



Church Of God In Christ, Inc.
Kentucky First Ecclesiastical Jurisdiction
Office of the Jurisdictional Secretary - Standard Operating Procedures

Historical Data Collection

Procedure Number: KY1-SOP-006	Date Created: June 1, 2016
Revision:	Date Revised:

Authors: Missionary Sonya D. Brown, Secretary
Elder Richard Jernigan, Historian

Terms:

OJS – Office of the Jurisdictional Secretary
OGS – Office of the General Secretary

1. PURPOSE:

- The purpose of this document is to explain and highlight the support requested to assist in the Church Of God In Christ National Church History Research Project.
- Rational for preparing and maintaining the history of organizations
 - New members and officers will benefit from knowing why the organization was formed, how its mission has evolved over time, and how that heritage may or should influence current decision-making.
 - A narrative history is more likely to survive time and the passage of materials from officer to officer than is a set of loose papers and records.

2. PROCEDURE:

1. Kentucky First **Jurisdiction** Historical Research Committee
 - a. Jurisdictional leaders will be asked to assist with providing historical information.
 - b. The OJS will be the main point-of-contact to assist with and receive all information.
 - c. The OJS will be responsible for collecting, organizing, and preparing all historical information for presentation to the Jurisdictional Prelate prior to it being forwarded to the National Office of the General Secretary
2. Kentucky First **District** Historical Research Committee
 - a. District Superintendents are asked to identify a district representative to assist with gathering district historical information and providing it to the OJS
 - b. District representatives will assist their local church representatives in gathering local historical church information as well.
 - c. Local Churches will submit historical information to the District Representative who will then forward all information to the OJS
3. Kentucky First **Local Church** Historical Research Committee
 - a. Pastors are asked to identify a local church representative to assist with gathering local church historical information and providing it to their District Representative.

4. Kentucky First **Departmental** Historical Research Committee
 - a. Department Leaders are asked to identify a representative to assist with gathering historical information for the Department and providing it to the OJS Historian
5. Office of the Jurisdictional Secretary
 - a. As historical information is received by the OJS, it will be compiled into a Jurisdictional historical repository
 - b. The OJS will provide compiled information to the Jurisdictional Prelate for review and approval
 - c. Once approval has been given, the OJS will forward historical information to the National OGS for archival
 - d. The OJS will be available to the entire jurisdiction for questions, concerns or any issues that may arise from this project
 - i. The OJS will travel throughout the jurisdiction to visit and assist Districts and local churches with support for this project.
 - ii. All Committee representatives will have full access to the staff of the OJS for communication and information flow of this project.
 - iii. Leadership at all levels will be kept informed of information as it relates to their area of responsibility as a support mechanism to ensure 100% success of this project as Kentucky First prepares to forward information to the National OGS.
 - e. Oversight of this project will be provided by the Jurisdictional Prelate and the Executive Staff.

3. HISTORICAL REPOSITORY:

1. All Historical documents will be digitized and stored in the Jurisdictional OneDrive account.
2. A database will also be created for storage and search of documents

Please mail completed form(s) to:

**Kentucky First Church of God in Christ
Office of the Jurisdictional Secretary
P O Box 728
Radcliff, KY 40159
Attn: Sonya Brown – Historical**

~OR~

Email completed form(s) to:

Ky1secretary@outlook.com

Kentucky First Jurisdiction

Historical Data Collection Form

Organization Name (Church, District, Department)

The Founding

When was the organization formed?

What was the original name of the organization?

What was the original mission/objective of the organization?

Who were the persons most responsible for forming the organization? If a list of charter members survives, include those names in the narrative or as an appendix entry.

The Growth and Maturing of the Organization

What factors, including persons, have been most influential in the progress of the organization? If rosters of annual officers survive, consider including them in the appendix.

Beyond serving the needs of its members, what impact has the organization had upon the local community?

Please attach copies of the following, if available

- Organizational Charter(s)
- Membership rosters
- Officer rosters
- Sets of minutes of organizational meetings
- Sets of organizational newsletters
- Scrapbooks
- Newspaper articles describing organizational activities
- Photographs of organizational activities, former pastors, members
- Typescripts of organizational events or interviews with members
- Plaques and other awards received by the organization
- Correspondence related to the organization
- Deeds, titles, etc., describing property owned by the organization
- Program Booklets (Anniversary, District Meetings, Sunday Worship, Special Events, etc.)
- Funeral Programs, Obituaries of Deceased Leaders and/or Members

Historical Narrative

The narrative section is the story-telling portion of your church history. You may want to sub-divide the history into separate sections, with each one describing a major activity or event of the church, such as Sunday School, Youth, Founding, etc. The history for each section should be written in a chronological order. The majority of the narrative will be based on your notes and collected bulletins, newsletters and reports. The narrative portion of the church history should flow smoothly from paragraph to paragraph and section to section. As you write, try to reflect, in a warm, personal way, the humorous and serious events that have transpired over the years.

Church – List all pastors with years served

District – List all Superintendents with years served

Department – List all Leaders with years served

Submitted By

Name		Title	
Signature		Date	

For OJS Use Only:

Date Received by OJS		Date Processed by OJS	
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