



AME POLITY

The Duties of Stewards and Trustees



Bethel A.M.E. Freeport
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Freeport, New York

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Leadership Presentation Agenda

- ❖ A Ministry of Excellent/Five Star Church
- ❖ Steward Board
- ❖ Trustee Board
- ❖ Protocol, Policy and Procedure
- ❖ Official Board
- ❖ Church Conference



The Five★Church

Striving towards the following Goals and Objectives: Encourage and nurture persons in their service to God and to the Church.

Goals and Objectives of the “Five Star Church”

- Be people focused
- Be Bible-based
- Be Doctrinal-purposed
- Always be centered on Jesus Christ
- Be Complemented with a pragmatic freedom within ministry

The Five ★ Church

Striving towards the following Goals and Objectives: Encourage and nurture persons in their service to God and to the Church.

Goals and Objectives of the “Five Star Church”

- Reaching a multitude of people
- Confronting various problems
- Creating numerous solutions
- Change lives
- Have an outstanding quality of worship
- Do an outstanding job of teaching the Word of God

Stewards of the A.M.E. Church

The stewards constitute the pastor's cabinet, and therefore they are an important factor in the running machinery of the church.

Being selected and chosen by the pastor as his/her aides de-camp, from among all other members of the church, they hold a relation to the pastor more intimate and responsible than any other persons connected therewith.

Stewards of the A.M.E. Church

“The stewards sustain the same relation to a pastor that a Presiding Elder does to a Bishop, because they are a part of the pastor, as they constitute his/her private advisors, and any blunder the pastor may be upon the verge of making, it is business, either individually or collectively, to warn him at once, and if he will not hear them, and still persists in a course that is Likely to result in his failure, it is their duty to contact the Bishop or Presiding Elder’s attention to it, that authority may operate where advice is unheeded and thus ward off coming trouble.”

-Bishop Henry McNeil Turner

Stewards: Qualifications (Are You Qualified?)

- ❖ Are spiritual officers in the church charged in part with temporal responsibilities (spiritual dynamos“)?
- ❖ To be qualified one must be of solid piety, know and love the Word of God, African Methodist Episcopal Church doctrine, and the Doctrine and Discipline of the African Methodist Episcopal Church.
- ❖ Must be fruitful and of good natural or acquired ability to transact the spiritual and temporal business of the church

Stewards: Qualifications (Are You Qualified?)

- ❖ Each person shall have been a member of the African Methodist Episcopal Church for at least two years except in case of the establishment of a new congregation.
- ❖ There shall be a junior board of stewards that shall function under the direction of the pastor and senior board of stewards.
- ❖ There shall be a training course for prospective stewards under the supervision of the pastor and senior stewards.

Stewards: Qualifications (Are You Qualified?)

- ❖ Nominated by the appointed pastor, confirmed by the Quarterly Conference.
- ❖ Shall not be fewer than three (3), nor more than nineteen (19).
- ❖ Serve for a term of one year.

Stewards: Duties and Responsibilities

- ❖ They shall make an exact account of all money or other provisions collected for the support of the pastor, circuit or station.
- ❖ Negotiate the salary and benefits for the pastor.
- ❖ Seek out the needy and distressed.
- ❖ Register baptisms, marriages, and deaths.

Stewards: Duties and Responsibilities

- ❖ Keep an accurate account of persons joining, leaving, or just not attending.
- ❖ Investigate all members, rumors and submit findings to the official board.
- ❖ Subject to the bishops, elders, deacons, and traveling ministers of their circuit or station.

Stewards: Duties and Responsibilities

- ❖ Shall be accountable to the quarterly conference which shall have the power to remove them when they fail or refuse to do their duties.
- ❖ In the interim of the Quarterly Conference, the appointed pastor shall have the power to suspend a steward, who refuses, neglects or fails to discharge his or her duty, and to fill the vacancy until the next meeting of the Quarterly Conference, which shall dispose of the case.

Benefits to be Negotiated by Stewards

- Pension or retirement

- Insurances:

- 1). Health
- 2). Disability
- 3). Professional Liability
- 4). Key person life insurance

- Self-employment tax

- Housing Allowance – Over and above an actual parsonage

- Continuing Education

- Travel (Connectional, Episcopal District, Conference, Inner Parish, and all other related to official duties)

Trustee's Qualifications (Are You Qualified?)

- ❖ Church officers are elected by the respective congregations throughout the connection.
- ❖ Elected for the purpose of holding the legal title to the respective church lots, church edifices, parsonages, school-houses, cemeteries, and all other church property which belongs to the members of said connection.
- ❖ Each person elected shall be eighteen (18) years of age or over and shall be instructed in the duties and responsibilities of the Board of Trustees of the local church.

Trustee's Qualifications (Are You Qualified?)

- ❖ Training shall be completed (60) sixty days after the election, or prior to the appropriate quarterly conference, whichever comes first.
- ❖ All Trustees must attend at least three training sessions. (As per Book of Discipline 2016).
- ❖ A certificate of confirmation of training shall be given. (2016)
- ❖ The nominee shall have been a member of the local church at least (6) six months and a member of the AME Church for not less than two years, except in the case of missions or new work.
- ❖ Must be in good and regular standing. (What does this mean?)

Trustee: Duties and Responsibilities

- ❖ Manage all the temporal concerns of the church not otherwise provided for and shall have a treasurer elected by the board.
- ❖ Be knowledgeable in dealing with issues pertaining to real estate, contracts.
- ❖ Be knowledgeable upon insurances (Real Estate and Worker's Compensation).
- ❖ Shall guard for the Connection all real estate, churches, parsonages, school, and any other property obtained by the local church.

Trustee's Qualifications (Are You Qualified?)

- ❖ In lieu of this arrangement, the pastor may be given a housing allowance.
- ❖ Shall pay the moving expenses of the pastor and family from their previous assignment.
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- ❖ Must be in good and regular standing. (What does this mean?)

Trustee: Duties and Responsibilities

- ❖ Make improvements upon the property or real estate when authorized to do so by a majority of the legal members of the church.
- ❖ Shall secure, by purchase or hire, a house for the pastor's family and also comfortably furnish it.
- ❖ In lieu of this arrangement, the pastor may be given a housing allowance.
- ❖ Shall pay the moving expenses of the pastor and family from their previous assignment.

Trustee: Duties and Responsibilities

- ❖ Shall not obstruct or interfere in any mission, circuit or station.
- ❖ Shall not prevent the bishop or ministers of the AME Church from preaching or serving as pastor.
- ❖ Shall not prevent the use of property for religious services or proper activities held from time to time which are recognized by the Annual or General Conference or by the duly appointed presiding bishop under whose jurisdiction the pastor in charge is stationed.

Trustee: Duties and Responsibilities

- ❖ Shall cease to serve in the office in the event of expulsion or ceasing to be a member of the denomination.
- ❖ In the case of debt involving joint security, a person may be removed when the creditors have been satisfied.
- ❖ Minister in charge may have the power to suspend a trustee who refuses, neglects or fails to discharge his/her duties.
- ❖ In the event of suspension being sustained by the Quarterly Conference, the vacancy shall be filled in the usual mode of election.

“Greater Expectations” *for Stewards and Trustees*

- ➡ **Be Positive!** *Keep church morale positive by talking up the church and dispelling any erroneous statements about the church and the pastor.*
- ➡ **Be Visible!** *Greet people in the pews and narthex.*
- ➡ **Be Prepared!** *Always be ready to assist the pastor in the carrying out the program and mission of the church. Stewards should be prepared to offer the invocation if called upon to do so. Trustees should be aware of the physical condition of the church.*
- ➡ **Be Active!** *Attend worship, Bible Study (or one of the spiritually building Ministries) and meetings as scheduled and called by the pastor. Get it straight from the “horse’s mouth” and not from a “stable hand.”*

“Greater Expectations” *for Stewards and Trustees*



Be Supportive! *Set the example by being the example.*



Be Informed! *Know the roles and functions for your office.*



Be A Tither! *Not only set the example but lead by be example!
The Doctrine and Discipline of the AME Church and the Bishops of the
African Methodist Episcopal Church have mandated that all pastors,
and officers of the Official Board tithe.*



Protocol, Policy, Procedure

Protocol, Policy Procedure

Tradition vs Business

Old vs New

House Policies

House Rule

Pre vs Post Covid

Official Board/Church Conference



**Official Board / Executive Board/
Leadership Board**

Who is Included?

What are the Responsibilities ?

Is the Purpose being met?

Church Conference

Who is Included?

What is the Purpose?