate preachers, going out to run tent meetings or witnessing at jails and hospitals. We do not need a church full of anointed, ordained briefcase-carrying men and women sitting in the pulpit area, waiting to read a scripture or preach. We need willing workers to go out into the proverbial highways and by-ways and bring people in, as the scripture suggests.

Instead of preaching to the same few members every week, new souls could be brought in to experience the truly anointed ministry that has already been given to the pastor of the church.

I know of many apostolic churches where approximately 30-40 percent of the people in the pews claim to be called to the ministry. Judge within yourself what good does it do to have 100 nervous and unskilled ministers sitting in the congregation waiting for a chance to preach when the same could be out witnessing (getting experience) and winning souls for the kingdom?

Why would God anoint so many people to sit around and do nothing? Wouldn't God simply anoint workers to support the pastors that he has already called and seasoned?

What's Your Motive?

Most people are not leaders, they do not have the anointing or the business sense to start a ministry and maintain it effectively. But if they are placed as a help, agent or adjutant to an anointed leader, their gift will be well received and greatly used. God does not use or approve self-anointed glory-seekers. The true nature of an adjutant's position is to make sure that the man or woman of God is fully furnished, protected, and that all systems are a "go" so that the work of the Lord is never hindered.

Chapter IV

Adjutant Norms

Adjutants consist of a few, faithful, handpicked, Godly saints who are willing to serve in a low-key position of service. Ideally, as an adjutant you ought to:

- Believe your creed.
- Be convinced of your calling.
- Exercise maturity.
- Be saved according to the Word of God.
- Be confirmed by lay members and leadership.
- Be honest/circumspect/prudent.
- Be well dressed and neatly groomed.
- Be available without excuse.
- Demonstrate the ability to grow, adapt and perform.
- Be identified by distinctive uniforms and rank insignias.
- Report to and receive assignments only from the director or the base station.
- Always be on duty.

Are you in a D.A.Z.E.?



How to be Chosen

How to be Chosen

(Matthew 22:14)

- ❖ Be found doing
- ❖ Be chosen while doing
- ❖ Be noticed, but not seen
- ❖ Be found running
interference
- ❖ Be elite, but not elitist

“For many are called, but few are chosen.”

Matthew 22:14 (KJV)

Chapter V

Qualities of an Adjutant

If you have been chosen to serve as an adjutant, there are some qualities that are irreplaceable.

- **Devotion:** Love, loyalty or enthusiasm for a person, activity or cause.
- **Victorious:** Triumphant, successful, not willing to give up; a champion.
- **Respectful:** Feeling or showing deference; polite, well-mannered, dutiful.
- **Courageous:** Not deterred or intimidated by danger or pain not affected by fear.

Adjutants are responsible for the following:

- Know and abide by the A-Team General Orders.
- Anticipate guest speakers' arrival.
- Escort all speakers.
- Run general interference.
- Set up seminar and classroom venues in a timely manner.
- Predetermine security route, prior to offering.
- Set up pulpit areas.
- Place banners, flags, signs, colors and council seal.
- Maintain constant communication with base station.
- Complete official radio checks by the half hour.

Overview of Duties

- Run interference.
- Accentuate protocol.
- Address the concerns of leadership.
- Provide security and assistance.
- Observe and report.
- Conduct special assignments.
- Greet and assist dignitaries.

Qualities of an Adjutant

- Maintain adequate supplies such as water, mints, cough drops, tea, etc.
- Escort pulpit guests.
- Ensure appropriate pulpit seating is available.
- Ensure that essential items are available in the pulpit and refresh them hourly.
- Intervene and rebuke anything/anyone prohibiting the smooth operation of services.
- Serve on special security teams for predetermined events and personnel.

Basic Equipment

Adjutant's inventory list:

- Brochures, letters, radios, earpiece, ID tags, banner, room sign (standing), log book at base station, and AB flag.
- Pulpit setup: drinks, cough drops, tray, anointing oil, breath mints, and preaching towel.
- Defensive Equipment*

All officers must receive **express authorization** before carrying the following items:

- Taser
- Stun gun
- Handcuffs/key
- Flashlight
- Mace/pepper spray
- Baton
- Registered personal firearm

Radio Protocols

- Adjutants will report to the base station and sign out their assigned radio before assuming or performing any official tasks.
- Monitor and respond to all radio transmissions.
- Report all activities to the base station.
- Conduct radio checks with the base station every 30 minutes.
- Conduct periodic radio checks between team members and on duty CPL/SGT.
- Respond promptly to areas of all codes / issues.

**May be used only with prior written authorization*

Chapter VI Power Principles of Serving



The basic attitude of today's adjutant is one of service. Therefore, it's no surprise that the general functions of an adjutant (attend to, minister to, care for, help, be of use, assist, benefit, promote, support, make easy for, nourish and encourage) are found in the formal definition of serve. Whether you are assigned as a general or personal adjutant toward your leader, remember to:

- Attend to your leaders by vigilantly supporting them. If your leader has a preaching engagement, resolve to be there (and not simply in spirit).
- Your work as an adjutant is a ministry. God considers it to be so and so should you. Be moved with compassion for those that you serve. Be resourceful and always ready to assist in practical matters.
- Serve to the benefit of others, expecting nothing in return.
- Give everyone you meet the gift of support. Remember our mottos are: “**Yes, We Can!**”, “***We Got This!***”, and “**Keeping it Mighty!**”

Leadership Support

Inspection or Observation:

You should make a habit of inspecting and observing your leader. The inspection of their attire is necessary. Is their tie straight? Do they have their handkerchief or towel? Is there something to drink available? What temperature water do they drink? Is their zipper down? Is thread hanging off something? Is there lint on her skirt? These are minor things that your leader could have gotten distracted from and missed, and it is your duty to pick up. These things may seem minor, but in the overall scheme of things, your job is to help guard their image.

Know Your Leader's Administration:

The Bible speaks about different gifts and different administrations. Your leader may be one of seven prophets in the room, but his or her application is unique. You are required to study and know your leader's ways, likes and pet peeves.

Know Your Leader's Vision:

You cannot successfully serve a leader if you are out of step with their mission. Know the vision that God gave to them and be able to explain it.

Know Your Leader's Products:

If your leader writes books or has a teaching series on CD, you must know them. Know your leader's website address. Read your leader's books. Listen to their teachings. It is not good when an adjutant is asked a question about a leader's book or product and he/she is unable to respond adequately.

Promote Your Leader's Health:

Study the health of your leader. Know what foods are right for them and which foods are forbidden. When you have the opportunity, encourage your leader to select healthy food choices. Demonstrate healthiness in your own body. Take care of yourself. Exercise.

Develop a Spirit of Anticipation:

And it shall come to pass, that before they call, I will answer; and while they are yet speaking, I will hear.

Isaiah 65:24

You must develop anticipation towards your leader. Be able to anticipate what is needed next.

Be a Faithful Intercessor of Your Leader:

You must always stand in the gap for your leader and his/her family. Keep them in prayer and be willing to absorb some of the evil darts meant for their destruction.

Chapter VII

The Adjutant “Be” Attitudes

Be prayerful - Prayer changes situations; never criticize the saints or the system.

Be visible - Everyone should know you are in the building.

Be helpful - Helps is your spiritual gift and trademark.

Be quiet - Never draw attention to yourself.

Be willing - Insist on helping!

Be able - If anyone can do all things through Christ, an adjutant can.

Be available - You are never be too busy to help those in need; Never!

Be courteous - Another adjutant trademark is courtesy.

Be resourceful - Your mottos are, “Yes, I Can!”, “*We Got This!*”, “Keeping It Mighty!”

Be prompt - Let every man a slacker, but you be on time.

Be knowledgeable - Able to impart information (service times, meeting locations, etc.).

Be professional - The saints and the world are watching, so make the council, church and team look good.

Be ready - Anticipate problems, expect anything. Make big problems seem small.

Be discreet - Study to be quiet, be careful, exercise prudence and wise self-restraint in speech and behavior.

Be Godly - Professionalism is a must. No high fives or slang while on duty.

The Adjutant “Be” Attitudes

Be on Duty- You are always on duty whether on or off council premises and whenever/wherever the saints are present.

Be personable - Always render a half-smile when appropriate (no smiling during offering). Appear genuinely concerned with problems that people approach you for assistance.

Be vigilant - Know who is in the room, who went where, and what time it all went down.

Be arbitrary - Move, regardless of what’s happening.

Be all that - Because you are (all that).

- If the ushers drop the ball, you pick it up.
- If there is no security, you provide it.
- If transportation is slacking, you drive.

Chapter VIII

15 Things Pastors Wish Adjutants Knew



Aaron's name is mentioned with the name of Moses 137 times throughout the Bible. He was clearly an anointed subordinate to Moses, yet they were partners put together by God.

As an adjutant you may not be called to the level of a “number two”, an Aaron type of position. You must determine the type of assistant that you are. Knowing your place is the most important aspect of service in the ranks of an adjutant.

So you want to be an adjutant? Well, as the title of this section suggests, the following represents a few things that pastors have expressed to me that they wish adjutants knew:

1. Your work as an adjutant honors God.

It wins you God's attention and favor. It is therefore unnecessary to try to win my additional approval with overzealous acts of loyalty. Favor with God is greater than any benefit and reward that I will ever be able to extend.

2. You represent me.

Like it or not, when people see you, they think of me. Your conduct and conversation, to include the way you dress, is a direct reflection (in the eyes of others) on me. Some people will even judge and criticize not you, but me if you even look, smell, walk inappropriately or use bad grammar.

3. You were assigned to me by God.

True adjutants are placed because their anointing and ability was evident. You are necessary. In the book of Acts when the apostles needed an important task accomplished, they looked out and chose seven men who were full of the Holy Ghost, of honest report and full of wisdom. These men had been blessed by God with special qualities. Like them, you have most likely been blessed with the spiritual **gift of helps** which is the most important quality of being an adjutant.

4. I do not want to help you do your job.

When you serve me as your pastor, minister or bishop and I am in need of something, I should feel confident knowing that **YOU'VE GOT IT COVERED!** If I call for my glasses, you should clean them first and then hand them to me. If I need a ride someplace, you should have already washed and filled the car with fuel before the trip begins. If you are driving me to an engagement, please, shut up and drive! The time in the car is my personal time to think, reflect, pray or read. Likewise, it is your personal time to drive. Make sure you set your GPS or know the directions. I do not want to help you figure it all out. You are to be a resourceful, self-contained unit. You are to be willing to bother, bug, request and get help to accomplish your mission from anyone, except the one that you are assigned to serve.

5. Do not embarrass me.

Wear polished shoes. Do not be late picking up my special guests. When in public, be impressive, but don't appear smug and never act elitist. You are an ambassador and as such, assume that anything you say can and will be thought to be coming from me. Therefore, watch what you say or better yet, keep quiet.

6. Do not stand too close.

Nothing is more embarrassing than having an adjutant standing with me or within ear shot and listening to every word of a conversation that I am having with a friend or colleague. My business is none of your business. Occasionally, I may ask your opinion on a matter (especially as you mature in the position), but remember, it is my job to minister, counsel and handle sensitive information shared between me and my colleagues. Anything that you happen to overhear from my lips should be cast into a sea of forgetfulness. Always stand at a distance. Keep your eyes on me in case I need you, but please don't pry, eavesdrop or stare.

7. It's all about love.

Once you are in the position of adjutant, it will become immediately obvious whether you are doing it out of a heart of love, a spiritual gift of helps, or for vain glory. Do everyone a favor and resign or better yet, don't even apply to be an adjutant if it is for any reason other than you have an enormous respect for the man, woman and people of God.

8. Be ready to give an account in my defense.

At times, you may be the first person that people will look to for answers concerning me. Many of them won't ask you anything directly because they know that talking to you is about the same as talking to me. They may want information as to why I'm late for an appointment, where I purchased a book, a robe, a Bible, a pair of shoes or another item. Some may subtly press you for information concerning a rumor they may have heard concerning my health or other things that are none of their business. You are my spin doctor and while I do want you to be truthful in the sight of God, my room number, cell phone number, whereabouts and other personal gems should generally be considered privileged information. Finally, remember that people will glean information from your facial expressions and mannerisms. You are on my team; make sure everything about you says so.

9. We are not friends ... (Until we become friends).

We may or may not become friends, but even if we do, friendship has nothing to do with your anointing. In fact, your position as an adjutant can seem to become null if friendship gets involved. Friendship makes us equal; friendship makes me accountable to your emotions. Friendship makes me indebted to you. As an adjutant you must be able to remain a true, motivated and dedicated servant and nothing (not even friendship) should compromise that.

10. Performing the duties of an adjutant does not make you one.

An adjutant must be anointed. Many people perform the duties of an adjutant for people that they like or with whom they enjoy a true friendship and often feel that they have the gift. Remember, however, this is a mission of self-sacrifice and a few moments of self-gratifying service to a friend (as your only motivation) is not the same as humbling oneself and serving, giving and going the extra mile for a man or woman with orders from God. The true fulfillment of this job is not by might, power or friendship, but by an anointing that can only be given by God as a spiritual gift. Simply put, if you want to be an adjutant, “you can’t join in; you have to be born in”.

11. Do not forget my family.

If anyone knows the demands of my job, you do. You have the opportunity to know first-hand how many of my home errands may be neglected at times. If you can help me, help me! You are a blessing to me from above and when God blesses a person, everyone around them is often blessed in some manner. The first participants in my blessing are the members of my family. If you are a God-anointed adjutant, it will be easy for you to take care of them, when necessary, the same way you do me. I must stress, however, that since God assigned you to me, you work for me, not my kids, not my husband, wife or any other person that may happen to be blessed by association.

12. You are not easily replaceable!

God-appointed adjutants are not a dime a dozen. Spiritually you were chosen by God and must be replaced by the same. Know and understand your worth so that you can serve with a Godly pride and distinction. You were not chosen because of your money, looks, height, weight or any external quality or prowess. You were simply endued with power (*dunamis-ability*) from on high and led by the Holy Ghost to your appointed assignment/station. Live above reproach and follow the leading of the Spirit so that those that you serve can always make a full and positive report concerning you. Given the special anointing, (ability, dedication, skill and patience) that it takes to perform the duties of an adjutant, you were likely hand-picked in the human realm.

13. I need you to always tell me the truth.

This is a no-brainer for an anointed adjutant. If you struggle with candor and knowing the difference between lies and truth, please apply to work elsewhere. It has been said, (and I believe it) “If you will lie to me, you will lie on me”.

14. You are among the most qualified to pray for me, so pray hard!

After a few weeks on the job, you will easily be able to sense when I am not feeling my best and may be in need of intercessory prayer. Unless I initiate it, please don't chat, prophesy or attempt to be my counselor. You are an adjutant, and I appreciate you for the job that you were assigned to do. The first thing you can do is pray for me and the last thing I want is unsolicited advice and speculation as to what you feel may be right for me. Prayer is the key.

15. You need the whole armor to be an adjutant.

This is because the battles that I fight on a daily basis, you will also find yourself fighting on some level. This will be complicated by the fact that you will have to deal with your own personal issues many times without getting me involved. Ephesians 6:13 says,

15 Things Your Pastor Wish...

“Wherefore take unto you the whole armor of God that ye may be able to withstand in the evil day, and having done all, to stand.”

This is done by understanding your spiritual gifts, being prayerful, meditating on the most favored and powerful passages of scripture. The effective adjutant is a Godly and spiritual man or woman.

Chapter IX

Miscellaneous Laws

Adjutants must have the following items in their possession: radio, code card, pen and note pad, cuff keys and mobile device.

The SGT on duty must enter all reports into the adjutants' log along with the date and time that they occurred.

A call that is sent out to all units must be answered in ranking order.

The proper procedure to charging your radio is when the battery is low or at the end of the work shift.

The primary function of the base station officer is to ensure that the A-Team accomplishes its mission by directing the completion of daily tasks and overseeing the safety of officers and team members.

The colors, seal and banners should be checked every 15 minutes/ during rotation.

The CPLs and SGTs are responsible for ensuring that the security checks are made.

The security patrol checkpoints are as follows: parking lot, secluded areas, executive board meeting room, treasurer's office, exhibitors hall, flag, youth area, Kente kids/childcare, sanctuary and display booth.

Only the adjutant staff is allowed in the adjutant security office.

The basic room set-up procedures are:

1. Remove/refresh water,
2. Place/replace pulpit items, tablecloths, session signs, essential equipment, tables and chairs.

Miscellaneous Laws

Adjutants are to set up rooms one hour before each session or the day or night prior.

Four things that should be done when greeting an F.A.C. guest or dignitary are: 1.) an appropriate greeting, 2.) notify base, 3.) extend a business card, and 4.) inquire about special needs.

Whenever possible, the following steps should be taken to park and secure the trailer:

- Back the trailer against a wall
- Remove one tire
- Place the wheel boot on
- Put the ball lock on
- Empty the trailer
- Open the side door
- Remove all locks

All team members should be on site at least one and a half hours prior to service.

The F.A.C. flag should be raised on Tuesday mornings and lowered on Saturday evenings after the speaker begins.

The information booth should be set up on day one and disassembled on day five after service.

The parking signs should be set up on Tuesday morning and removed from the site Saturday evening.

Radios should be placed on the table, not in the charger, when not in service.

The base station set-up order is as follows:

- Director's desk area
- Administrative desk
- Logbook and Radio (Base station officer)
- Uniforms
- A-Team banner, door signs, training signs, comestible
- Weapons
- First Aid Kit

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The council site set-up order is as follows:

- Outside perimeter (Flag, Parking signs, etc.)
- Executive board meeting room
- Information booth
- Sanctuary (banner, seals, colors)
- Session signs
- Church history binders
- Exhibit hall
- Security office
- Photo shop

The positions of the A-Team leaders are:

- Director, Dr. Mac
- A-Team Chief of Staff, Missionary Antoinette Jones
- Team Technical Director, CPT Anita Ward
- TTB/Charge of Quarters, SGT Kimetha Jones
- Base Station OIC, CPL B Renee
- Sr. Field Supervisor
- Team Tactical Training Officer

Commands from the base station will override all instructions on the floor.

The Adjutants (A-Team) is a created/appointed department and not an auxiliary of the First Apostolic Council.

The A-Team should begin to breakdown and pack up all non-essential items the day prior to the mission's end.

Since 1909 is the First Apostolic Council's historical motto.

In an emergency situation in the sanctuary, adjutants should follow the team leader's direction.

The A-Team high security zones are the Kente Kids, nursery, treasurer's office, sanctuary, base station, and parking lot.

Chapter X

Prohibited Activities

For the safety of our members, worshipers and guests, we the F.A.C. adjutant staff in conjunction with the diocesan and official board, do hereby endorse, mandate and will move to enforce the following:

Drugs:

The use of alcohol, tobacco and illicit drugs is strictly prohibited on all F.A.C. properties.

Firearms:

Except for legally authorized (on duty) peace officers in the performance of their duties, the carrying of firearms into the sanctuary is strictly prohibited.

Concealed weapons:

Without prior express written permission, the carrying of weapons concealed or otherwise is strictly prohibited.

Backpacks & bags:

At the discretion of leadership, all bags, backpacks and any other packages deemed dubious or potentially unsafe shall be subject to a thorough visual safety inspection.

Alternate locations:

The F.A.C. goes on record as acknowledging, not only the building as the church, but also God's people (the saved membership) as the church (ekkklesia); as such, this safety protocol shall apply to all areas, rooms or facilities where F.A.C. members gather for worship, business or any other type of activity or fellowship.

Chapter XI

A-Team

Adjutant Qualification Questionnaire

PART I

Mission Statement

Fill in the blanks

1. An Apostolic Adjutant is to provide a _____ and _____, comfort, and _____ to the people of God and act in direct assistance to the diocesan in his service to the First Apostolic Council of Kentucky and Tennessee body while ensuring the _____ operation of F.A.C. functions.

2. What are the A-Team's 5 General Orders?

Our Creed

3. List 3 beliefs from our creed.

4. Match each code to the proper explanation:

Codes:

1. Code 1
2. Code 2
3. Code 3
4. Code 4
5. Code 5
6. 10-1
7. 10-2
8. 10-3
9. 10-4
10. 10-5
11. 10-6
12. 10-7
13. 10-8
14. 10-9
15. 10-10

Explanation:

- | | |
|-------|-----------------------------------|
| _____ | Poor transmission |
| _____ | Radio check |
| _____ | Pick up |
| _____ | Medical emergency |
| _____ | Cancel |
| _____ | Urgent – officer needs assistance |
| _____ | Person present with me/in custody |
| _____ | Location |
| _____ | Return to |
| _____ | Important/urgent message |
| _____ | Please standby/busy |
| _____ | Lost child/person missing |
| _____ | Escort |
| _____ | Non-emergency assistance |
| _____ | Meet me at |

- 16. 10-11 _____ Off duty
- 17. 10-13 _____ In the restroom
- 18. 10-14 _____ On duty
- 19. 10-15 _____ Loud and clear
- 20. 10-16 _____ Fire
- 21. 10-17 _____ Assignment complete
- 22. 10-19 _____ Affirmative/message received
- 23. 10-20 _____ Radio silence
- 24. 10-22 _____ Please repeat
- 25. 10-100 _____ Visitor present

PART II

Adjutant vs Armor Bearer

- 5. We are not _____.
- 6. What is an armor bearer (in scripture)?
- 7. What is the Hebrew word for “armor bearer”?
- 8. What does the Hebrew word “nasa” mean?
- 9. What is the definition of an adjutant?

Qualification of Adjutants

- 10. When it comes to being an adjutant,
 _____,
 _____,
 _____,
 and _____ are not an option.
- 11. Servants to the people of God and leadership must have the following thirteen qualities:
- 12. What are the twelve qualifications of an adjutant?
 - a. Believe your _____.
 - b. Be convinced of your _____.
 - c. Exercise _____.
 - d. Be saved according to the _____ of _____.
 - e. Be confirmed by _____ and _____.

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- f. Be honest/_____ /prudent.
 - g. Be well dressed and _____ groomed.
 - h. Be available _____.
 - i. Demonstrate the ability to _____, _____ and _____.
 - j. Adjutants are identified by their distinctive _____ and rank _____.
 - k. Adjutants will report to and receive assignments only from the _____ or the _____.
 - l. Adjutants are always _____.
13. List four irreplaceable adjutant qualities.
 14. List five items that every adjutant must have in their possession.
 15. How do you answer a call that is sent out to all units?
 16. What is the proper procedure for charging a radio?
 17. What is the primary function of the base station officer?
 18. How often should the colors, seal and banners be checked?
 19. What are the security patrol checkpoints?
 20. Who is allowed in the adjutant security office?
 21. List the basic room set-up procedures.
 22. List 7 steps that should be taken, whenever possible, to park/secure the trailer.
 23. How soon before service should team members be on site?
 24. When should the F.A.C. flag be raised and lowered?
 25. When should the information booth be set up and disassembled?
 26. When should the parking signs be set up or removed from a site?
 27. Where should radios be placed when not in service?

28. List the council site set-up order by number for the following.

- _____ Security Office
- _____ Information Booth
- _____ Outside Perimeter (Flag, Parking signs, etc.)
- _____ Exhibit Hall
- _____ Church History Binders
- _____ Session signs
- _____ Sanctuary (Banner, seals, colors)
- _____ Photo Shop
- _____ Executive Board Meeting Room

29. Who holds the following positions?

- Director
- A-Team Chief of Staff
- Team Technical Director
- TTB/Charge of Quarters
- Base Station Ops
- Sr. Team Leader
- A-Team Training Officer

30. Commands from the base station will override all instructions on the floor. T / F

31. Which of the following is not an auxiliary of the First Apostolic Council?

- _____ The Ushers
- _____ Ministers Wives
- _____ The Adjutants (A-Team)
- _____ Christian Education

32. Which of the following defense items may an officer routinely carry **without express authorization**?

1. _____ Stun gun
2. _____ Baton
3. _____ Mace/pepper spray
4. _____ Heavy duty flashlight
5. _____ Hand cuffs/key

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6. _____ Taser
7. _____ Registered personal firearm
8. _____ None of the above

Power Principles of Serving

33. Which of these is not a power principle of serving?

- _____ Inspection
- _____ Observation
- _____ Be a Faithful Intercessor for Your Leader
- _____ P.O.P.
- _____ All of the above

Adjutant's Attitude

34. Fill in the blank.

- a. Be prayerful - Prayer changes _____, never _____ the saints or the _____.
- b. Be visible - _____ should know you are in the _____.
- c. Be helpful - Helps is your _____ gift and _____.
- d. Be quiet - Never draw _____ to yourself.
- e. Be willing - Insist on _____!
- f. Be able - If _____ can do all things _____, an adjutant can.
- g. Be available - You are _____ too busy to help those in need, _____!
- h. Be courteous - Another adjutant trademark is _____
- i. Be resourceful – Your mottos are, “ _____ ”
“ _____ ”
“ _____ ”
- j. Be prompt - Let every man be a _____, but you be _____.
- k. Be knowledgeable - Able to impart _____
(_____ times, _____ locations, etc.).

- l. Be professional – The _____ and the _____ are watching, so make the council, church and _____ look good.
- m. Be ready – Anticipate _____, expect _____. Make big problems seem _____.
- n. Be discreet - Study to be _____, be careful, exercise _____ and wise _____ in speech and behavior.
- o. Be Godly - _____ is a must. No high fives or slang while on duty.
- p. Be on Duty- You are _____ on duty whether on or off council _____ and whenever/wherever the _____ are present.
- q. Be personable - Always render a _____ smile when appropriate (no smiling during offering). Appear genuinely concerned with problems that people approach you with.
- r. Be vigilant - Know who is in the _____, who went _____, and what _____ it all went down.
- s. Be arbitrary - _____, regardless of what's happening.
- t. Be all that - Because you _____ (all that).

PART III.

Things Pastors Wish Adjutants Knew

35. Fill in the blank.
1. Your work as an adjutant honors _____
 2. Do not _____ too close.
 3. It's all about _____.
 4. You need the _____ _____ to be an adjutant.

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36. Which of the following pertains to the F.A.C.?
____ “Since 1919”
____ “Since 1906”
____ “Since 2007”
____ “Since 1909”
____ I have no idea
37. When did the A-Team begin?
38. In what city was the A-Team established?
39. In an emergency situation in the sanctuary, which of the following should you move to protect first?
____ Your Pastor
____ Diocesan
____ Seniors/Elderly
____ Handicapped/Most vulnerable.
____ I will follow the team leader’s direction.
40. What are the A-Team high security zones?
41. What does P.O.P. stand for?
42. What month and year did you join the A-Team?

Qualifications Checklist

Qualifications Checklist

- Do you have the gift of helps
- Are you dedicated?
- Are you destined?
- Are you determined?
- Are you totally convinced that you are called by God?
- Are you totally convinced that you are anointed by God?

