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| <b>BILL NO.</b>  | CLO PL 07  |
| <b>TITLE</b>     | Stewardship and Finance Commission<br><b>(Finance Committee)</b>   |
| <b>REFERENCE</b> | The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Part IV, Section II.A.4 Auxiliaries (Page 72); and Section III Optional Local Church Organization, specifically Subsection B. 4. Commission on Stewardship and Finance (pages 74 and 77,78)  |
| <b>INTENT</b>    | To move the requirements for the Commission on Stewardship and Finance from Section III (Optional Local Church Organization), and place them under Section II, Subsection A.4. (Auxiliaries), thus qualifying the body as a standing committee under a new name "Finance Committee", and establishing said committee as the official financial administrative body of the local church. Further, the introductory language to Section III will be subsequently amended.  |
| <b>RATIONALE</b> | <p>For several years, the local church has been encouraged to establish a Central Budget Fund (as is established on the Episcopal District and Connectional levels). Increasingly at Quarterly Conferences, presiding elders regularly inquire if the local church in question has a central fund. The requirement for establishing a Central Budget Fund is written under the duties of the Commission on Stewardship and Finance (Part IV, Section III. B.4.b.1; p. 78). It is specified in paragraph 4 of said section (p. 78) that the fund is administered by the Commission on Stewardship and Finance. However, these requirements are laid out under the above cited section, designated for optional local church organizations.</p> <p>The existence and function of an administrative body such as this commission is vital to effectual fiscal management in the local church and cannot be optional, but must be mandatory. It needs to be established as a continuously functioning, standing unit, as are similar bodies at other levels of the Connectional Church. The Commission on Stewardship and Finance is currently required to carry out the financial obligations of the church under the direction of the Official Board, including developing a budget and administering the Central Budget Fund. These functions need to be performed by a representative cross-section of the local church components and membership. Members should possess relevant skills and experience that can advance the fiscal health and wellbeing of our Zion.</p> |



1 CURRENT TEXT: Part IV, Section II. A.4.A.; Page 72 – No Language

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3 AMENDED/NEW TEXT: **Renumber the current Part IV, Section II. A.4.B as the**  
4 **new Part IV, Section II, A4.A.; add a new Part IV, Section II. A.4.B. as follows:**

5 **B. The Finance Committee**

6 1. Composition

7 a.) **The Finance Committee** shall be composed of an equal number of stewards, trustees  
8 and **Church Conference Members at-at-large**. The total number of persons on this  
9 **committee** shall not be fewer than three (3) nor more than nine (9). This rule may not  
10 apply to mission charges.

11 b.) The members of the **committee** shall be elected by the Church Conference. **Where**  
12 **there is a member of the local church who possesses accounting expertise, such**  
13 **person should be considered for election.**

14 c.) The pastor shall be the chairperson of the **committee**.

15 **2. Duties of the Finance Committee**

16 a.) **The Finance Committee shall administer the financial program of the station,**  
17 **circuit, or mission.** In keeping with this overall function, the duties of the **committee** are  
18 as follows:

19 1.) **At the beginning of each conference year,** the **committee** shall set up an annual  
20 budget for the station, circuit or mission and shall submit the same to the Official Board  
21 for its action and determination. **The annual budget shall consider and incorporate the**  
22 **pastor's suggested budget.**

23

24 2.) Upon approval of the annual budget by the Official Board, **the committee** shall, under  
25 the direction of the board, take action to provide the income sufficient to cover same, and  
26 shall administer the funds received according to the plan of the Official Board.

27 3.) **Contributions and payments shall be credited to the respective contributor and a**  
28 **proper and accurate account shall be kept of each contributor and each**  
29 **contribution and payment.**

30 4.) All funds shall be deposited promptly in a bank approved by the Official Board and  
31 the account shall be in the name of the local church.

32 5.) **Funds received shall be disbursed by the treasurer as the Official Board directs**  
33 **through the approved budgetary process. Any request for expenditure not included**  
34 **in the approved budget must come before the Official Board for pre-approval, with**  
35 **the consent of the pastor.**

36 6.) The income received each month shall have been shared proportionately among the  
37 budgeted items after the pastor's salary and that of the entire church staff shall be given  
38 priority.

39 7.) **A report of all receipts and disbursements and of unpaid obligations against the**  
40 **budget shall be provided by the Finance Committee to the Official Board each**  
41 **month.**

42 8.) It shall be the continuing duty of **the committee** to inform the congregation of the  
43 financial needs of the church.

44 9.) No lottery, raffle, or other games of chance shall be used in raising money for any  
45 purpose.

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47 b.) Central Budget Fund

48 **1.) There shall be established a central fund in the local church known as the**  
49 **“Central Budget Fund”.**

50 **2.) This fund shall be administered by the Finance Committee.**

51 **3.) The various causes and services included in this central fund shall be:**

52 a.) Ministers’ Support

53 b.) Current Trustee expense

54 c.) Insurance (property and pastor’s annuity)

55 d.) Purchases and Repairs

56 e.) Christian Education

57 f.) Benevolence

58 g.) **Conference Budget (District of the Conference)**

59 h.) Connectional Budget

60 i.) Public Relations

61 j.) Community Project

62 k.) Travel (Minister and Lay)

63 **l.) Local Church Expansion**

64 m.) Extra Budget Projects

65 n.) Contingency

66 **(NOTE: The order of the aforementioned is also amended.)**

67 **CURRENT TEXT: Part IV, Section III, p. 74**

68 There may be constituted in each local church the following commissions, whose

69 respective duties are hereinafter defined: (1) The Commission on Membership,



Evangelism, and Discipleship, (2) The Commission on Christian Education, (3) The Commission on Missions and Welfare, (4) The Commission on Stewardship and Finance, (5) The Commission on Public Relations, (6) Commission on Christian Social Action, and (7) The Commission on Health.

The pastor shall be the chairperson of the Commission on Stewardship and Finance and the ex-officio chairperson on the other commissions. The chairperson of each commission shall be a steward and therefore, a member of the Official Board and Quarterly Conference to which he or she is amenable, with the exception of the Commission on Missions and Welfare, whose chairperson may be either a steward or a trustee. They shall make monthly reports to the Official Board and also quarterly reports to the Quarterly Conference.

The members shall be elected by the Church Conference, except that the superintendent of the Church School, president of the Allen Christian Fellowship, director of the Young People's Division of the Women's Missionary Society, directors of Bureau Service Agencies and additional members who shall be nominated by the pastor and elected by the Quarterly Conference. The director of Christian Education shall be an ex-officio member of this commission.

Each Commission shall be composed of no fewer than three nor more than seven members who are in good and regular standing in the AME Church and eighteen years of age or over. This rule may not apply in the case of mission charges, and does not apply to

93 the Commission on Stewardship and Finance, which shall be composed of an equal  
94 number of stewards and trustees plus Official Board members-at-large. The total number  
95 of persons on this commission shall not be fewer than three (3) nor more than nine (9).  
96 Each commission shall cooperate with the Connectional and Annual Conference  
97 Commission.

98

99 **AMENDED/NEW TEXT: Part IV Section III; p. 74**

100 **There shall be constituted in each local church the following commissions, whose**  
101 **respective duties are herin defined: (1) The Commission on Membership,**  
102 **Evangelism and Discipleship, (2) The Commission on Christian Education, (3) The**  
103 **Commission on Missions and Welfare, (4) The Commission on Public Relations, (5)**  
104 **The Commission on Christian Social Action, and (6) The Commission on Health.**

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106 The pastor shall be ex-officio chairperson on the commissions. The chairperson of each  
107 commission shall be a steward and therefore a member of the Official Board and  
108 Quarterly Conference to which he or she is amenable, with the exception of the  
109 Commission on Missions and Welfare, whose chairperson may be either a steward or  
110 trustee. They shall make monthly reports to the Official Board, and also quarterly reports  
111 to the Quarterly Conference.

112

113 The members shall be elected by the Church Conference, **except that the Commission**  
114 **on Christian Education shall be composed of the pastor, the superintendent of**  
115 **Church School, president of the Allen Christian Fellowship, director of the Young**  
116 **People's Division of the Women's Missionary Society, directors of Bureau Service**

117 **Agencies and additional members who may be nominated by the pastor and elected**  
118 **by the Quarterly Conference.** The director of Christian Education shall be ex-officio  
119 member of this commission.

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121 Each commission shall be composed of no fewer than three nor more than seven  
122 members who are in good and regular standing in the AME Church and eighteen years of  
123 age or older. This rule may not apply in the case of mission charges. Each Commission  
124 shall cooperate with the Connectional and Annual Conference Commissions.

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126 **AMENDED/NEW TEXT: DELETE the Current Part IV, Section III. B.4. pgs. 77,78**

127

128 **FUNDING:** There is no cost associated with this proposed legislation

129

130 ***Submitted by the CLO Proposed Legislation Committee***