

<b>BILL NO.</b>	CLO PL 08
<b>TITLE</b>	The Steward Board _Clarified
<b>REFERENCE</b>	The Doctrine and Discipline of the African Methodist Episcopal Church 2012, , PART IV, SECTION II. SUBSECTION A., 1., a.; Pages 61 - 63
<b>INTENT</b>	To delineate and clearly state the unique responsibilities of the stewards by amending paragraphs a), b), c) d) of Subsection A.1.a.2) and reordering entire Subsection A.1.a for better readability.
<b>RATIONALE</b>	The stewards have traditionally been recognized as the body that assists the pastor with the spiritual and administrative needs of the local church, as in the capacity of a cabinet. Essentially they are expected to have a full understanding of the operations of the church and be able to conduct the certain affairs on the pastor's behalf in her/his absence. This role needs to be expressly stated and fluently laid out in the Doctrine and Discipline of the AME Church



1 CURRENT TEXT: Section II A.1. a.1.); Page 61

2 a.) The pastor appointed by the presiding bishop shall ... **(a thru g inclusive, of**  
3 **current text)**

5 CURRENT TEXT: Section II A.1. a.2.), Page 62

6 a) They shall make an exact account of all money or other provisions collected for the  
7 support of the pastor of the mission, circuit, or station.

8 b) The salary of a full time minister shall be negotiated by the pastor and the steward  
9 board. The negotiated salary and benefit package shall be commensurate with the cost of

10 living in the given geographical area and the ability of the local congregation. The  
11 following benefits apply to those ministers who are full-time servants of the church. They  
12 shall be adhered to per the Doctrine and Discipline of the African Methodist Episcopal  
13 Church and open to negotiation in all cases. The benefits include, but are no limited to:  
14 pension or retirement insurance(s): health, disability, professional liability, key person  
15 life insurance\*; self employment tax; parsonage or housing allowance; continuing  
16 education; travel: connectional, episcopal district, conference, inner parish and all other  
17 related to official duties. If a housing allowance is given, it is the stewards' duty to  
18 negotiate a reasonable housing allowance with the pastor.

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20 c) They shall seek the needy and distressed in order to relieve and comfort them

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22 d) They shall make accurate reports of every expenditure of money, whether to the  
23 pastor, church, sick or poor.

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25 e) They shall attend the Quarterly Conference of their circuit or station to give advice, if  
26 asked, in planning for the circuit or station. They shall attend committee meetings for the  
27 disbursing of money to churches and give counsel in matters of arbitration.

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29 AMENDED TEXT

30 Section II A. 1. a. 1) **Purpose**

31 *The stewards shall assist as the pastor's cabinet in encouraging, fostering, and*  
32 *improving the general interest of the church. They shall give an account, when*

33 *requested, in matters of the fitness of the membership, give advice in reference to overall*  
34 *program planning, and give counsel in matters of arbitration as outlined under Section*  
35 *XI of Judicial Administration.*

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37 Section II A. 1.a.2.) Composition [Same as current Section II A.1.a.1.)]

- 38 a) The pastor appointed by the presiding bishop to the local church shall be the  
39 chairperson of the Board of Stewards. The pastor may appoint a chairperson pro  
40 tem to act in his or her absence. All business conducted in his or her absence  
41 shall be subject to veto by the pastor.
- 42 b) The number of stewards for each church shall be not fewer than (3) nor more than  
43 nineteen (19).
- 44 c) The pastor in charge shall nominate the number of stewards needed for the  
45 mission, circuit, or station and shall submit them to the Quarterly Conference,  
46 which shall confirm them or, if it sees fit, reject them.
- 47 d) The stewards so nominated and confirmed shall serve for a term of one year. The  
48 same person(s) may be nominated annually.
- 49 e) To be qualified for this office, one must be of solid piety, know and love the  
50 Word of God, and the African Methodist Episcopal Church. He or she must be  
51 fruitful and of good natural or acquired ability to transact the spiritual and  
52 temporal business of the church. Each person shall have been a member of the  
53 African Methodist Episcopal Church for at least two (2) years, except in case of  
54 the establishment of a new congregation.



- 55 f) There shall be appointed a Junior Board of Steward that shall function under the  
56 direction of the pastor and Senior Board of Stewards.
- 57 g) There shall be a training course for prospective stewards under the supervision of  
58 the pastor and senior stewards.

59 Section II A. 1.a.3.) The Duties *and Responsibilities* of the Stewards

- 60 a) *They shall seek the needy, infirmed and distressed in order to relieve and comfort*  
61 *them. They shall see or devise a ministry(s)/system(s) to actively address these concerns*  
62 *on behalf of the local church.*
- 63 b) They shall provide the implements and elements for the Holy Communion.
- 64 c) *After consulting with the Finance Committee, the stewards and the full time pastor,*  
65 *on behalf of the local church, shall negotiate said pastor's salary and benefit package.*  
66 *The stewards shall submit the proposed negotiated salary and benefit package to the*  
67 *Finance Committee for inclusion in the proposed local church annual budget. The*  
68 *proposed budget shall then be presented to the Official Board for its action and*  
69 *approval.*

70 The negotiated salary and benefit package shall be commensurate with the cost of  
71 living in the given geographical area and the ability of the local congregation. The  
72 following benefits apply to those ministers who are full-time servants of the church. They  
73 shall be adhered to per the Doctrine and Discipline of the African Methodist Episcopal  
74 Church and open to negotiation in all cases. The benefits include, but are not limited to:  
75 pension or retirement insurance(s); health, disability, professional liability, key person  
76 life insurance\*; self-employment tax; parsonage or housing allowance; continuing  
77 education; travel: connectional, episcopal district, conference, inner parish and all other

78 related to official duties. If a housing allowance is given, it is the stewards' duty to  
79 negotiate a reasonable housing allowance with the pastor.  
80

81 d) They shall register all baptisms, marriages and deaths within the congregation  
82 e) *They Steward Board shall have an appropriately labeled church record book which*  
83 *shall contain the registration of all baptisms, marriages, births, deaths, new members*  
84 *and full time members.*

85 f.) The stewards shall write circular letters to societies of a circuit when occasion  
86 requires, to let them know the state of the temporal concern at the last quarterly meeting  
87 and to urge them to be more liberal in their contributions.

88 g) The Steward Board of each local church in the third quarter of each conference year  
89 shall conduct a survey of the membership of the church with the purpose of determining  
90 to what extent each member of the church financially, attended the regular means of  
91 grace, and supported the various benevolent enterprises of the church. The survey shall  
92 contain date, name and address, dates of birth, active, inactive, new member, student, left  
93 with certificate, left without certificate, deceases and class number.

94 h) The Steward Board shall investigate all members of the church roll and submit its  
95 findings to the Official Board for approval. The Certified Membership Roll shall be  
96 forwarded to the fourth quarterly conference for submittal to the annual conference. Each  
97 Annual Conference shall forward all Certified Membership Rolls to the General Church  
98 Secretary.

99 i) *They shall see to the proper maintenance of all records/documentations of church*  
100 *activities and transactions and shall oversee an archive of this information.*

101 j) The minister in charge of the circuit or station shall see that all these provisions are  
102 enforced.

103 k) The Steward Board shall be subject to the bishops, elders, deacons, and traveling  
104 ministers of their circuit or station.

105 Section 11,A 1.a.4 Amenability of the Stewards

106 a) The stewards shall be accountable to the Quarterly Conference of their circuit or  
107 station, which shall have the power to remove them when they fail or refuse to do their  
108 duties.

109 b) In the interim of the Quarterly Conference, the minister in charge shall have power to  
110 suspend a steward to refuses, neglects or fails to discharge his or her duty, and to fill the  
111 vacancy until the next meeting of the Quarterly Conference, which shall dispose of the  
112 case.

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114 FUNDING: There is no cost associated with this proposed legislation

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116 *Submitted by the CLO Proposed Legislation Committee*