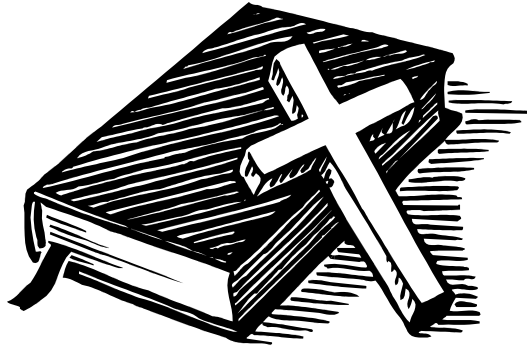


Steward Training



Officers Training Manual

Objectives

At the completion of these training sessions the officer will be able:

- Define steward
- Define trustee
- Discuss stewardship and its relationship to every member
- List the duties of a steward and a trustee
- Define tithing and the biblical principles supporting it
- Discuss the relationship of the pastor, stewards, and trustees

Goals

- To equip each officer to do his/her job effectively through teaching and training.
- Enhance church growth through knowledgeable leadership
- Give the pastor more time for pray, study, and meditation
- Improve the fellowship and relationship of officers by explaining position responsibilities.
- Enhance the financial status of the church through teaching, training, and example from leadership

Getting Started

Basic Information

LEADERS

What is a Leader?

A leader is an individual who effectively influences and motivates others. No matter what capacity one functions in as a leader, he or she should be a skillful individual, striving to complete a task or accomplish a goal.

A - Attitude

These attitudes help one become a good leader

- 1) A cooperative spirit

- 2) A willingness to work
- 3) A concern for humankind
- 4) A love of life
- 5) A desire to know and understand others

B - Behavior

Good attitudes usually result in good behavior:

- 1) Listening well
- 2) Being reliable
- 3) Being courteous
- 4) Supporting fellow workers
- 5) Being honest and kind to everyone
- 6) Being motivated to do the best you can in any effort

C - Commitment

Dedicating yourself to something by giving yourself to God, each other, and the community you are making a commitment to minister too.

Local Church Organization

GOD

STEWARDS

TRUSTEES

CONGREGATION

Church Conference

General Conference - Bishops of the Church presides

Annual Conference - Residential Bishop presides

District Conference - Presiding Elder presides

Quarterly Conference - Presiding Elder presides

Church Conference - Pastor presides

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Introduction

A Steward is an officer of the church. They represent the spiritual leaders of the church under the direction and leadership of the pastor. Stewards assist the pastor in utilizing and managing all resources God provides for the glory of God and the betterment of His creation through the church.

When God created humans, he made them to have “dominion” over all the earth (Genesis 1:26). Dominion was not intended to be domination or exploitation. Dominion was God’s call for human beings to be good and gracious managers of God’s creation. Unfortunately, the sin of humanity interrupted God’s plans for His world. Man became selfish, seeing the world as a means to its own self-centered ends. The things of the world were now seen as possessions with humans as owners, not as God’s stewards. God’s intention for His world did not change. He still desired that people see God as the Lord of everything and themselves as the managers of God’s creation.

The call to absolute commitment to Christ is the central theme of the New Testament (Mark 8:34-36). Jesus asked for obedience to God’s original intention for the world. Jesus was calling for a radical reversal of the world’s values (profit) and a revolutionary return to God’s purpose (lose life for My sake). Jesus never seemed to be satisfied with a slice of the pie of our obedience. He did not rejoice in the tithe or a big offering as much as He did in the sacrificial, complete giving of a widow. Jesus called and is still calling all disciples to absolute surrender of ourselves and our substance to Him.

The early church saw all that it had as a gift from God for the good of each other. “And the multitude of them that believed were of one heart and of one soul: neither said any of them that ought of the things which he possessed was his own but they had all things in common” (Acts 4:32). Our forefathers could build beautiful churches and schools of education with the little they had because of their trust in God and their belief that He owned everything, thus giving all that they had to the Lord. What has happen to us? We find it most difficult to maintain the building and colleges they built with so little, when God has blessed us with so much.

The apostle Paul preached and taught a single-minded commitment to Christ He reminded the Philippians that the source of thanksgiving was not in things but in our relationship to God in Christ (Philippians 3:13-14). When Jesus becomes our Lord, He becomes Lord of our time, talents, finances, and everything. We realize that we are not our own, but we are bought with a price. In order for each of you, who hold office as a Steward of the Church, you must first allow Jesus to become Lord of your life. Until that is done, you are living in a world of pretense and cannot appropriately lead the Church of God.

Board of Stewards

(A.M.E. Discipline - pages 69-70)

A. Composition

1. The pastor is the Chairperson of the Board of Stewards
2. The pastor appoints a Chairperson pro tem to act in his/her absence. (All business conducted in his/her absence is subjected to veto by the pastor)
3. The pastor appoints the steward board of each local church
4. The board consists of not less than 3 or more than 19 stewards per board.
5. The appointed names are submitted to the Quarterly Conference for confirmation or rejection.
6. The confirmed stewards serve for one year. (A steward may be nominated annually)
7. A steward should be devoted, committed, and love the Word of God.
8. A steward must be fruitful and able to transact the spiritual and temporal business of the church.
9. A steward must be a member of the A.M.E. Church for 2 years except in the establishment of a new congregation.
10. There shall be appointed a Junior Board of Stewards that shall function under the direction of the pastor and Senior Board of Stewards.
11. There shall be a training course for prospective stewards under the supervision of the pastor and senior stewards.

B. Duties and Responsibilities of Stewards

1. Keep an exact account of all monies and other provisions collected for the support of the pastor.
2. Negotiate the salary of the pastor. The salary and benefit package of a full time minister shall be commensurate with the cost of living in the given geographical area and the ability of the local congregation. The benefits should include, but are not limited to:
 - a) pension/retirement
 - b) insurance(s) - health, disability, professional liability, key person life insurance, self-employment tax parsonage/housing allowance, continuing education, travel for connectional,

Episcopal district, conference, inner parish, and all other related to official duties.

3. Seek the needy and distressed in order to relieve and comfort them.
4. Keep accurate reports of all expenditures of money, whether to the pastor, church, sick or poor.
5. Attend the Quarterly Conference of their church. They shall attend committee meetings for the disbursing of money to churches and give counsel in matters of arbitration.
6. They should write letters to church membership when occasion requires to let them know the state of temporal concern at the last Quarterly Meeting and to urge them to be more liberal in their contributions.
7. Register all baptisms, marriages, and deaths within the congregation
8. They shall provide the implements and elements for the Holy Communion.
9. The Steward Board of each local church in the third quarter of each conference year shall conduct a survey of the membership of the church with the purpose of determining to what extent each member of the church has
 - a) supported the church financially,
 - b) attended the regular means of grace,
 - c) supported the various benevolent enterprises of the church.
10. The stewards should keep an accurate record of the membership which should include:
 - a) name, date, address, date of birth,
 - b) active or inactive,
 - c) probation,
 - d) student
 - e) left with or without certificate
 - f) deceased
 - g) class number
11. A church roil should be submitted to the Offidal Board each year for approval.
12. Stewards are subject to the Bishop, Elders, Deacons, and Traveling Ministers of their circuit or station

C. Accountability of Stewards

1. Stewards shall be accountable to the Quarterly Conference
2. Stewards can be moved by the pastor or Quarterly Conference if they fail to do their duties.
3. In the interim of the Quarterly Conference, the minister in charge shall have the power to suspend a steward who refuses, neglects or fails to discharge his/her duty, and to fill the vacancy until the next meeting of the Quarterly Conference, which shall dispose of the case.
4. The Board of Stewards shall have an appropriately labeled church record book which shall contain the registration of all baptisms, marriage, births, death, probationer, and full members.
5. The minister of the church shall see that all these provisions are enforced.

Stewardship: Tithes/Offerings (Rules for Giving)

(The Holy Bible)

(A.M.E. Discipline pages 41-43)

A. Tithe

A tenth part, especially as offered to God. Abraham presented a tithe of war booty to the priest-king of Jerusalem, Melchizedek (Genesis 14:18-20). Jacob pledged to offer God a tithe of all his possessions upon his safe return (Genesis 28:22). The tithe was subject to a variety of legislation. Numbers 18:20-32 provides for support of the Levites and the priests through the tithe. The Deuteronomy code stipulated that the tithe of agricultural produce be used for a family feast at the sanctuary celebrating God's provision (Deuteronomy 14:22-27). The same code stipulated the third year's tithe for care of the Levites, orphans, widows, and foreigners (Deuteronomy 14:28-29). Malachi 3:8 equates neglect of the tithe with robbing God. Jesus, however, warned that strict tithing must accompany concern for the more important demands of the law, namely, for just and merciful living (Matthew 23:23; Luke 11:42).

1. It shall be the duty of the pastor to ensure that at least once each month there is either a sermon, lecture, workshop or other presentation enlightening the members of the church about tithing and encouraging them to become regular tithers.
2. Tithing shall be the official doctrinal stewardship position of the church. The church shall work toward a full tithing commitment
3. The pastor shall at least once each month include in his/her worship bulletin some reference to tithing.
4. The stewards shall provide all members with appropriate brochures, tracts, and other information and literature on the subject of tithing at least once each quarter.

5. The Presiding Elder shall admonish each congregation on his/her district, at the time of his/her regular visit, that tithing is the official stewardship position of the church.
6. The Presiding Elder shall provide some special time on stewardship emphasis, especially tithing, at every Church School Convention and District Conference.

B. Steward

A steward of God must be blameless, not self-willed, not soon angry, not given to wine, not violent, not given to dishonest money, but a lover of hospitality, a lover of good men, sober, just, holy, disciplined, holding fast the faithful word as he hath been taught that he may be able by sound teaching both to exhort-and to convince the opposition.

As we face our responsibilities as Christian stewards in the bright light of God's truth, these silent facts stand out before us:

1. God is the sovereign owner and ruler of this world. The sea is his, and he made it and his hands formed the dry land (Psalm 95:5). It is he that stretcheth out the heavens as a curtain, and spreadeth them out as a tent to dwell in (Isaiah 40:22) The earth is the Lord's, and the fullness thereof; the world, and they that dwell therein (Psalm 24:1)
2. God's will for us is wholly good however much we may frustrate His purposes. He has given mankind dominion in the earth (Psalm 8:3-8). Most of all He gave his only Son as a ransom for many (John 3:16).
3. For these so great benefits and such high an honor and dignity, God requires that we use our time, our talents, and our money for His benefit and glory. For every steward must use the things committed in his hands, not for his own personal glory but for the glory of the owner to whom he must finally account (Matthew 25:27).

Most of us accept without question the three fundamentals of Christian stewardship previously mentioned. We believe that God is over all, that all our powers and possessions are a sacred trust, and that we are accountable to Him for the use we make of them. The question comes: How may one's belief in the stewardship of possessions (money and property) be made effective and transforming in his/her daily life? What are the claims of Christ upon our money?

4. Christ founded the church and gave His life for it Through it, He would win the world to Himself. Our business remains unfinished until God's will is accomplished. Therefore, we are required to share our earthly substance as long as God hares with us. There is no discharge in this war.
5. And what does God require of us? The answer is simple, "Bring ye all the tithes into the storehouse... saith the Lord..." and I will pour you out a

blessing, that there shall not be room enough to will receive it” (Malachi 3:10).

The tithe is no place in the New Testament challenged, disproved, or set aside. The sturdy principles that under gird it, such as divine ownership and human stewardship, are proclaimed on every page of the New Testament

Can anyone suppose that love that went to the Cross demands from us a smaller gift than the people who knew not Christ brought to the altars of ancient Israel? If God is first in our affections and devotions, he cannot be last in our budgets. Therefore, upon the first day of the week, let everyone of you lay him in store as God has prospered him (I Corinthians 16:2). When our faith is sufficiently rooted in the certainty and goodness of God, we hesitate not to share joyously the tithe of our income. Not even our lives are withheld from Him whom we implicitly trust For He is able to keep that which I have committed to Him against that day (II Timothy 1:12).

Local Church Responsibilities

(Exodus 17:10-16, 18:14-27, and Acts 6:1-7)

- 1) Support the pastor in the spiritual, financial, and numerical growth of the church.
- 2) Protect the pulpit
- 3) Keep a calendar of all worship services and events held at the church whether sponsored by the church or an outside agency.
- 4) Support the praise, worship, study, and ministries of the church by visible presence during these services.
- 5) At least one steward should be present for all events at the church to give advice on proper use of the church and the church’s equipment
- 6) Assist the pastor with the teaching and training of new members
- 7) Assist the pastor with the teaching and training of new officers
- 8) Responsible for making sure that all the elements for baptism and communion are available when needed
- 9) All stewards should be present as spiritual leaders when converts are baptized
- 10) Assist the pastor with the flow of praise and worship during church services
- 11) Lift the pastor up in constant prayer and meditation to the Lord, to enhance his spiritual growth and development
- 12) Assist with all other church activities and events as the pastor sees need.

