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### Papers; 1996-01-01; Expectations of a Steward

Bethel A.M.E. Church

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## BETHEL-BUFFALO

### Expectations of a Steward

Fulfill the duties as stated in the 1996 Discipline:

- 1) To make an exact account of all money or other provisions collected for the support of the Pastor.
- 2) Negotiate with the Pastor, the Salary and benefit package commensurate with the cost of living in the geographical area and the ability of the congregation.
- 3) Seek the needy and distressed in order to relieve and comfort them
- 4) Make accurate reports of every expenditure of money.
- 5) Write circular letters to organizations of the church when the occasion requires to let them know the state of temporal concern(s) and to urge them to be more liberal in their giving.
- 6) Register all baptisms, marriages and deaths within the congregation.
- 7) Provide the implements and elements for the Holy Communion
- 8) In the third quarter of each conference year conduct a survey of the membership of the church with the purpose of determining to what extent each member has supported the church financially, attended regularly, and supported the various benevolent enterprises of the church
- 9) Shall investigate all members on the church roll and submit its findings to the Official Board for its approval.

In Addition, I expect Stewards of Bethel to:

- A) Tithe and if not tither become one.
- B) Support the Pastor's ministries and program for the church

- C) Attend church regularly and arrive at least 30 minutes before service starts
- D) Be willing and able to count the offering after any service, complete necessary finance sheets and deposit funds in the bank
- E) Be willing to drive a minister to commune the sick and shut-in
- F) Attend all church conferences(quarterly, church, official Board etc)
- G) Support church programs
- H) Attend special services
- I) Be willing and able to conduct a worship service in the absence of the Pastor
- J) Attend church school and Bible study
- K) Promote love and goodwill in the church

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