

2nd Episcopal District
African Methodist Episcopal Church



STEWARDS
AND TRUSTEES

"I want to make a difference"

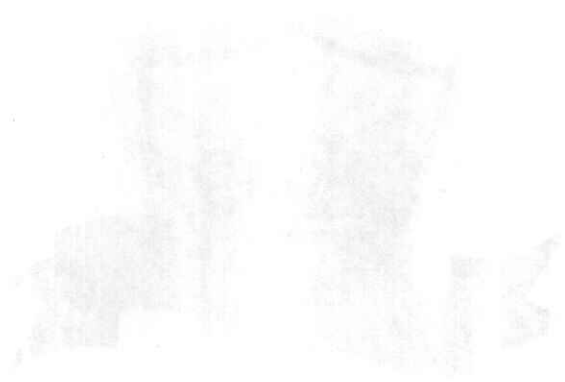
July 18, 2017

Hampton University
Hampton, VA

Bishop Clement W. Fugh, Co-Facilitator
Mrs. Cynthia Gordon-Floyd, Co-Facilitator

James L. Davis, Servant Bishop
Arelis B. Davis, WMS Supervisor

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UNITED STATES

Dispensary

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Washington

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STATEMENT OF PURPOSE

Everybody can be great... because everybody can serve.
You don't have to have a college degree to serve.
You don't have to make your subject and verb agree to serve.
You only need a heart full of grace,
A soul generated by love.

- Martin Luther King, Jr. -

The Stewards and Trustees of the 2nd Episcopal District of the African Methodist Episcopal Church have come together as servants in the Body of Christ. We are here to reflect, refresh, and refortify ourselves for the tasks that lie before us in our local churches. Our theme for this workshop session is Christian Discipling.

In our two interactive sessions, we will explore the meaning of the call to discipleship, your specific functions as leaders within the church's organizational structure, the importance of developing and maintaining effective interpersonal relationships, and your distinct fiduciary responsibilities as officers. We have built into the workshop sessions, optimum time to address your questions and concerns.

We express special thanks to Bishop Clement W. Fugh, Presiding Prelate of the 5th Episcopal District AME Church and Mrs. Cynthia Gordon Floyd Willing Stewards Ministries, LLC, for sharing their gifts and professional assistance in making this stewards and trustees workshop a meaningful learning experience.

May you leave better informed and equipped and more determined to serve those whom God has entrusted to your care in your respective churches.

**African Methodist Episcopal Church
Second Episcopal District
Bishop James L. Davis, *Presiding Bishop***

Planning Meeting and Christian Education Summit

**Hampton University
Hampton, VA**

Tuesday, July 18, 2017

**Workshop Theme: Christian Discipling
Bishop Clement W. Fugh, *Presenter***

Introduction

“Sleeping through a Revolution”

Part I – Discipling

- A. Optional Local Church Organization – The Discipling Aspect
- B. Membership
- C. Discipleship – “As the Master Taught”
- D. Commissioning – “Go make disciples”
- E. Wesley’s Means of Grace

Part II – Great Expectations

- A. Visioning
- B. Change
- C. Gifts, Grace, and Beyond

Part III – Challenges and Resolves

Questions and Answers

PART I



DISCIPLING:
"Go ...make Disciples"
(St. Matthew 28:19a -KIV)

The Seven (7) Commissions

1. Membership and Evangelism
2. Christian Education*
3. Missions and Welfare*
4. Stewardship and Finance** *
5. Public Relations
6. Christian Social Action
7. Health

Bill: CM05-04

CM 05-04 Bill Change:
"Commission on Membership and Evangelism" to "Commission on Membership Evangelism and Discipleship"

The Discipleship Aspect

"Implement a formal discipleship curriculum of continuing education in every local church – for all members – under the direction of the Pastors and Lay Members through formal Bible Study, Church School, New Members Class, Evangelism Ministries, etc. This curriculum shall teach obedience to the Word of God "to go therefore and make disciples of all nations," spiritual persistence and methods to disciple others to experience a growing relationship with God. Best practice research models and current Christian literature shall be utilized."

(Doctrine and Discipline p. 75-76.)

Membership

"Orders" in our Book of Worship that acknowledge through liturgy the progression:



- A. Infant Baptism (p. 42)
- B. Confirmation / Affirmation of Baptismal Covenant (p. 52-53)

Membership

- C. Youth / Adult Baptism (p. 49)
- D. Receiving Persons into Full Membership (p. 23)



DISCIPLESHIP:

As the Master Taught

- A. Begin with Attitude (Beatitude)
– (St. Matthew 5: 2-12)
- B. Behave Yourself – (*Your life is a living testimony!*)
- C. Prayer is Critical
- D. Attributes

COMMISSIONING

“Go Make Disciples”

(St. Matthew 10: 1-26 / 28: 19-20)

- A. Discipleship is Practical!
(St. Matthew 5: 13 / 5: 14-16)
- B. Empower! (St. Matthew 10: 1)
- C. Mission! (St. Matthew 10: 5-15)
- D. Beware! (St. Matthew 10: 16-26)
- E. Service! (St. Matthew 20: 26)

***Wesley Means of Grace**

- 1. Scripture
- 2. Fasting
- 3. Prayer
- 4. Communion
- 5. Christian Conference*



**Founder of Methodism
John Benjamin Wesley*

Rules of Band Societies (Classes)

1. What known sins have you committed?
2. What temptations have you met?
3. How were you delivered?
4. What have you thought, said or done that maybe sin?
5. *Do you have anything you want to keep secret?

**Dropped in Early 1800s*

Vision(ing)

Proverbs 29:18a

Vision for ministry is a clear mental image of a preferable future imparted by God to His chosen servants and is based upon an accurate understanding of God, self and circumstances.

CHANGE



"What's Cooking?"

Anticipate Change

- Question of quality and relevance of the Church
- Emergence of syncretism
- Technology
- Church Membership will grow through Inclusivity
- Aging



Gifts, Grace and Beyond

When a Call is Not Enough!



The Three C's of Christian Leadership

- Calling or anointing
- Godly Character
- Leadership Competencies

Steward

Spiritual Officer

Serves three (3)

Tables of:

- The Lord,
- The Pastor,
- The Poor



Trustee



Temporal Officer

Guard the connectional real estate and any other local church property.

THANK YOU!!

FINANCIAL MANAGEMENT FOR THE BOARD OF STEWARDS

(designed to include Stewardship & Finance)

A. Understanding Pastor Compensation Rules

- 1) The Pastor is an employee of the church
- 2) W-2 versus 1099, understanding the why?
- 3) Components of a compensation package and their taxation requirements
- 4) Correctly reporting love offerings, anniversaries, and other comp issues
- 5) IRS Rules regarding payment of taxes and withholding taxes for the Pastor
- 6) Determining how much the church can afford to pay the Pastor
 - a) *Total Church Income & Fixed Costs, percentage*
 - b) *Quantifying the Pastor's needs versus the church's needs*
- 7) What is an Accountable Reimbursement Plan?
 - a) *Structured accountability for Pastor and staff*
 - b) *Establish certain taxable income as non-taxable reimbursements*

B. Fund Accounting – Structuring how we maintain cash balances

- 1) The need for a Central Fund and its role in budgeting
- 2) Eliminating the desire to fundraise – killing tithing education & practice
- 3) Understanding Designated versus Restricted Offerings
 - a) *Pulpit and parking lot requests*
 - b) *Envelope disclaimers, etc.*

C. The Need for a Budget – Executing the Vision

- 1) How to plan the church's revenue stream – to canvas or not to canvas
- 2) Communicating the budgeting process, share the vision to ministry heads
- 3) Putting the vision into achievable to-do's by ministry
- 4) Systematic review of the budget
- 5) Provides a guideline for when we are off track, preparing a forecast

D. Insuring IRS compliance & smart governance

- 1) 1099 and W-2 reporting - required
- 2) Housing Allowance documentation – required
- 3) Maintenance of your board minutes and understanding your liability
- 4) Integrated online giving – must have
- 5) Guarding against fraud and embezzlement – segregation of duties
- 6) Unrelated business income (UBIT) and Form 990
- 7) Churches don't get audited, people do! Cleaning your dirty laundry

E. Questions

SUMMER SUMMIT 2017
2ND EPISCOPAL DISTRICT
AFRICAN METHODIST EPISCOPAL CHURCH

STEWARDS AND TRUSTEES WORKSHOP
TUESDAY, JULY 18, 2017
10:00A.M. -12 NOON
3:00P.M. -5:00 P.M.

FACILITATORS:
BISHOP CLEMENT W. FUGH
MRS. CYNTHIA GORDON-FLOYD
BISHOP JAMES LEVERT DAVIS

FREQUENTLY ASKED QUESTIONS AND REMARKS

1. Where in the Book of Discipline does it call for the board of stewards to make a recommendation for either the removal or return of the pastor. If this is not per discipline, then what is the weight of such a recommendation?
2. If the board of stewards cannot met/pay the agreed ;;upon compensation for the pastor because of insufficient funds raised in the church, when said pastor leaves. Is the church liable for back compensation?
3. What can individual stewards dork a small group do when there are gave concerns over the management and operation of the local congregation and the pastor continues to appoint only persons who will agree with him/her?
4. Is it ever a challenge for you as a steward to accept that you hold the highest lay office in the church?
5. If there is disagreement between pastor and a lay person (s) how should you address the issue(s), or how should you make it known?
6. What is the most effective way to be honest with the pastor when necessary, even if it involves challenging him/her about controversial matter, if you feel are in the best interest of the church?

Summer Summit 2017
2nd Episcopal District
AME Church

STEWARDS & TRUSTEES
Workshop
Tuesday, July 18, 2017
10:00am - 12 noon
3:00pm - 5:00 pm

Second Episcopal District -AME
STEWARDS & TRUSTEES



**WEARING
MANY
HATS**
[WITHOUT
GOING COMPLETELY
INSANE]

STEWARDS & TRUSTEES WORKSHOP

Facilitators:
Bishop Clement W. Fugh,
Bishop James L. Davis
Mrs. Cynthia Gordon-Floyd.

What's A Steward & Trustee to Do?

- ◆ Help is available!
- ◆ It's in the Book!
- ◆ Serve!

Jesus, Master Teacher Says:

"Come, follow me... and I will send you out to fish for people." Mark 1:17 (NIV)




What's a Steward & Trustee to Do?

Romans 12:6a NLT


"God has given each of us the ability to do certain things well."

What's A Steward & Trustee to Do?

- ◆ Study-Prepare
- ◆ Teach self
- ◆ Teach others
- ◆ Know & Apply
- ◆ Act!

JOB DESCRIPTION



Job Title:

Reports To:

Essential Duties & Responsibilities:

Credits: The Doctrine & Discipline of the AME Church - pages 61-66

Local Church Organization

Constituent Boards, Workers Organizations, Auxiliaries

- ◆ Stewards
- ◆ Trustees
- ◆ Stewardesses
- ◆ ACF, Lay, Missionary, etc.

OPTIONAL COMMISSIONS (N= 7)

1. Membership, Evangelism & Discipleship
2. Christian Education

Credits: Doctrine & Discipline of AMEC pages 61-73 Doctrine & Discipline of AMEC Page s 75-79

Local Church Organization

**Constituent Boards,
Organizations,
Auxiliaries**

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- ◆ Trustees
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**OPTIONAL
COMMISSIONS
N= 7)**

3. Missions & Welfare
4. Stewardship & Finance
5. Public Relations

Credits: Doctrine & Discipline of AMEC pages 61-73

Doctrine & Discipline of AMEC Page s 75-79

Local Church Organization

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- ◆ Stewards
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- ◆ Stewardesses
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**OPTIONAL
COMMISSIONS
N= 7)**

6. Christian Social Action
7. Health

Credits: Doctrine & Discipline of AMEC pages 61-73

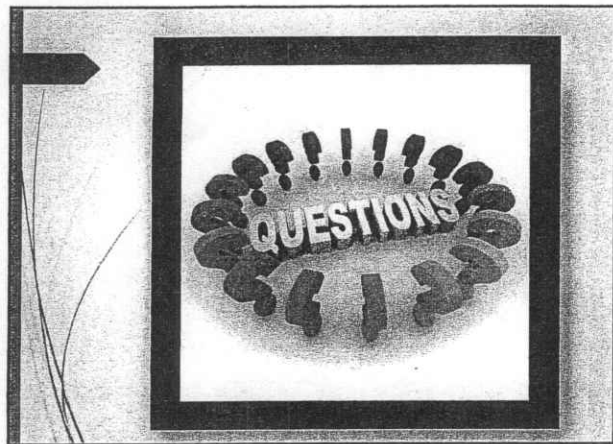
Doctrine & Discipline of AMEC Pages 75-79

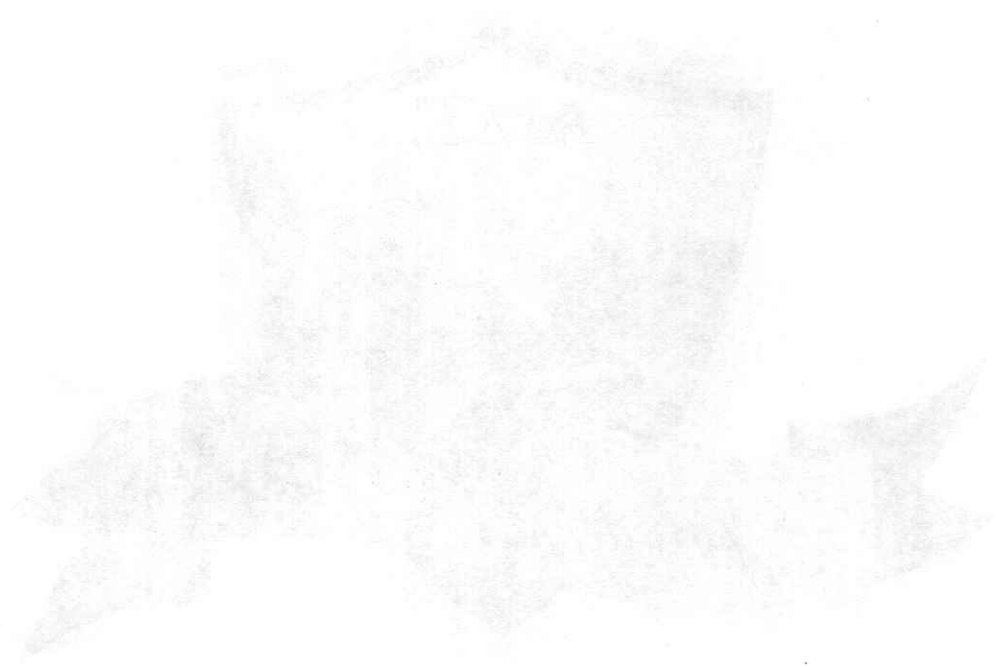
Effective Leadership Qualities

*Let the little children come to me,
for the Kingdom of Heaven
belongs to such as these.*



- ✓ Good Judgment
- ✓ Compelling Vision
- ✓ Humbly Confident
- ✓ Innovative Spirit
- ✓ Awareness of Group Dynamics
- ✓ Commitment To Organization
- ✓ Fosters Team Work
- ✓ Willingness To Serve
- ✓ Trustworthiness





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