



OFFICER TRAINING

CAMDEN DISTRICT AME CHURCH

QUADRENNIAL THEME 2020-2024



51st Quadrennial Session of The General Conference

July 8th - 15th 2020
Orlando, FL



9th Episcopal District

African Methodist Episcopal Church

THEME:

**“Encourage, Empower and
Enable the People of God”**



CAMDEN DISTRICT

SOUTHWEST ALABAMA CONFERENCE

THEME

“Be the Real Church”

”But he’s already made it plain how to live, what to do, what GOD is looking for in men and women. It’s quite simple: Do what is fair and just to your neighbor, be compassionate and loyal in your love, And don’t take yourself too seriously— take God seriously.” ~ Micah 6:8

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AFRICAN METHODIST EPISCOPAL CHURCH



KNOW YOUR HISTORY



THE AFRICAN METHODIST EPISCOPAL CHURCH



The Cross

The meaning of the **Cross** is obvious to anyone with faith in God and a knowledge of the Holy Bible and the Christian Church: the resurrection of our Lord and Savior Jesus Christ, the power of Salvation through Him, and the immeasurable grace of God that covers the sins of the world and empowers His people to be more than conquerors through Jesus Christ who strengthens us.

THE AFRICAN METHODIST EPISCOPAL CHURCH



The Anvil

The Anvil, on the other hand, has a symbolic and a historical meaning which must be noted by all who call themselves African Methodist. OUR beginnings emerged from the depths of racism and bigotry and when our founding fathers chose to stay with Methodism they purchased a blacksmith's shop and converted it into their house of worship; they called it BETHEL, meaning "House of God."

In the blacksmith's shop was an anvil used to pound and shape metal ores into a usable and functioning object. And, as any blacksmith will tell you, hammers may wear down, and many a man may lose his life to the exhaustion from the hard work of being a blacksmith, but the Anvil never fails. A man only need to purchase one in his or her entire lifetime, and it continues to last through MANY lifetimes. So it is with God; He cannot be beaten down and He is Eternal. The Anvil represents our beginning and the lasting Strength of our Lord and Savior that never ceases.

OUR MOTTO:

“GOD OUR FATHER, CHRIST OUR REDEEMER, THE HOLY SPIRIT OUR COMFORTER, HUMANKIND OUR FAMILY.”



AFRICAN- Our church was organized by people of African descent and heritage.

METHODIST- Our church is a member of the family of Methodist Churches. We believe in the plain and simple gospel and an orderly system of rules and regulations.

EPISCOPAL- Episcopal refers to the form of government which our church operates. In the Episcopal form of government the Bishop is the chief executive and administrative officer.

CHURCH- We are a community of people who believe in God and who accept Jesus Christ our Savior and Master of our lives

HISTORY OF THE AFRICAN METHODIST EPISCOPAL CHURCH



Where did it begin?

- **FIRST CALLED FREE AFRICAN SOCIETY (FAS)**
- **ESTABLISHED IN 1787**
- **RICHARD ALLEN, ABSALOM JONES AND OTHERS WALKED OUT AFTER BEING DENIED THE RIGHT TO PRAY AT THE ALTAR OF THE ST. GEORGE METHODIST EPISCOPAL CHURCH**

THE AFRICAN METHODIST EPISCOPAL CHURCH

In 1794 the black Methodist of Philadelphia had raised enough money to build their own church.

However, most of the members decided to side with the Episcopalians instead of the Methodists.

They named that church St. Thomas African Episcopal Church.

Allen disagreed with their decision and bought a blacksmith shop and converted it to a storefront church.

Methodist Bishop Frances Asbury named it “Bethel African Methodist Episcopal Church.”

THE AFRICAN METHODIST EPISCOPAL CHURCH



- **The African Methodist Episcopal Church was founded by the Rev. Richard Allen in Philadelphia, Pennsylvania in 1816**
- **In April of 1816 the black Methodists of five congregations met at Bethel in Philadelphia and voted to organize under the name African Methodist Episcopal Church or AME Church.**
- **Richard Allen became the first bishop after Daniel Coker declined.**

MOTHER BETHEL AME CHURCH

ESTABLISHED IN 1793

RICHARD ALLEN AS
PASTOR

Opened in 1890

Physical Address:

419 S 6th St, Philadelphia, PA 19147

Find out more: <https://www.ame-church.com/our-church/our-history/>



OUR STRUCTURE

[HTTPS://WWW.AME-CHURCH.COM/OUR-CHURCH/OUR-STRUCTURE/](https://www.ame-church.com/our-church/our-structure/)



AME...
WE ARE CONNECTIONAL



KNOW THE CONNECTIONAL
AME CHURCH

CONNECTED TO MAKE THE WHOLE

The General Conference

- Supreme Legislative Body
- Bishops, general officers, connectional officers, college presidents & deans, chaplains and an equal number of clergy and lay delegates from each annual conference
- Elect bishops, general officers, members of various boards, commissions to deal with matters affecting the AME Church.

The Bishop's Council

- Connectional Executive Branch
- All Bishops
- Hearing complaints and petitions against the bishops
- Making assignments of bishops
- General oversight of the church during the GC and GB

The General Board

- Chief administrative connectional agency
- Active Bishops, General Secretary, General Treasurer, and Secretary-Treasurer, members of various Commissions and clergy / lay elected from the General Conference.

The General Departments

- Several departments directed by the General Officers to carry out the A.M.E. Mission

The Episcopal Districts

- 20 Episcopal Districts
- 13 in US and 7 located in Africa and overseas

The Annual Conferences

- Basic units of the A.M.E. Church
- Ministers and Lay Members from each charge

The District Conferences

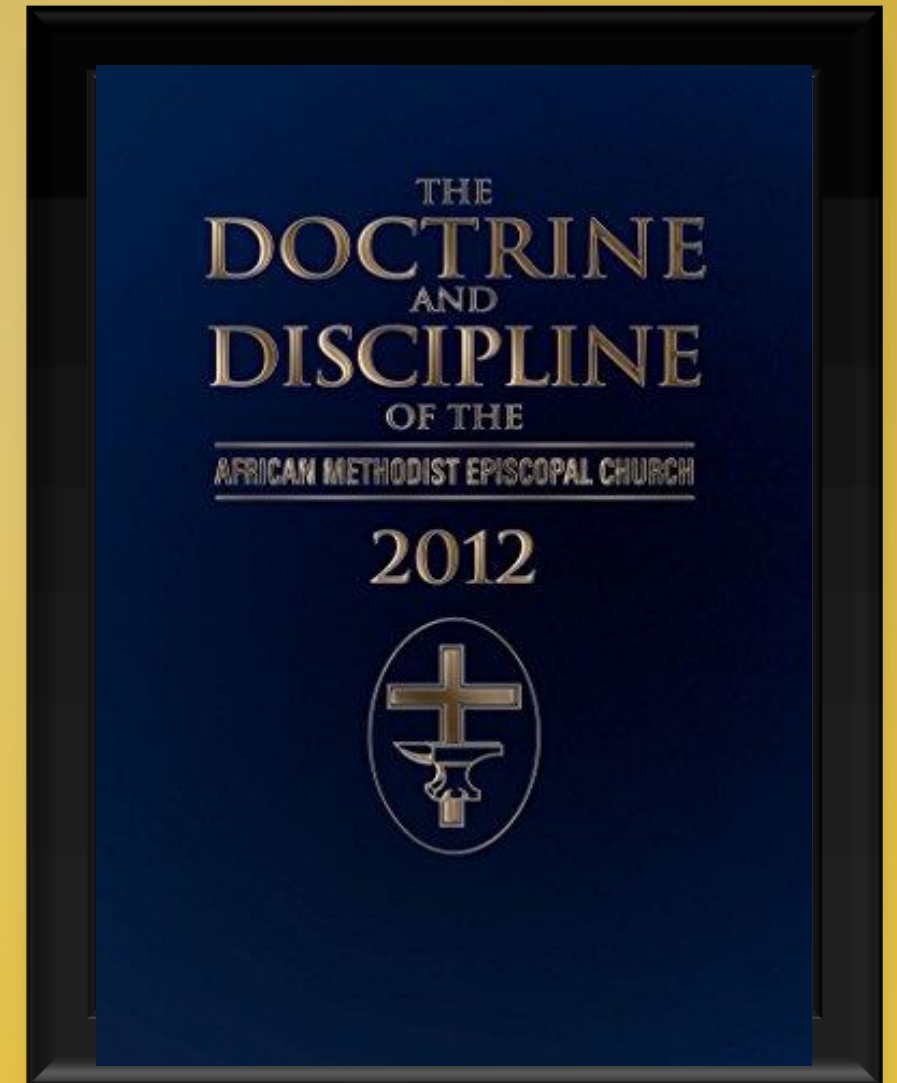
- Composed of all ministers, officers, evangelists and presidents of local church organizations

The Local Church

- Quarterly Conference
- Church Conference

Get to know the AME Church

THIS IS A GOOD START...
KEEP A COPY AT YOUR
CHURCH.



OUR BELIEFS

APOSTLE'S CREED

THE
DOCTRINE
AND
DISCIPLINE
OF THE
AFRICAN METHODIST EPISCOPAL CHURCH

2012



I believe in God the Father Almighty, Maker of heaven and earth, and in Jesus Christ his only son our Lord who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead; and buried. The third day he arose from the dead' he ascended into heaven and sitteth at the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. I believe in the Holy Spirit, the Church Universal, the communion of saints, the forgiveness of sins, the resurrection of the body and the life everlasting. Amen.

OUR BELIEFS ~ Articles of Our Faith

THE
DOCTRINE
AND
DISCIPLINE
OF THE
AFRICAN METHODIST EPISCOPAL CHURCH

2012



See AME Discipline for
more information.

1. OF FAITH IN THE HOLY TRINITY
2. OF THE WORD OR SON OF GOD, WHO WAS MADE VERY MAN
3. OF THE RESURRECTION OF CHRIST
4. OF THE HOLY GHOST
5. THE SUFFICIENCY OF THE HOLY SCRIPTURES FOR SALVATION
6. OF THE OLD TESTAMENT
7. OF ORIGINAL OR BIRTH SIN
8. OF FREE WILL
9. OF THE JUSTIFICATION OF MAN
10. OF GOOD WORKS
11. OF WORKS OF SUPEREROGATION
12. OF SIN AFTER JUSTIFICATION
13. OF THE CHURCH
14. OF PURGATORY
15. OF SPEAKING IN THE CONGREGATION IN SUCH A TONGUE AS THE PEOPLE UNDERSTAND
16. OF THE SACRAMENTS
17. OF BAPTISM
18. OF THE LORD'S SUPPER
19. OF BOTH KINDS (The cup of the Lord is not to be denied to the lay people)
20. OF THE ONE OBLATION OF CHRIST, FINISHED UPON THE CROSS
21. OF THE MARRIAGE OF MINISTERS
22. OF THE RITES AND CEREMONIES OF CHURCHES
23. OF THE RULERS OF THE UNITED STATES OF AMERICA
24. OF CHRISTIAN MEN'S GOODS
25. OF A CHRISTIAN MAN'S OATH

Presiding Prelate of the 9th Episcopal District

Rev. Dr. Harry L. Seawright

P.O. Box 11705

Birmingham, AL 35202



WE ARE THE NINTH EPISCOPAL DISTRICT

KNOW YOUR PART
IN THE
CONNECTIONAL
CHURCH





NINTH EPISCOPAL DISTRICT

Encouraging, Empowering & Enabling the People of God

CONFERENCES & LEADERSHIP 2019-2020

ALABAMA RIVER REGION ANNUAL CONFERENCE

Presiding Elder Jacquelyn Denson
Montgomery-Selma District

NORTHEAST ALABAMA ANNUAL CONFERENCE

Presiding Elder Letitia W. Watford
Tuskegee District
Presiding Elder Samuel Smith
Phenix City District

NORTHWEST ALABAMA ANNUAL CONFERENCE

Presiding Elder Jacquelyn Denson
Montgomery-Selma District

SOUTHWEST ALABAMA ANNUAL CONFERENCE

Presiding Elder Charles A. Lewis
Camden District
Presiding Elder Johnnie Bryant
Mobile District

SOUTHEAST ALABAMA ANNUAL CONFERENCE

Presiding Elder Fredrick D. Sherrod
Dothan-Eufaula District
Presiding Elder Johnny Rutledge
Ozark-Troy District

See Ninth District website (<http://www.ninthamec.org/9th-episcopal-district-organization>) for Episcopal District Staff and Officers.

Subject to change. See AME Discipline for more information.

ANNUAL CONFERENCE COMPOSITION AND FUNCTION

Presiding Officer

Presiding Bishop is the President of Annual Conference

Boards

All Clergy

Lay Organization

At least one **ELECTED** lay (delegate) per church

Conference WMS, YPD, Sons of Allen

Conference director of Christian ED

Duties

Report the work of the local churches and carry out the vision and business of the annual conference.

For More Information: see the A.M.E. Church Book of Discipline

DISTRICT CONFERENCE COMPOSITION AND FUNCTION

Presiding Officer

Presiding Elder

Board/Members

All traveling ministers, local preachers, evangelists

Presidents of missionary societies

At least one steward or more per Quarterly Conference

Presidents of lay organizations

Youth representative from each church

Duties

Consideration and transaction of presiding district

For More Information: see the A.M.E. Church Book of Discipline

QUARTERLY CONFERENCE COMPOSITION AND FUNCTION

Presiding Officer

Presiding Elder

Boards & Membership

All traveling preachers on the circuit or station

Supernumeraries, retired ministers, local preachers

Stewards, stewardesses, trustees, class leaders,

General officers, deaconesses, licensed missionary workers, evangelists

Superintendent of Church School

All other heads of auxiliaries

Duties

Consideration and transaction relative to the state of the local church

For More Information: see the A.M.E. Church Book of Discipline

CHURCH CONFERENCE COMPOSITION AND FUNCTION

Presiding Officer

Local Pastor

Conference called to convene at discretion of the pastor

Boards/Members

All clergy and members of the local church

Duties

Consideration and transaction of local church business

For More Information: see the A.M.E. Church Book of Discipline

THE COMMISSION STRUCTURE OF LOCAL A.M.E. CHURCH

The **Pastor shall be the chairperson** of the Commission on Stewardship and Finance and the ex-officio chairperson on the other commissions.

The chairperson of each commission shall be a **steward** and therefore a member of the **Official Board and Quarterly Conference** to which he or she is amenable, with the exception of the Commission on Missions and Welfare, whose **chairperson may be either a steward or a trustee**.

They shall make monthly reports to the **Official Board and also quarterly reports to the Quarterly Conference**.

The members shall be **elected by the church conference**, except that of the Commission on Christian Education.

Page 74, "Optional Local Church Organization
Commission in the Local Church

The 2012 Doctrine and Discipline of the African Methodist Episcopal Church

OFFICIAL BOARD COMPOSITION AND FUNCTION

Presiding Officer

Local Pastor

Board/Members

All class leaders, exhorters, deaconesses,
Stewards, trustees, stewardesses
Presidents of all local church organizations

Duties

Review the status of membership

Official Legislative Board of the local church

Nothing is official until it is past through the Official Board

It is the accountability board of the local church

For More Information: see the A.M.E. Church Book of Discipline

STEWARD & TRUSTEE BOARDS

COMPOSITION AND FUNCTION

Presiding Officer

Local Pastor

Stewards

Stewards are nominated by the Pastor and confirmed by the Quarterly Conference
Responsible for assisting the pastor in keeping the membership on a high and sound spiritual level.

Trustees

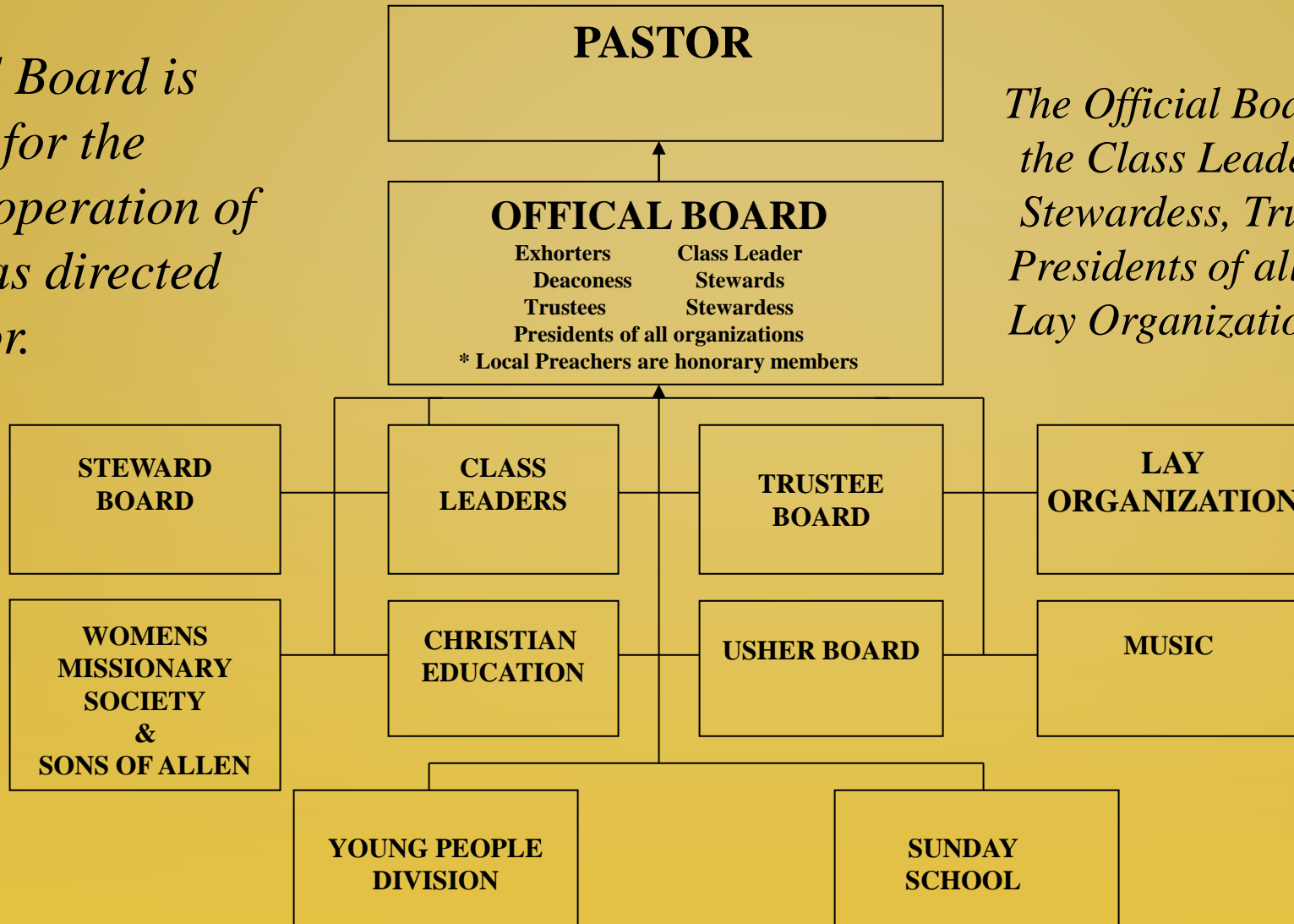
Stewards are elected by members of the church
Manage all temporal affairs of the church.

For More Information: see the A.M.E. Church Book of Discipline

STRUCTURE OF THE LOCAL A.M.E. CHURCH OFFICIAL BOARD

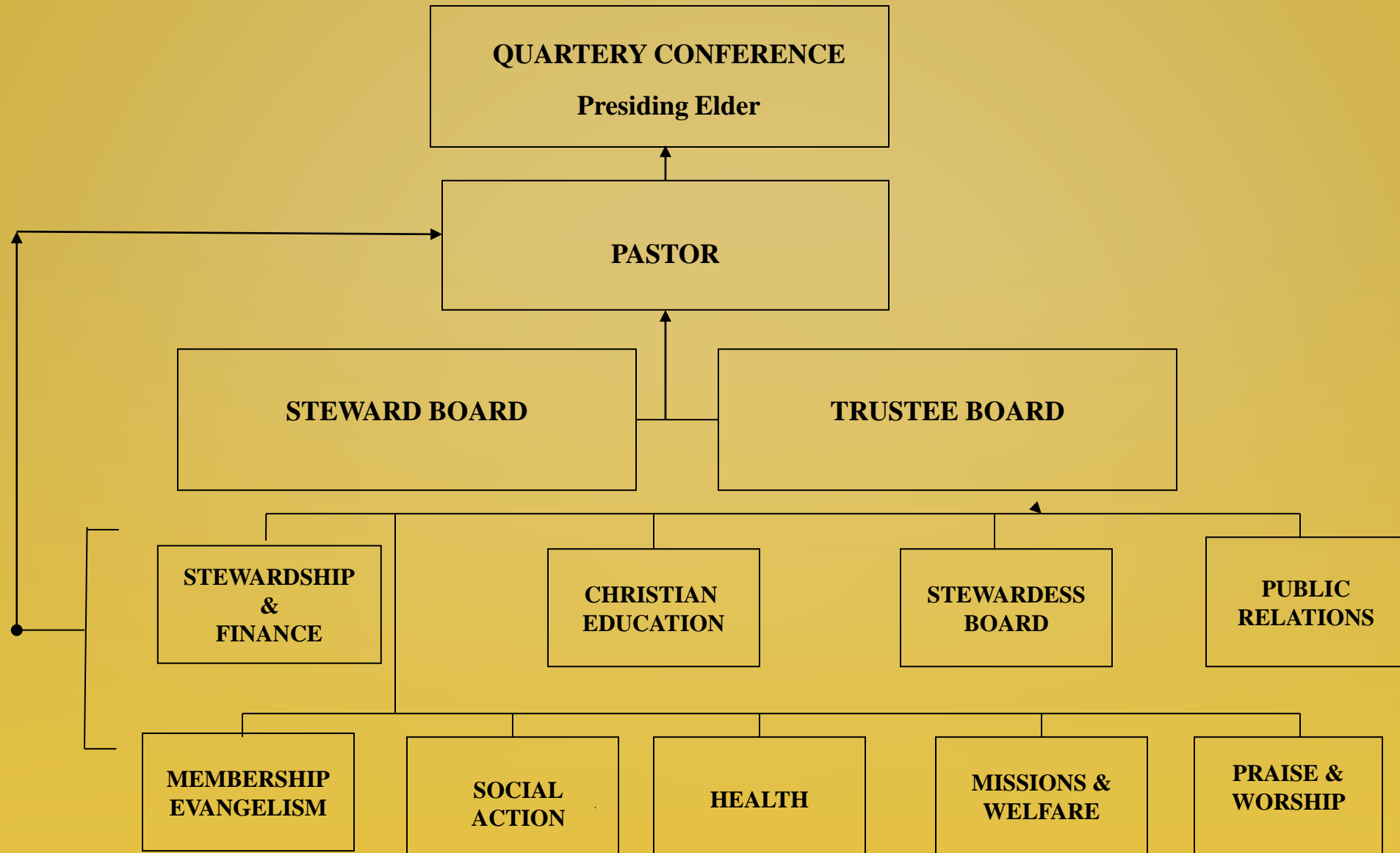
The Official Board is responsible for the day-to-day operation of the church as directed by the pastor.

The Official Board shall be composed of all the Class Leaders, Exhorters, Deaconess, Stewardess, Trustees, Stewards and Presidents of all organizations including the Lay Organization (Pg. 83, Paragraph B.)



STRUCTURE OF THE LOCAL A.M.E. CHURCH

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IT'S INTENTIONAL...



What Every Christian Ought To Know

Christians Must Seek First God's Kingdom (Church) and Righteousness

Matthew 6:33

WHAT IS STEWARDSHIP?

A Biblical definition of stewardship is “having dominion over the works of God.” The works of God’s hands includes all the material things and creatures of the Earth. We as stewards are not the owners of these things, but we are the stewards who have dominion of these things. Psalm 8:6 advises us of God giving us dominion over his works and creation.

Psalm 8:6, “*Thou madest him to have dominion over the works of thy hands; thou has put all things under his feet;*”



STEWARDS OF TIME, TEMPLE, TALENT, AND TREASURE

- **Time – Redeeming the Time That God Has Given You.** God has given us our life and our time to manage as part of us being his steward. As good stewards, he expects us to manage our time, our life, according to his will. We are to redeem the time that God has provided us. Ephesians 5:16 advises us to redeem our time for God's glory.

Ephesians 5:16, *“Redeeming the time, because the days are evil.”*

STEWARDS OF TIME, TEMPLE, TALENT, AND TREASURE

Temple – Care For Your Body, the Temple of the Holy Ghost. The definition of stewardship includes caring for all things that God has given us. This includes our bodies. As Christians, our bodies are the temples of the Holy Ghost. If our bodies are to be temples of the Holy Ghost, then it goes without saying that we should not defile our bodies with sin. 1st Corinthians 6:19 advises us that our bodies are the not ours, but the temple of the Holy Ghost.

1st Corinthians 6:19, *“What? know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own?”*

STEWARDS OF TIME, TEMPLE, TALENT, AND TREASURE

Talents – Use Our Given Talents For Good Works. The definition of stewardship also includes the making use of the talents and abilities that God had given us. God has given each us unique talents and he desires us to put our talents to good use. As Christians, we can even say that God has ordained us with our unique talents to do his good works.

Ephesians 2:10, *“For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them.”*

STEWARDS OF TIME, TEMPLE, TALENT, AND TREASURE

Treasure – Being Accountable For God’s Treasure. A key definition of stewardship is being accountable for God’s treasures. The Bible tells us that all things are created by God and all things are God’s. As God’s chosen representatives, his stewards, God has given us material things to faithfully administer for his glory.

Haggai 2:8, *“The silver is mine, and the gold is mine, saith the Lord of hosts.”*



LOCAL CHURCHES EXIST SPECIFICALLY TO PROVIDE TIMES FOR MEMBERS TO LEARN AND TEACH.

- When the church provides these opportunities, all the members ought to attend and participate in the teaching and learning.
- 1 Timothy 3:15 - The church is pillar and ground of the truth.
- 1 Corinthians 14:19,26,31,40 - The church conducts assemblies to teach and edify the members.
- Ephesians 4:15, 16 - Each member must work to build up the body. This is true of **all** members and all church meetings. If all the members were as active as you are, how effectively would the church be built up?

CHRISTIANS SHOULD... BE GOOD EXAMPLES

Worship and Praise God

We should attend worship assemblies, not only because God wants us to, but also because we want to. Matthew 22:37-38 teaches “The greatest command is to love God with all our heart, soul, and mind.” We should love God above all because He sent His only begotten Son to die to save us from eternal torment and offer us eternal life (Romans 5:6-8; I John 4:8-10,19; John 3:16).

PRAY

"Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God." –Philippians 4:6

CHRISTIANS SHOULD... BE GOOD EXAMPLES

Attend regularly - Worship, Church meetings, Sunday School and Bible Study

1 Timothy 4:12 - Be examples to believers in word, manner of life, love, faith, and purity. You should attend the assemblies for your own benefit, but consider also the effect on others if you do or do not attend. Surely new members and weak members need all the teaching they can get. But such people often decide how often to come by observing other members.

If they imitate you, will their need for teaching be met? (Titus 2:7-8)



STEWARDS

Kingdom Builders

STEWARDS

- Stewards are the **Pastor's cabinet.**
-

You serve as the personal advisors to the pastor.

- *The Stewards shall be subject to the bishops, elders, deacons, and travelling ministers of their church.*
- Stewards must be **committed to addressing the spiritual concerns of the church**, but remember they have some temporal duties as well.
Your primary duty is to the church.

STEWARDS

- Stewards are expected to be **fair, clear-sighted, level-headed, and capable of exercising good judgment.**
- While you may not always agree with the Pastor, it is your responsibility to support his/her vision for the church.

**Why? Remember, he's the Shepherd of the flock.
The Bishop appointed the pastor, not you!**

WHAT DO STEWARDS DO?

- Stewards must work harmoniously with the Pastor.
(Come now, and let us reason together, saith the LORD... Isaiah 1:18)
- Stewards must know the **appropriate** process and procedure for addressing concerns.
REFER TO THE AME DISCIPLINE!
- Stewards must **pray**, not **p-r-e-y**. If you're striving to be God's steward, you **MUST BE ABLE TO** give anyone a spiritual boost.

STEWARDS MUST BE:

- (1) of solid piety, know and love the Word of God, the African Methodist Episcopal Church doctrine, and The Book of Discipline of the African Methodist Episcopal Church;
- (2) Fruitful and of good natural or acquired ability transact spiritual and temporal (financial) business of the church;
- (3) a member of the African Methodist Episcopal Church for at least two (2) years, except in the case of the establishment of a new congregation.

The Book of Discipline of the AME Church, 2012, pages 61-62.

ABOUT THE STEWARD BOARD...

- The pastor is the chairperson of the Steward Board and appoints Stewards to serve for **ONE YEAR**.
- There shall be **no fewer than three (3)** and **no more than nineteen (19)**.
- The Pastor may appoint a chairperson, pro tem to act in his or her absence. All business conducted in his or her absence shall be subject to veto by the pastor.

The Doctrine and Discipline of the AME Church, 2012, pages 61-62.

ABOUT THE STEWARD BOARD...

- There shall be appointed 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 perspective Stewards under the supervision of the Pastor and Senior Stewards.
- The pastor shall submit nominated Stewards to the **Quarterly Conference**, which shall confirm or reject them.

WHAT ARE THE DUTIES OF THE STEWARDS? (FINANCIAL STEWARDS)

- Stewards shall make an exact accounting of all money to include other provisions collected for the support of the Pastor.
- The steward board negotiates the full time salary of the Pastor.

****The Pastor's negotiated salary and benefits package shall be commensurate with the cost of living in the given geographical area and the ability of the local congregation. ****

WHAT ARE THE DUTIES OF THE STEWARDS? (PASTOR'S CARE)

The following benefits apply to those Pastors who are full-time servants:

1. Pension or retirement
2. Insurances: health, disability, professional liability, key person life insurance
3. Self-employment tax
4. Parsonage or housing allowance
5. Continuing education
6. (6) travel: connectional, Episcopal district, conference, inner parish, and all other related to official duties.
7. If a housing allowance is given, it is the Stewards' duty to negotiate a reasonable housing allowance with the pastor.
8. They shall make accurate reports of every expenditure of money, whether to the Pastor, church, sick or poor.
9. They shall attend the Quarterly Conference to give advice, if asked, in planning for the church.

WHAT ARE THE DUTIES OF STEWARDS? (STEWARDSHIP)

- They shall attend committee meeting for disbursing of money to churches and give counsel in matters of arbitration.
- Seek the needy and distressed in order to relieve and comfort them.
- They shall write circular letters to societies of a circuit to let them know the state of temporal concern at the last Quarterly meeting and urge them to give more liberally.
- Stewards shall **register all baptisms, marriages and deaths** within the congregation.
- Stewards shall provide the implements and elements of Holy Communion.

The Doctrine and Discipline of the AME Church, 2012, pages 62-63.

STEWARDS...

**Does your church have an UP-TO-
DATE MEMBERSHIP RECORD?**

WHAT ARE THE DUTIES OF STEWARDS? (MEMBERSHIP)

- Each local church shall have its Steward Board conduct a survey of the membership during the **Third Quarter** with the purpose of determining to what extent each member of the church has supported the church financially, attended the regular means of grace, and supported the various benevolent enterprises of the church.
- The survey conducted by the Stewards shall contain date, name and address, date of birth, active, inactive, probation, student, left with certificate, left without certificate, deceased and class number.
- The Steward Board shall investigate all members on the roll and submit its findings to the Official Board for approval. **The Certified Membership Roll shall be forwarded to the Fourth Quarterly Conference for submittal to the Annual conference.** Each Annual conference shall forward all Certified Membership Rolls to the General Church Secretary (See AME Church Website for contact)

WHAT ARE THE DUTIES OF STEWARDS? (MEMBERSHIP)

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The Doctrine and Discipline of the AME Church, 2012, pages 62-63.

TAKE NOTE!

—Because of the level of accountability in holding an office, there are REWARDS
and CONSEQUENCES when things are not DONE IN ORDER.

THE AME DISCIPLINE IS NOT A BOOK OF REPRIMAND!

IT IS A BOOK OF ORDER!

"If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. "But if he does not listen to you, take one or two more with you, so that BY THE MOUTH OF TWO OR THREE WITNESSES EVERY FACT MAY BE CONFIRMED. "If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.

-Matthew 18:15-17

ACCOUNTABILITY OF STEWARD BOARD

- **All Stewards are accountable to the Quarterly Conference, which shall be empowered to remove them for failure or refusal to do their duties.**
- **In the interim of the Quarterly Conference, the Pastor shall have the power to suspend a steward for refusing, neglecting or failing to discharge his duties. The Pastor may fill the vacancy until the next meeting of the Quarterly Conference, which shall dispose of the case.**

ARMS AND LEGS OF THE STEWARD BOARD

Stewardess & Deaconess Board

Members of the Stewardess Board are nominated by the pastor and confirmed by the Steward Board.

Stewardesses and Deaconesses assist the Steward Board in the discharge of their duties which includes:

- Preparation for the sacraments
 - Baptism
 - Holy Communion

See A Bookstore for more training materials

COMMITTEES OF THE STEWARD BOARD (TABLES FOR SERVICE)

- **Table of the Minister.** The chairperson of this committee is known as the “Pastor’s Steward.” **You are not a junior pro-tem of the board.** Your duty is to attend to the welfare of the Pastor. Your committee’s efforts reflect the hospitality of the church. You ensure sufficient funds are available for the Pastor’s travel. Your primary job as Pastor’s Steward is to take care of his/her needs. **A Pastor’s steward must know his/her responsibilities and never interfere with the duties of the Pro-tem.**
- **Table of Lord.** The chairperson of this table (committee) is known as the “Holy Steward.” The committee provides for the elements of the Lord’s Supper. Generally, the Holy Steward has direct supervision over the stewardesses.
- **The Table of the Poor.** The chairperson of this committee should furnish the Pastor and Stewards with the names and addresses of the sick and indigent of the church so that pastoral attention and care may be given.

TRUSTEES



If we BUILD it,
They will PROTECT it!

Mathew 25: 23 King James Version (KJV) His lord said unto him, Well done, good and faithful servant; thou hast been faithful over a few things, I will make thee ruler over many things: enter thou into the joy of thy lord.

TRUSTEE BOARD MEMBER MUST...

- Trustees must be **nominated by pastor and elected by church conference**, at least 18 years of age, and **instructed in the duties and responsibilities** of the Board of Trustees of the local church.
- The **training shall be completed within 60 days after the election**, or prior to the appropriate Quarterly Conference, whichever comes first. All Trustees must attend three training sessions. *A certificate of Confirmation shall be given to each successful student, to be presented at the appropriate Quarterly Conference, signed by the instructor appointed by the Pastor.*
- To be **nominated**, a member must have been a member of a local church at least six (6) months and a member of the African Methodist Episcopal Church for not less than two (2) years, except in case of missions or new work.
- Any person not in good and regular standing in the Church shall be ineligible to be elected a trustee.

TRUSTEES...

- Trustees must work harmoniously with the Pastor.
(Come now, and let us reason together, saith the LORD... Isaiah 1:18)
- Trustees must know the **appropriate** process and procedure for addressing concerns.
REFER TO THE AME DISCIPLINE!
- Trustees must **pray**, not **p-r-e-y**.
Protect the interests of the church for the interest of the church!

ELECTION OF TRUSTEES

- Trustees shall be **elected annually** by the members of the church.
- The Pastor shall appoint the time and place for holding the election and give notice of the same from the pulpit at least ten days, including over two consecutive Sundays, previous to the time of election.
- The Pastor shall nominate twice the number of persons to be elected.
- The nominees shall have given written consent for their names to be placed in nomination.
- The Pastor shall declare the results of the election.
- No officer, member or person shall interfere with the election of Trustees or attempt to disturb or prevent the Pastor from holding election. Those in violation of this law are subject to expulsion from the membership.

THE TRUSTEE BOARD

- The Pastor shall be the chairperson of the Board of Trustees.
- His/her signature shall be required to make the acts of the Trustees legal.
- If the chairperson cannot be present at a meeting, he/she shall appoint a chairperson pro-tem, whose signature also shall be legal.

The Doctrine and Discipline of the AME Church, 2012, page 65

WHAT DO TRUSTEES DO?

Trustees hold responsibility for **the temporal concerns of the church**. They **maintain and secure** all the real and personal property of the church.

All church property is held in trust for the AME Church (Connectional).

- Any decisions made by a trustee should benefit, not hinder the church. If the real property deteriorates, the members of the congregation should look to the Trustees.
- Trustees are stewards over the property entrusted to them. Trustees must not only maintain property, but you have an obligation to enhance it.

WHAT DO TRUSTEES DO?

- Trustees should never allow their church to remain ill equipped.
- Trustees must ensure that the church has the right equipment to make it efficient. If the church can own equipment, why lease?
Think about it!
- Trustees must develop a prudent and strong business sense when it comes to the church.

WHAT DO TRUSTEES DO?

- Trustees must inventory the church and all its property, whether real or personal.
- When leasing property, they must ensure that the rent received is commensurate with the market.
- They must maintain all real property.
- If church property lacks adequate insurance coverage, look to the Trustees. If the church sustains a loss due to undervaluation of its insurance, the Trustees can be held liable.

TRUSTEE BOARD ~ PROCEDURES

- Whenever improvements are to be made, the Pastor shall call together in a Church Conference the voting members of the church, with a majority vote being necessary for improvements to be authorized.
- When a Church Conference has been properly called and a majority of the legal voters of the church are not present, the majority vote of those present shall be considered legal.
- Transfer of local church property requires approval by Annual Conference Trustees
- Property can only be sold by approved resolution of Quarterly Conference.

The Doctrine and Discipline of the AME Church, 2012, page 65.

TRUSTEE BOARD COMMITTEES

- **Housing committee** - address all concerns relating to the parsonage.
- **Building and grounds committee** - maintenance and upkeep of the church and any other real property owned by the church.
- **Personal property of the parsonage and church** - routinely inventory all personal property owned by the church.
- **Insurance** - responsible for annual review of all insurance for all property (personal/real).

TRUSTEE ACCOUNTABILITY

- **Trustee shall be members of the Quarterly Conference and answerable to that body for their official conduct.**
- **The Trustees shall make a report of all receipts and expenditures during the quarter to the Quarterly Conference.**
- **Trustee shall not obstruct or interfere in any church.**

The Doctrine and Discipline of the AME Church, 2012, pages 65-66.

TRUSTEE ACCOUNTABILITY –

- **They shall not prevent or attempt to prevent the bishop or ministers of the African Methodist Episcopal Church from preaching, expounding God's Holy Word, or serving as Pastor.**
- **They shall not prevent or attempt to prevent the use of the 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 is stationed.**

The Doctrine and Discipline of the AME Church, 2012, pages 65-66.

TAKE NOTE!

Because of the level of accountability in holding an office, there are REWARDS and CONSEQUENCES when things are not DONE IN ORDER.

THE AME DISCIPLINE IS NOT A BOOK OF REPRIMAND!

IT IS A BOOK OF ORDER!

"If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother." But if he does not listen to you, take one or two more with you, so that BY THE MOUTH OF TWO OR THREE WITNESSES EVERY FACT MAY BE CONFIRMED. "If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.

-Matthew 18:15-17

TRUSTEE ACCOUNTABILITY

- Any trustee ceasing to be a member of the denomination, by reason of expulsion or otherwise, shall immediately cease to be a trustee **EXCEPT IN CASES OF DEBT** for which he/she is **joint security**.
- In such cases, termination as a trustee will occur when the creditors have been satisfied.

The Doctrine and Discipline of the AME Church, 2012, page 66.

TRUSTEE ACCOUNTABILITY

- In the interim of a Quarterly Conference, the pastor shall have the power to suspend a trustee who refuses, neglects, or fails to discharge his/her duty.
- The Pastor can fill the vacancy temporarily in the manner prescribed in the selection of a trustee until the next meeting of the Quarterly Conference, which shall dispose of the case.
- Should the suspension be sustained by the Quarterly Conference, the Pastor shall proceed to fill the vacancy permanently, following the usual mode of election of a trustee.

STEWARDS AND TRUSTEES

The Mover's and Shaker's
of the Local Church



African Methodist Episcopal Church Connectional Lay Organization

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HEALTHY CHURCHES HAVE A WORKING...

LAITY

Visit for more information on Connectional Lay:

http://www.connectionallay-amec.org/docs/CLO_Constitution_By-Laws_2014.pdf

or

<http://www.connectionallay-amec.org/>



“ROLE OF LAITY IN HEALTHY, GROWING AND RELEVANT CHURCHES”

Too many lay persons are in positions for which they have not been trained or prepared. You cannot blame people for not doing what they don't know to do. There must be a partnership between clergy and laity if our churches are going to be healthy.

LAITY IN A GROWING HEALTHY CHURCH...

There are a number of characteristics which determine whether a church is healthy. There is no one absolute list, but there are some characteristics which are common to every healthy church.

1. God's Empowering Presence
2. Impacting Worship
3. Commitment to Prayer and Study of God's Word
4. Making Disciples
5. Spiritual Discipline and Passion for the Things of God
6. Loving and Caring Relationships
7. Servant Leadership Development
8. Administration and Accountability
9. Ministry to Church and Community
10. Stewardship and Generosity

A HEALTHY CHURCH? WHAT CAN ORGANIZED LAY DO?

1. Be empowered by the Holy Spirit at work in their lives. Church can do nothing without the Holy Spirit.
2. Each lay person must make a personal commitment to be spiritually healthy themselves. If a church is not healthy it is because those who make up the congregation are not healthy.
3. Good leadership develops other leaders. The pastor must not be the only leader in the church.
4. There must be effective administration and accountability
5. Church must be engaged in ministry to church and community
6. Congregation must exercise good stewardship and be generous in their giving

The Book of Acts describes a healthy church. (Acts 2:42-47)

DOES YOUR CHURCH HAVE... A MISSION? A VISION?

Mission statement not only says what the church does, but also lets us know what the church doesn't do.

The vision statement is aspirational, and says what the church intends or seeks to become.

Mission and vision come from God to the pastor. Church can only have one vision. Must be presented to and embraced by congregation. Printed in bulletin weekly, taught to congregation, new members class, organizations, etc...



SAMPLE MISSION AND VISION STATEMENT

The mission of _____ church is to worship and praise God with joy, passionately proclaim and teach His Word, eagerly seek to win and make disciples for the Lord Jesus Christ, who will join with us in ministry, mission and outreach.”

The vision of _____ is to become Disciples of Christ, who know Him and make Him known, and passionately promote His kingdom in this community and beyond.

WHO ARE MEMBERS OF THE LAY ORGANIZATION?

Station or Circuit Lay Organization

- The pastor of each Station or Circuit shall, within thirty (30) days after the Annual Conference, call a meeting of the members of the Charge for the purpose of organizing a Lay Organization where none exists.
- The Station or Circuit Lay Organization **shall be composed of all members of said Station or Circuit who desire to enroll.**
- The officers of the organization shall be elected from those enrolled in said organization.
- The President of the Lay Organization, or a duly elected representative of the local church, becomes a member of the Official Board by virtue of office.

COLORS

The official colors of the Connectional Lay Organization are:

Royal Blue and White

Or

Navy Blue and White

MEMBERSHIP

REMIX...

WHAT THEY DO...

Each member of the AME church, with the exception of clergy, are known as Lay members.

Members or the Laity of the church and are encouraged to become active and participating members of the Lay Organization.

The Lay Organization promotes the support and participation of laity in the various programs of the church.

The Lay Organization is also responsible for conducting recurrent study and stimulating education of laypersons with regard to the laws and guidelines listed in the Discipline of the African Methodist Episcopal Church.

THE LAY HYMN

**Laymen now have thus assembled, In Thy blessed name O God.
Guide us in our true endeavor, Light the pathway that we trod;
Give us strength to ever labor for Thy cause
Give us strength to ever labor for Thy cause.**

**We are banded one in union, To fulfill Thy just command.
May we be Thy true disciples, Holding to Thy mighty hand;
Give us blessings from the fountain of Thy love
Give us blessings from the fountain of Thy love.**

**As we walk this Christian journey, Let us keep our armour bright.
Let our works be pure and holy That we stand within Thy sight;
Laymen soldiers, strong in unity and love
Laymen soldiers, strong in unity and love.**

**May we stand before Thine altar, Pledging Lord to work for Thee.
In the vineyard, in the pastures Let us Lord Thy pilgrims be;
Let us lift the cross forever to the skies,
Let us lift the cross forever to the skies.**

Tune: "Guide Me O Thou Great Jehovah" written by Frances A. Walston

PRAY, PLAN, PROCEED!

- Enter into prayer and communicate with God before accepting any of these positions
- Attend church regularly, tithe, and attend Bible study and Sunday school if you intend to be a steward or trustee. You must be active in the life of the church.
- Invest in liability insurance for Board members.

MINISTRY IS EVERYBODY'S BUSINESS...

Matthew 28:19-20 (KJV)

¹⁹ Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost:

²⁰ Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen.

THE
DOCTRINE
AND
DISCIPLINE
OF THE
AFRICAN METHODIST EPISCOPAL CHURCH
2012



WHERE CAN YOU FIND MORE INFORMATION?



Additional training doesn't cost much!

- Order for your congregation. Manuals for all boards and local organizations available.
- For AMEC online Bookstore click the icon above!

A screenshot of the AMEC online bookstore interface. It displays four book listings in a 2x2 grid. Each listing includes a book cover, a title, a brief description, a price, and buttons for 'Details' and 'Add to cart'.

Book Title	Description	Price
The Know You Church Manual	This excellent introductory ...	\$4.00
The Role of the Steward	This book helps those seekin...	\$3.50
The Role of the Trustee	An eye opening handbook to t...	\$3.50
The Role of the Usher	This title discusses the imp...	\$3.65



**CAMDEN DISTRICT
OF THE
SOUTHWEST ANNUAL CONFERENCE
NINTH DISTRICT AME CHURCH
TRAINING PRESENTATION**

**BISHOP HARRY L. SEAWRIGHT, PRESIDING PRELATE
REVEREND SHERITA M. SEAWRIGHT, WMS SUPERVISOR
REVEREND CHARLES A. LEWIS, PRESIDING ELDER CAMDEN DISTRICT
REVEREND DR. G. DIANNE LEWIS, DISTRICT CONSULTANT**

This presentation was created as a tool for training purposes and does not replace the need to seek further training rules and regulations of the AME Church.