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Bethel A.M.E. Church

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"Papers; n.d.; Procedures for Officers; Stewards; and Trustees." Bethel A.M.E. Church. Monroe Fordham Regional History Center, Archives & Special Collections Department, E. H. Butler Library, SUNY Buffalo State.

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**PROCEDURES FOR OFFICERS
STEWARDS & TRUSTEES**

WORSHIP

1. Officers are requested to assemble in the Fellowship Hall at least 15 minutes prior to any worship service for prayer with the Pastor.
2. Following prayer Officers are to proceed jointly to the Altar for prayer and kneel jointly and remain standing until all have completed and return to their appointed seats. Stewards left side, Trustees right side.
3. Persons elected to The Commission on Stewardship and Finance are to arrive at least 30 minutes before service commences to put offering plates, tables, electrical audio and etc. in place and be ready to gather with the group. No exception is made unless instructed otherwise by Pastor or Vice-Chairpersons of the Boards of Steward or Trustee.

RESPONSIBILITIES OF OFFICER

4. The Vice-Chairman of each Board is appointed to select persons to serve each Sunday within Altar Rail, to read announcements, to make special presentations. No notices are to be made by congregants without Officers/Pastor's approval. The Secretary of the Board shall adequately provide printed materials for persons who are candidates for membership and assist Class Leaders in recording information to be provided for the Church Office immediately.

DUTIES OF SECRETARY

5. The Board of Steward shall provide a hardback register board for candidates for membership, funerals, weddings, baptisms, and etc. to be reported to the Board monthly and quarterly to the Quarterly Conference. The Secretary shall record all minutes of meetings, and denominational conferences, and ecumenical involvements for Board's approval.
6. The Officers are expected to be the first group to approach the Altar for Communion, Offerings, both Tithes and regular special efforts. During Altar call the Officers are also expected to use the same procedure as for Communion.

RITUALS

7. The procedure required at Baptism is that all Stewards enter into the Altar rail to participate by presenting an appropriate Bible verse. The Officers of the Board are generally called upon to pray. Members are expected to participate. (Steward Emeritus) usually are active in this ceremony.
8. Prior to funerals, Officers are requested to meet in the Parlor and be led in prayer by one of the Ministers. They are to enter the Sanctuary for the Procession with the Pastor and also recess with him. The Stewardesses are also requested to do likewise. Those who are physically handicapped need not walk the stairs. However, all must participate and be appropriately dressed.

9. Officers are expected to sit in their respective seats at all times and adhere to the dress code. Any Officer failing to sit with his particular Board at any services, for any reason other than death is temporarily dismissed as an active Officer and can no longer serve until the Board grants permission. Frequent absenteeism or lateness is presented to the Board at its usual meeting. No other Organizational participation, for example, as kitchen duties, Stewardess Board or etc. exempts a member from performing the duties of this Office.

COMMITTEES

10. The Steward Board is expected to appoint a Committee for the overseeing of the following responsibilities:

- A) Prayer Service Committee _____
- B) Love Feast Committee _____
- C) Prayer Band _____
- D) Home Cell Groups _____
- E) Outreach Programs _____
- F) Ecumenical Affairs Committee _____
- G) Pastor's Salary Committee _____
Pastor's Table (Robes, Toilet Supplies, etc.)
- H) Conferences Benevolence Committee _____
- I) Discretionary Fund Committee _____
- J) Funerals _____
- K) Stewardship Finance Committee _____
- L) Fund Raising Committee _____
- M) Organizational Liaison Committee _____
- N) Music Committee _____
- O) Worship Committee _____
- P) Expansion Committee _____
- Q) Nominating Committee _____
- R) Junior Steward Board _____
- S) Committees at Large _____

T) Prayer Meeting Committee _____

U) Christian Education _____

V) Hospitality Committee _____

W) Hospital Committee _____

12. The work of the Finance Committee does not start until after the completion of worship services except in the case where permission of the Pastor or Vice-Chairpersons to do otherwise is granted. On the 1st Sunday the Committee can leave promptly after being Communed.

ELECTION

13. The Junior Board of Steward is the only appointment for a Steward as well the Junior Board of Trustees for the nomination of Trustees.

14. The Junior Board of Steward and The Junior Trustees are Preparation boards and are permitted only to sit in rear of the Boards as a learning process. But, they will attend meeting periodically as well as social functions from time to time. Each Board is expected to have some form of Fund Raising.

FINANCIAL DUTIES

15. The Board of Steward and Trustees are expected to make up any and all of Church deficits when called upon as required per-discipline. All Emeritus Officers of both Boards are exempt from Financial Responsibilities but may attend meetings without a vote.

16. The Board of Stewards and Trustees are expected to raise the largest assessments of all Boards. They are expected to pay regular monthly dues to be placed in a Sinking Fund for the Boards purposes.

17. A Discretionary Fund will be established to aid and assist membership as well as Organizations, Religious, as well as non religious in crisis situations. This Fund will be collected by the Pastor each Sunday and counted by the Pastor Steward and given an accounting to the Finance Committee. It shall report all of its expenditures to the Finance Committee at the time of the Annual Audit. Surplus funds will be deposited to the Credit Union after 30 days if no request has been made.

18. The Board of Stewards will operate its own Finances and be accountable to the Quarterly Conference. The money shall be given by the Finance Committee Treasurer to the Steward Board Treasurer and a monthly report of its expenditures shall be reported to both the Board of Stewards and the Finance Committee. The Treasurer shall follow the Budget approved by the Steward and the Church Conference. All bills will be distributed by the Pastor to the

Treasurers of the Board of Stewards and The Board of Trustees.

19. No Board or Organization within the Church body can refuse to provide financial assistance to any Board when requested to do so when funds are available. The Board of Stewards and Trustees can adjust its Budget at any time to meet the immediate needs of the other Board. This must be done with the approval of the Pastor, Pastor Steward, Vice-Chairperson of the Trustee Board. All accounts must include the signature of the Pastor when required by discipline.

20. There will be established a weekly Missionary offering for the work of Missions. The Missionary Society of this church will receive this offering. One Sunday out of the month this money will be set aside for the Y.P.D. and its related activities. The primary focus is upon outreach to Mission Churches and Conference requirements in the Buffalo/Albany District and the 1st Episcopal District as well as the Western New York Area. To receive this money, it must be requested in writing to the Pastor and the President of the Missionary Society.

21. Each Board must submit its Budget immediately following the Annual Conference. The calendar year is from January to December 31st. The Conference Annual Date is from May to May.

EXPECTATIONS

22. The Pastor expects each Board member to operate in confidentiality and not to disclose any detail of its meeting unless otherwise instructed. It shall be the duty of the Pastor, The Pastor Steward, or the Vice-Chairperson of each Board to report to the Congregation at the appropriate time. Persons on the Board Failing to comply with this request will be presented to the Board for review.

RESIGNATION

23. Persons who has been appointed or elected to serve for one year but desire to tender their resignation must submit it in writing to the Board in person with an explanation for the request. If the Board shall accept the resignation, the person is relieved of his/her duty. If the person does not follow this procedure, then the Board will recommend that the person be dropped from Office and will not be appointed or nominated for future Officership in any capacity.

24. All Officers are expected to promote Harmony, Good Will, Unity and Fellowship at all times. In crisis the Pastor expects each of you to personally discuss your views and to honestly articulate those views with his office and the Board first.

25. It is expected that each Officer be informed of all and any issues relating to the welfare of this Congregation. Failure to attend meeting is no excuse for not being informed. The Office can provide written documentation that you may read at your convience. The Pastor, if properly notified, will

at his convenience relay any information that is pertinent to you as an Officer. Each Officer is expected to answer any and all questions by parishioners which concern them. Please make contact with the Chairperson of your Board for clarification and understanding. If they are not available or knowledgeable, refer the inquiry to the Pastor. Never say, "I do not know." The general rule is, when in doubt, ask.

TRUSTEE BOARD

1. The same requirements for Stewards are asked of the Trustees. Their duties are clearly defined by the discipline. The Board of Trustees are managers of the temporal affairs of Bethel Church. The Pastor is the Chairman of the Board and the Vice-Chairperson is elected by the Trustee Board to serve. The signature of the Pastor is required on all legal documents. The Vice-Chairperson's signature is also required.

2. The Trustees are empowered to pay all current indebtedness except the Pastor's salary, the Pastor's local and connectional travel, the Pastor's Table, the Conference Assessments on all levels. They are responsible for all insurances, taxes, mortgages, vehicles, buildings and all legal matters pertaining to the operation of the physical plant. Funds are to be adequately provided for them to operate their budget with integrity and without embarrassment. The Vice-Chairperson serves as the Executive Director of all and any programs in the absence of the Pastor.

3. The Trustees are to submit a monthly report of individual and general contributions and all receipts of income. They are to inform both the Boards of Stewards and Trustees of any irregularities of operation immediately. This should be put in writing and signed by its Chairman and Treasurer and submitted to the Board. No oral report is considered authentic and never to be discussed in any meeting at any time.

4. The Trustees are to maintain all properties according to requirement and law. They are to keep the church from all legal entanglements by procuring an attorney for the church. In cases of extreme emergencies, the Chairman can call a meeting. If he is absent, the Pastor Steward is to be informed and the Vice-Chairperson can conduct a meeting. No documents or statements are to be made public. No commitments is to be signed unless the Chairperson is present.

5. The Trustees are expected to speak to the Congregation from time to time on the progress of the Church and areas of concern and suggest solutions that need to be discussed. No decision can be made without the knowledge and the

vote of an Official Board. No Trustee speaks in the interest of Bethel officially until the Board has been called together and a written statement formalized and signed.

The Trustees are expected to be financially secure to help bear the blunt of the Financial burden when called upon to do so. They are empowered to enter into all legal agreements and contractual ones as well. No signature is legal unless it is signed by the chairman, Vice-Chairman, Treasurer of the Trustee Board.

7. The Board is not permitted to make decisions to altar or change the budget line. However, the Treasurer is empowered to pay any and all bills that are presented legitimately with proper documentation and receipts. The Budget Line once approved can not be modified other than by an Official Board or a Church Conference.

8. The Trustees are responsible to take an Annual Inventory of Church's property, houses, building furniture and etc. and to duely inform Members of the prevailing condition of said inventory. It shall ask its Chairman to call a meeting when deemed necessary to discuss review its findings and to make recommendations to the Official Board. The Chairperson shall preside at that meeting.

EXPECTATIONS

9. The Trustees are expected to carry on its business in a timely manner without interruption from Board or Membership. It has been empowered to hire consultant attorney and other professionals to assist when necessary. It is to put in safe keeping all documents affecting the real estate of the church. No checkbook or records are to leave the premises. All valuables of both boards must be kept in safe keeping.

10. The Pastor as its Chairperson is expected to have accessibility to all it records, keys, locks, safe, documents and etc. The Trustees can have as many Accounts as needed but the Central Account must always require 3 signatures out of 4 and the Pastor's signature is a requirement. His signature is also a requirement for Savings Accounts for withdrawal of Funds set aside for special purposes. The signature of the Vice-Chairperson and its Treasurer are also required.

FINANCE COMMITTEE

1. The Commission on Stewardship and Finance IS A CLEARING HOUSE. It receives Funds collected, banks them, allocates to each board the appropriate amount and gives a report of its expenditures to the Chairperson of each Board and the Pastor. The distribution of Funds IS TRUSTEE, 60% AND STEWARDS 40% and is done after each depository. A Steward is the Chairperson of this Committee as per-discipline and a Trustee is the Treasurer or VICE VERSA.
2. Monies collected for other purposes must be reported to the Committee immediately and recorded as total intake for the day. When in crisis its chairman or Vice-Chairperson can recommend how the percentages can be appropriated. If the Pastor and Vice-Chairpersons agrees it is usually acceptable. If not, the Boards are called in to make the final decision with the approval of Pastor.
3. Finally, the Committee is responsible for securing a report annual from all Organization, Auxiliaries, Special Accounts, Special Funds, to be given to a certified public accountant in order that an annual financial report be submitted to the membership at the close of the calendar year.
4. This Committee functions only when church offering is received and it has no power to make decisions. It is a CLEARING HOUSE and represents no particular Board or Organization. It just presents a total financial report that has been received for that particular day and banked by both Stewards and Trustees. The Treasurers of the Board of Stewards and Trustees must submit a report to the Finance Commission Treasurer of the disbursements of Funds received. IF there are any inconsistencies the secretary of the Board is to be notified and the Chairman is to call a meeting to inform the members of the inconsistencies.