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37th Annual National Convention of the
Apostolic Assemblies of Christ, Inc.

Ministerial Etiquette & Protocol

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Points of Consideration

- Defining Ministerial Etiquette & Protocol
- The Importance of Proper Ministerial Etiquette & Protocol
- Understanding Proper Ministerial Etiquette & Protocol
- Pulpit Etiquette & Protocol
- Ceremonial Etiquette & Protocol
- Ministerial Relationship Etiquette & Protocol



Introduction

- There is a Right and a Wrong way to do things.
- The Body of Christ has to move from just maintaining churches into PROGRESSIVE, DYNAMIC, and RELEVANT churches.
- To transition into effective ministry we have to move from mediocrity into excellence.
- It is not longer feasible to look the other way. People should be trained and qualified for ministry positions.
- Without the proper qualification, future generations will have no precept or principles to follow and mediocrity will be accepted as right.

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*Defining Ministerial
Etiquette & Protocol*




Defining Ministerial Etiquette & Protocol

- What is Etiquette?
 - Etiquette is defined as “**the customary rules for conduct or behavior in polite society.**”
 - Etiquette goes hand in hand with Ethics which can be defined as;
 - Ethics reflect who a person is — his conduct, his innermost thoughts, his speaking, teaching, and lifestyle.
 - Christian ethics differ from secular ethics because Christian ethics are linked to the Bible and determined by the unchanging truth of Scripture.


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*The Importance of
Proper Ministerial
Etiquette & Protocol*



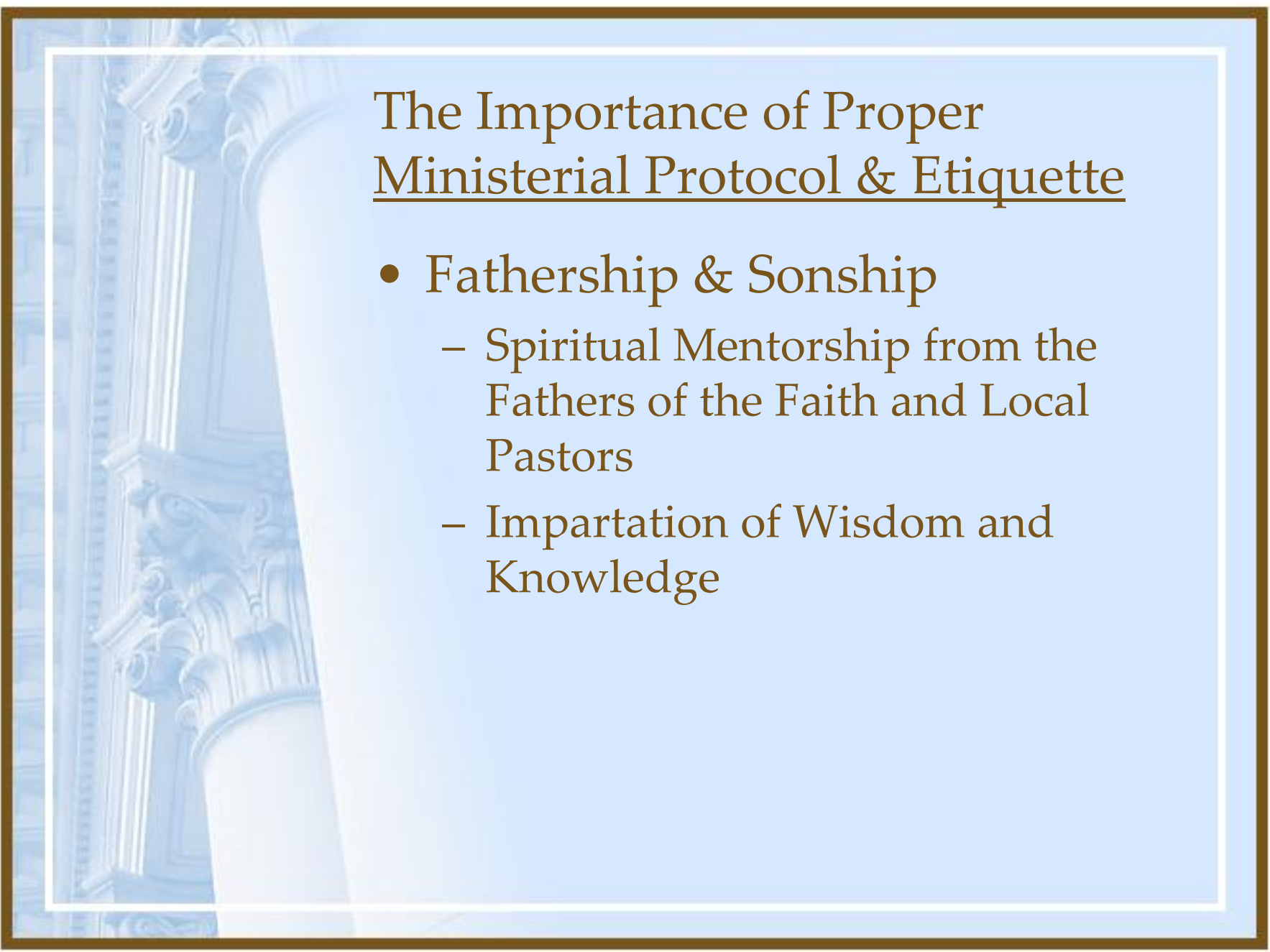
The Importance of Proper Ministerial Protocol & Etiquette

- There has been a lack of proper Ministerial Protocol & Etiquette within the Body of Christ.
- This has resulted from two main reasons,
 - The Lack of Proper Training & Impartation
 - The Lack of Fathership & Sonship between our Spiritual Fathers and Sons.



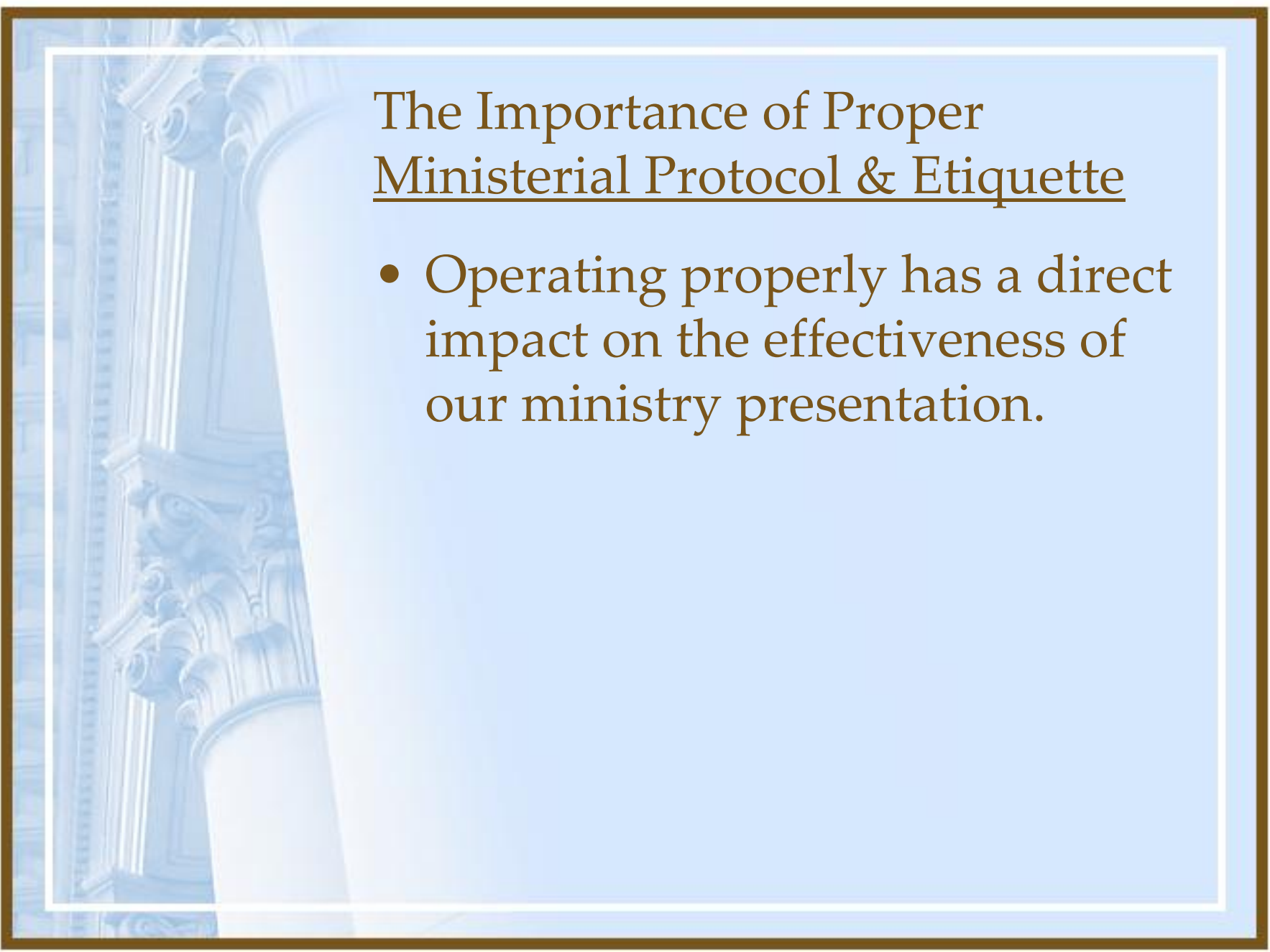
The Importance of Proper Ministerial Protocol & Etiquette

- Proper Training & Impartation is inclusive of actually being prepared and qualified for the ministry or work that is set before you.
- Proper Training includes
 - Impartation & Ministry Training
 - Field Experience
 - Diligent Study and Personal Application of the Word of God



The Importance of Proper Ministerial Protocol & Etiquette

- **Fatherhood & Sonship**
 - Spiritual Mentorship from the Fathers of the Faith and Local Pastors
 - Impartation of Wisdom and Knowledge



The Importance of Proper Ministerial Protocol & Etiquette

- Operating properly has a direct impact on the effectiveness of our ministry presentation.



*Understanding
Proper Ministerial
Etiquette & Protocol*



Understanding Proper Ministerial Protocol & Etiquette

- Ministerial Etiquette & Protocol are inclusive of all facets of a ministry to include;
 - Pulpit Etiquette
 - Ceremonial Etiquette
 - Proper Ministerial Relationships

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*Pulpit Etiquette &
Protocol*



Pulpit Protocol & Etiquette

- The Correct Pulpit Seating
 - There is a correct protocol for pulpit seating at local churches and at major conferences or events.
 - The middle seat should be reserved for the highest ranking leader of the event.
 - The second seat should be designated for the special guest of the leader and then follow on both sides from the greatest to least rank in ecclesiastical order.

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Pulpit Protocol & Etiquette

- The Correct Pulpit Seating
 - There may be variations based upon the layout of the particular church pulpit or conference venue; however, note that once the head seat has been designated then the seating of the remaining clergy will follow as noted;



Pulpit Protocol & Etiquette

- For Organizations
 - Presiding Bishop
 - 1st Assistant
 - When there is a special guest or keynote speaker that has been invited at the Leader's direction, they will take the seat next to the Leader.
 - Bishops
 - Suffragan Bishops
 - District Elders
 - Elders
 - Pastors
 - Evangelists

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Pulpit Protocol & Etiquette

- For Local Churches
 - Pastor
 - When there is a special guest or keynote speaker that has been invited at the Leader's direction, they will take the seat next to the Leader.
 - Associate Pastor (s)
 - District Elder
 - Elders
 - Evangelists
 - Ministers



Pulpit Protocol & Etiquette

- The correct order for ecclesiastical remarks
 - The correct order of ecclesiastical remarks should be from least to greatest.
 - Evangelist
 - Pastor
 - Elder
 - District Elder
 - Suffragan Bishop
 - Bishop
 - Presiding Bishop
 - The Ecclesiastical remarks should be brief and limited to the time specified by the MC of the particular service.
 - The remarks also should be specific to the occasion.

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Pulpit Protocol & Etiquette

- The correct way to address the ecclesiastical staff of the roster
 - When addressing any member of the ecclesiastical roster, it is important to address them by their ecclesiastical designation and then by title;
 - Presiding Bishop GM Boone
 - Bishop Dr. William L. Harris
 - Evangelist Martha White
 - It is inappropriate to address ecclesiastical staff by nicknames.

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*Ceremonial Etiquette
& Protocol*

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Ceremonial Protocol & Etiquette

*Births, weddings, and funerals
will determine, to a large degree
the effectiveness of the minister.*

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Ceremonial Protocol & Etiquette

- The Wedding Ceremony
 - A Minister's Responsibility
 - Pre-Marriage counseling.
 - Getting all official documents signed; i.e. the wedding certificate.
 - Performing the wedding ceremony.

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Ceremonial Protocol & Etiquette

- The Wedding Ceremony
 - Overview of Program
 - Processional
 - Opening Words of the Officiant
 - The Giving in Marriage
 - An Opening Prayer or Reading
 - Definition of Marriage
 - Wedding Vows
 - Second Reading or Song
 - Exchange of Rings
 - Lighting of Unity Candle
 - Closing
 - Declaration of Marriage
 - Introduction of Newlyweds



Ceremonial Protocol & Etiquette

- The Funeral Ceremony
 - A funeral service is a sign of respect. It is a testimony to our community that we have lost someone worth mourning.
 - A funeral service is a time for release – it is therapeutic.
 - It is also a time for rejoicing. We do not concentrate so much on death as we do on the celebration of life.
 - A funeral service provides us an opportunity to remind one another of the essential message of the Christian faith, that we shall not all sleep but we shall be changed.



Ceremonial Protocol & Etiquette

At no time does a minister have a greater opportunity to minister to his people than on the occasion of a funeral. Caring for those who mourn and feeling empathy with them at their loss will cause bereaved persons to open their lives to your ministry.



Ceremonial Protocol & Etiquette

- The Funeral Ceremony
 - A Minister's Responsibility
 - Remember, it is not what you say that will be remembered, it is the fact that you were there. Your presence is more important than any word. However, words of sympathy and a short quiet prayer are always appropriate.

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Ceremonial Protocol & Etiquette

- The Funeral Ceremony
 - Making the Funeral Arrangements
 - When death occurs in a hospital, someone must sign a paper authorizing the removal of the body. By this time the doctor has already signed the death certificate. This means a mortuary or funeral home must be chosen. Often a family will ask for your advice. You must be careful to name the local firms and relate helpful information you may have. Don't become an agent for a given home.

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Ceremonial Protocol & Etiquette

- The Funeral Ceremony
 - Preparing for the ceremony
 - The Funeral Director will usually seat the family and the pallbearers in the place designated in the front for the family.
 - While this is being done, the officiate is usually in a private room arranging the processional.



Ceremonial Protocol & Etiquette

- The Funeral Ceremony
 - The Ecclesiastical Processional
 - Officiate
 - The eulogist
 - The rest of the clergy in order from the greatest to the least in the sense of Ecclesiastical order.
 - When the funeral director gives the signal for the beginning of the funeral; the officiate will begin to read appropriate scriptures from the old and new testament and will begin to walk down the aisle.



Ceremonial Protocol & Etiquette

- The Funeral Ceremony

- The Ecclesiastical Processional

- Please note;

- There are two ways to conduct the processional.

- » You can either lead the family in with the processional; in that case the clergy will go to the pulpit and will remain standing until the family is seated. The officiate will continue to read scriptures until the family is seated.

- » If the family is already seated, then the processional will walk in to the pulpit and the officiate will read scriptures until the processional is in place.

- Once everyone is in place, the officiate will stop and the funeral ceremony will begin.



Ceremonial Protocol & Etiquette

- The Funeral Ceremony
 - A word of welcome to the friends of the family
 - “Thank you for being here today to share in this service in memory of _____.”
 - Obituary
 - Scripture and prayer
 - Solo
 - Scripture and meditation
 - Prayer and/or song



Ceremonial Protocol & Etiquette

- The Funeral Ceremony
 - The organist will be providing appropriate music for about fifteen minutes before and following the service until the people have departed.
 - The minister will inform the funeral director as to how he will conclude the service. When that is done, he should be seated and the funeral director will dismiss the crowd, giving them information regarding the burial if there is to be one following.



Ceremonial Protocol & Etiquette

- The Funeral Ceremony
 - At the end of the funeral service, the minister will precede the pall bearers down the aisle and out the door and stand at the back of a hearse until the body is placed in the receptacle.



Ceremonial Protocol & Etiquette

- The Funeral Ceremony
 - Three Critical Moments
 - The Viewal
 - The initial visual confrontation of the deceased by the bereaved after the deceased has been prepared for the final disposition.
 - The Eulogy
 - An opportunity for further proclamation of the Word of God. Here we can renew our vision of life, express our faith in God, and talk of our hope.
 - The Committal
 - The final submission as the deceased is committed to his final resting place with prayer and blessings.



Ceremonial Protocol & Etiquette

- Other Points of Consideration
 - The Committal
 - At the cemetery, the minister should go to the back of the hearse. After the pallbearers have placed the casket on rollers, the minister walks at the head of the procession, then steps to the head of the grave and waits until all are assembled.
 - The service should be brief, consisting of the committal and then benediction.
 - The minister should then step from the head of the grave and go down the line shaking hands with each member of the bereaved, quietly expressing his sympathy.



Ceremonial Protocol & Etiquette

- Other Points of Consideration
 - A Memorial Service
 - A Graveside Funeral Service
 - Should be Brief and include the following
 - Prayer
 - Scripture Reading
 - Reading the Obituary
 - Message (No more than 5 minutes)



Ceremonial Protocol & Etiquette

- The Occasional Ceremony
 - A Minister's Responsibility
 - To Minister Effectively within the requested parameters.
 - Occasional Sermons
 - » Anniversary Services
 - » Building Fund Services
 - » Evangelistical Services
 - Specific Blessings or Dedications
 - » Baby Dedication Ceremony



*Proper Ministerial
Relationships*



Proper Ministerial Relationships

In order to be effective in the Kingdom you must be effective within the local body.

Affecting people and ministering to others requires a united and joint effort among the ministers and pastors working together in the faith.




Proper Ministerial Relationships

- Ministerial Relationships
 - To be effective ministry leaders there must be balanced ministerial relationships.
 - All trust-based relationships depend on each individual's ability to balance these two principles of self knowledge and a keen regard for others.
 - In ministerial relationships, this burden always falls on the minister, the individual being sought for service, help and advice.



Proper Ministerial Relationships

- Pastoral Relationships
 - Understanding the Proper Way to Release Members
 - Understanding the Proper Way to Receive Members
 - Keeping Open Lines of Communication within the local cities and throughout organizational lines to help maintain proper ministerial relationships.



Questions & Answers

For more information on this class or any other class taught by Bishop Dr.. William L. Harris, IV, please log onto www.bishopwilliamharris.com or call (877) 224-0174.