



**Connectional Lay Organization
African Methodist Episcopal Church
Spring Executive Board Meeting
Double Tree Hotel, Columbia, SC**

April 23-25, 2015

Proposed Legislation Committee

Packet

of

Proposed Legislation

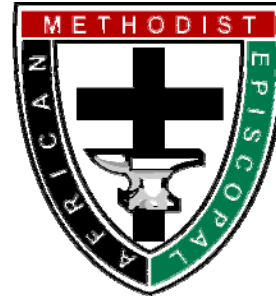
Sis. Jacqueline Sibblies – Chair
Bro. Mark Johnson – Vice Chair
Sis. Patricia Campbell – Secretary
Sis. Beverly Outler – Assistant Secretary

Dr. Willie C. Glover – Global President, CLO
Bishop William P. Deveaux, Sr. – Lay Commission Chair
Bishop Richard F. Norris, Sr. – Presiding Prelate, 7th Episcopal District/Host Bishop
Bro. Roger Cleckley – Host Episcopal District Lay President

Connectional Lay Organization Proposed Legislation Committee Members

Chair	Jacqueline	Sibblies
1	Linda	Bean
2	Selerya	Moore
3	Sonya	Nelson
4	Angela T	Pettis
4	Vickie	Whitsett Jackson
5	Marilyn	Lovelace-Grant
5	Harold	Mackey, III
5	Nelson	Sandy Nelson
6	Carlos	Ford
6	Martinique	Mix
7	Mark	Johnson
7	Leroy	Linen
8	William	Brown
8	Patricia	Campbell
9	Bernella	Knight Rose
9	Robert	Turner
10	Roosevelt	Ellis
10	Russell	Livingston
11	Beverly	Outler
11	Willie	Williams
12	Mollie	Miller
12	Martha	Simpson
13	Estella	Guy
13	Retha	Newson
16	Elvire	Douglas
18	Sarah	Nkele Matlhare
19	Thabile	Modise
20	G. A.	Mengwe

BILL NO.	
TITLE	Ministerial Training Board Composition and The Course of Instruction
REFERENCE	The Doctrine and Discipline of the African Methodist Episcopal Church 2012., Part V, Section III, Subsection B -Ministerial Training Board (Committee on Instruction); Pages 86 and 87.
INTENT	To amend the composition of the Ministerial Training Board to include lay instructors, and to amend to augment the Course of Instruction by including study of the Doctrine and Discipline of the A. M. E. Church, and training in Fiscal and Personnel Management.
RATIONALE	Under the current composition listed in the Doctrine and Discipline, there is no requirement that the members of the Training Board be only ordained persons as is the case with the Board of Examiners. The Course of Instruction includes classes that credentialed members of laity are highly qualified to teach. The AME church should take full advantage of its resources in an effort to get the best results in all its endeavors, for the benefit of our Zion. Therefore, lay persons who are certified and qualified to teach classes in the Course of Instruction should be retained for the purpose, thus promoting clergy and laity collaborating in the training of our ordained servants. Further, The Course of Instruction should provide comprehensive training, addressing all areas for effective ministerial service that will enhance the local churches. Study of the Doctrine and Discipline of the African Methodist Episcopal Church and training in fiscal and personnel management are essential areas of ministerial preparation for effectual leadership at every level of our Zion. These classes need to be specifically listed



- 1 CURRENT TEXT: Part V, Sec. III. B.; page 86 (1st para.)
- 2 The presiding bishop shall appoint the Dean of Ministerial Training of the conference.
- 3 The dean, in turn, shall nominate the staff (committees) which shall confirmed by the
- 4 Annual Conference. The Ministerial Training Board

5

6 CURRENT TEXT: Part V, Sec. III. C.; page 87

7 The Course of Instruction

8 A. Admissions

9 Bible Church Tradition

10 B. First Year Studies

11 Bible Church Tradition

12 Preaching, Theology

13 Church Administration

14

15 C. Third Year Studies

16 Bible Church History

17 Ministerial Ethics Preaching

18 Theology

19 Church Administration.

20

21 AMENDED TEXT: Part V, Sec. III. B.; page 86 (1st para.)

22 The presiding bishop shall appoint the Dean of Ministerial Training of the conference.

23 The dean, in turn, shall nominate the staff (committees) which will consist of **highly**

24 **qualified and/or certified** clergy **and laity** which shall be confirmed by the Annual

25 Conference. The Ministerial Training Board

26

27 AMENDED TEXT: Part V, Sec. III. C.; page 87

28

29 The Course of Instruction

30 A. Admissions

31 Bible Church Tradition

32 *The Doctrine and Discipline of the African Methodist Episcopal Church*

33 *(current ed.)*

34 B. First Year Studies

35 Bible Church Tradition

36 Preaching, Theology

37 Church Administration

38 *The Doctrine and Discipline of the African Methodist Episcopal Church*

39 *(current ed.)*

40

41 C. Third Year Studies

42 Bible Church History

43 Ministerial Ethics Preaching

44 Theology Church Administration.

45 *Management – Financial and Personnel*

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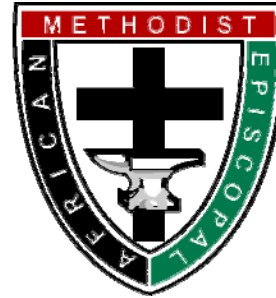
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48 **FUNDING: There is no cost associated with this proposed legislation.**

49

50 Submitted by *the CLO Proposed Legislation Committee*

BILL NO.	
TITLE	Transparency in Local Church Assessment Determination
REFERENCE	<i>The Doctrine and Discipline of the African Methodist Episcopal Church 2012</i> , Part VII, Section II,A. Page 205; Part IX, Section 1.D., Page 233
INTENT	To provide a clear mathematical formulation used to determine the local church assessment due to the Connectional and Episcopal District budgets.
RATIONALE	<p>The Doctrine and Discipline of the African Methodist Episcopal Church specifies Episcopal District assessments allocated to the General Church Budget, giving only a cursory overview of factors considered in developing the budget, such as, projections made to reflect economic conditions in both the nation and church, consideration given to actual expenditures in previous years, the objectives and needs of each department and the median income of families in each Episcopal District. However, there is no clear understanding of how the percentage allocations are calculated or determined..</p> <p>Absence of a clearly defined objective algorithm makes the assessment seem arbitrary, subjective and subject to criticism. In addition, The Discipline also states that allocated amounts also represent assessment upon annual conferences and local churches. And similarly, there is no algorithm/mathematical formula offered to help the local churches understand how the size of their assessment is derived from the General or Episcopal District Budgets. The methodologies used need to be shared with all members of the African Methodist Episcopal Church.</p>



- 1 CURRENT TEXT:
- 2 No Language on calculation methodologies.
- 3
- 4 AMENDED TEXT: Add a new paragraph to Sect. I.D. (pg. 233)

5 *The Chief Financial Officer shall chair a Special AME Financial Task Force*
6 *consisting of one clergy and one lay person elected from each episcopal district, to*
7 *design a clear mathematical methodology for calculating budget assessments for the*
8 *episcopal districts. The Task Force shall include economists, financial managers,*
9 *mathematicians and certified public accountants, and shall consider pertinent*
10 *economic and demographic factors of each episcopal district. The Task Force shall*
11 *publish the methodology for assessments to the Connectional Budget under “Church*
12 *Finance.”*

13
14 *The Task Force shall also formulate an algorithm for calculating local church*
15 *assessment. The calculation of local church assessments to the Connectional and*
16 *Episcopal District Budgets will be based on the following observable statistical metrics:*
17 *number of current active local church adult members, inflation-adjusted median*
18 *family income in the relevant Standard Metropolitan Statistical Area (SMSA) or*
19 *similar demographic areas for episcopal districts outside of the continental US,*
20 *unemployment rates in these areas, and the percentage of families below the national*
21 *poverty level in these areas. The Task Force shall publish the algorithm under*
22 *“Church Finance” and under “Annual Conference – Composition and Function”.*

23
24 **FUNDING: There is cost associated with this proposed legislation**

25
26
27 **Submitted by the CLO Proposed Legislation Committee**

BILL NO.	
TITLE	Merging the Department of Annuities and Investment with the Treasurer's Office
REFERENCE	<i>The Doctrine and Discipline of the African Methodist Episcopal Church 2012</i> , Part VI, Section III. Subsection E.2., (Page 131); Part VII, Section II, Subsections D. and G., (Pages. 162, and 177). Part IX, Section IV, Subsection IX, (Page 238)
INTENT	To illuminate the overlapping financial functions of the Chief Financial Officer (CFO) and Department of Annuities and Insurance by merging these two Connectional departments and incorporating them into a reconstructed new Finance Department, placing all financial management decisions under the administration of the CFO.
RATIONALE	Organizational efficiency is lost when different departments perform separate but similar functions. If the goal is to provide a stream of highly value-added services that maximize organizational efficiency, departments must merge or be consolidated. The African Methodist Episcopal Church should move quickly to identify departmental synergies, and merge those correlating entities, thus providing budgetary relief for the Connectional Church. More consolidations are needed to capture operational efficiency, Connectional budgetary savings and budgetary relief for local churches struggling to meet their Connectional budgetary assessments. Therefore, at the close of the 2016 General Conference the Department of Annuities & Insurance shall be eliminated and those duties, combined with the duties of the CFO incorporated into a new Department of Finance under the CFO.



- 1 CURRENT TEXT: Part VI, Section III E.2., (pgs 131)
- 2 b.) The Chief Financial Officer shall keep an account of all funds remitted to the Finance
- 3 Department by the annual conferences, administrative committees and interest accrued,

4 and shall disburse same as authorized by the General Conference and directed by the
5 General Board. He or she shall pay the salaries of all General Officers.

6

7 c.) The Chief Financial Officer shall pay the traveling expenses of the bishops in
8 attendance at the Council of Bishops upon presentation of a proper voucher against the
9 travelling fund allotted to a bishop, also the legitimate expenses of the session from the
10 fund set aside for the Council of Bishops in the Episcopal Fund.

11

12 d.) In no case shall the Chief Financial Officer use any other fund for the expense of the
13 session or of a bishop unless first authorized by a two-thirds vote of the Council of
14 Bishops and a three-fourths vote of the General Board concurring.

15

16 e.) The Chief Financial Officer shall separate records kept for each agency receiving
17 funds from the General Budge and the Chief Financial Officer shall pay the Secretary-
18 Treasurer or Executive Director of the various agencies the funds allotted them as
19 authorized by the General Conference and directed by the General Board. All agencies
20 share on a ratio basis and not one of them shall be drawn on for the benefit of another,
21 The fiscal of the General Board and agencies related shall cover the period from April 1
22 to March 31,inclusive.

23

24 AMENDED TEXT: Part VI, Section III E.2.

25 b.) *The Chief Financial Officer shall be responsible for the fiscal management of all*
26 *funds remitted to the Department of Finance and shall ensure that monies for each*

27 *fund account are kept isolated from any other. Funds remitted to the Division of*
28 *Annuity Investments and Insurance shall be isolated, at all times, from funds remitted*
29 *to any other purpose, including the General Budget.*

30

31 c.) The Chief Financial Officer shall keep an account of all funds remitted to the Finance
32 Department by the annual conferences *and* administrative committees and *all* interests
33 accrued *by said funds. He or she* shall disburse same as authorized by the General
34 Conference and directed by the General Board. He or she shall pay the salaries of all
35 General Officers.

36

37 d.) The Chief Financial Officer shall pay the traveling expenses of the bishops in
38 attendance at the Council of Bishops upon presentation of a proper voucher against the
39 travelling fund allotted to a bishop, *and shall* also *pay* the legitimate expenses of the
40 session from the fund set aside for the Council of Bishops in the Episcopal Fund.

41

42 e.) In no case shall the Chief Financial Officer use any other fund for the expense of the
43 session or of a bishop unless first authorized by a two-thirds majority vote of the Council
44 of Bishops and a three-fourths majority vote of the General Board. *The funds of the*
45 *Division of Annuity Investments and Insurance shall not be considered.*

46

47 f.) *Current paragraph e.) – number subsequent current paragraphs sequentially.*

48

49

50 CURRENT TEXT: Part VII, Section II D., (pgs 162-166)

51

52 AMENDMENT: Delete Part VII, Section II D. (pgs. 162-166) and renumber subsequent
53 subsections E thru G.1., as new subsections D thru F respectively. G.2. becomes G.

54

55 CURRENT TEXT: Part VII, Section II G.1., (pg 177-178)

56 a. There shall be a Department of Finance of the African Methodist Episcopal Church
57 which shall be under the supervision of the General Board and the administration of the
58 Treasurer/CFO of the African Methodist Episcopal Church.

59 b. The role of the Department of Finance shall coincide with duties of the Treasurer/CFO
60 of the African Methodist Episcopal Church.

61 c. The employed personnel of the Department of Finance shall be selected by and be
62 responsible to the Chief Financial Officer of the African Methodist Episcopal Church.

63

64 AMENDED TEXT: Part VII, Section II New Section F. *The Department of Finance*

65 a. (same as current Section II G. 1. a. (pg. 178)

66 ***b. The Department of Finance shall, under the administration of the chief financial***
67 ***officer (CFO) of the African Methodist Episcopal Church, keep account of all funds***
68 ***remitted to the department and disburse same as authorized by the General***
69 ***Conference and directed by the General Board. The duties and responsibilities of the***
70 ***CFO are integrated into the responsibilities of the Department of Finance.***

71 ***c. There shall be a Division of Annuity Investments and Insurance within the***

72 ***Department of Finance that shall manage the programs of the African Methodist***

73 *Episcopal Church operated for the retirement security of the salaried personnel of*
74 *the church. These include Ministerial Annuities and the Ministerial Retirement*
75 *Program. Funds remitted to the Division of Annuity Investments and Insurance and*
76 *invested for the retired security programs. These funds shall at all times be isolated*
77 *from funds remitted to the Department of Finance for any other purpose, including*
78 *the General Budget.*

79 *d. The Chief Financial Officer of the African Methodist Episcopal Church shall hire a*
80 *specialist in financial management to see that the employees of the church receive*
81 *the maximum benefits to which they are entitled from the investments of the annuity*
82 *and retired security programs.*

83 *e. Ministerial Annuity Plan*

84 *1. The Department of Finance shall direct the Ministerial Annuity Plan of*
85 *the African Methodist Episcopal Church as directed by the General*
86 *Board. There is hereby established annuity coverage for the salaried*
87 *personnel of the AME Church. Included in this coverage shall be all*
88 *bishops, general officers, college presidents, deans of theological*
89 *seminaries, itinerant elders, and salaried personnel of the connectional*
90 *departments of the AME Church, including our hospitals, church*
91 *schools and colleges. In addition, full time employees of the local church*
92 *may elect to participate in the Annuity Plan. A full-time employee is*
93 *defined as one working a minimum of twenty (20) hours per week on a*
94 *continual and consistent basis. The pastor and the Board of Stewards*
95 *must confirm this status.*

- 96 2. *The Commission on Annuity Investments and Insurance of the General*
97 *Board shall serve as the trust committee for the annuity coverage for the*
98 *AME Church. There shall be, and is hereby established, an Annuity*
99 *Fund within the AME Church.*
- 100 3. *The established contribution amount for each enrolled participant shall*
101 *be twelve percent (12%) of annual salary and the minimum contribution*
102 *amount shall be \$312.00 due at each Annual Conference and Mid Year*
103 *Convocation and based on minimum average annual salary of*
104 *\$5,250.00. Two percent (2%) of reported contributions shall be allocated*
105 *to the Division of Annuity Investment and Insurance for administration.*
106 *Payments are to be remitted to the Division of Annuity Investments and*
107 *Insurance within seven calendar days after they are received.*
- 108 4. *All participants in the AME Church Retirement Annuity Plan shall have*
109 *the option to self direct the investment of their annuity account assets up*
110 *to a maximum of thirty percent (30%) of the total account balance.*
111 *When exercising this option, the participant assumes full responsibility*
112 *for the investment decisions subsequently made and the performances of*
113 *the chosen investment products. Each participant electing to self direct*
114 *must complete and submit an Investment Waiver to the Division of*
115 *Annuity Investments and Insurance which shall thereafter indemnify*
116 *the Division and the Department of Finance, held harmless and released*
117 *from their fiduciary responsibilities in such instances.*

118 5. *All bishops, general officers, college presidents/deans of theological*
119 *seminaries, itinerant elders and all other ordained persons receiving an*
120 *appointment to a pastoral charge, must enroll and participate in the*
121 *Annuity Plan of the AME Church. All of the above will be included in*
122 *the Annuity Plan regardless of attained age. Any participant in the*
123 *Annuity Plan may elect to retire at age sixty-five (65) or at any age*
124 *thereafter.*

125 6. *All eligible and enrolled participants*

126
127
128 *f. Group Life Insurance*

129 *The Division of Annuity Investments and insurance shall make available a Group Life*
130 *Insurance Plan.*

131
132 *g. The Commission on Annuity Investments and Insurance of the General Board shall*
133 *be continuing commission to make an in-depth study of the Annuity Program*
134 *presently in force in the AME Church.*

135 *a. The commission shall be empowered to obtain*

136
137
138 *h. The Division of Annuity Investments and Insurance shall be required to maintain all*
139 *employee benefits program records for each participant for a period of seven (7)*
140 *years, which shall be known as*

141

142 *i. Retirement Plan for Pastors and Presiding Elders*

143 *The Retirement Plan for Pastors and Presiding Elders, created and established by the*
144 *General Conference of 1996,*

145

146 *j. The employed personnel of the Department of Finance shall be of high*
147 *qualifications commensurate with the respective position. They shall be selected by*
148 *and be answerable to the CFO of the African Methodist Episcopal Church. In*
149 *addition, the specialist with direct supervision of the retirement security programs*
150 *shall also answerable to the General Board.*

151 k.

152

153 COST:

154 This proposed legislation will have projected savings on the General Church Budget as
155 follows:-

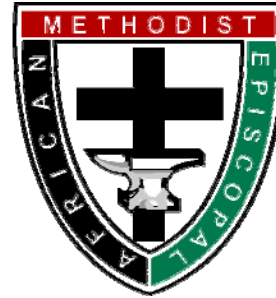
156	A. Elimination of Department of Annuities & Insurance	\$587,412.00
157	B. 20% of Gross Savings transferred to the CFO for staffing	\$117,500.00
158	C. Net Budget Savings (A– B)	\$469,912.00

159

160

161 **Submitted by the CLO Proposed Legislation Committee**

BILL NO.	
TITLE	Reduction of Travel Expenses for Retired Bishops and General Officers
REFERENCE	<i>The Doctrine and Discipline of the African Methodist Episcopal Church 2008</i> , Part VI Section II F. 11(pg. 122) and Section III C. 3 (pg. 127), Pages 692 and 695
INTENT	To capture budgetary savings by phasing out travel expense reimbursements for retired bishops and retired general officers. The savings should be captured progressively following the close of the 2016 General Conference.
RATIONALE	Retired Bishops and General Officers are not full-time employees of the General Church. While their continued work for the development of the AME Church is commendable, current travel expense allocations in the Connectional Budget impose an unnecessary budgetary hardship on local churches. Further, current economic conditions in the African American community warrant that the African Methodist Episcopal Church makes comparable fiscal adjustments. A phase out of the budgeted amount for travel expenses for non-active bishops and general officers is clearly warranted.



1 CURRENT TEXT: Part VI Section II F. 11, pg. 122

2 A retired bishop shall also receive from the Chief Financial Officer of the AME Church

3 reimbursement for actual travel and lodging expenses only when and if he or she attends

4 a session of the Council of Bishops and General Conference. Housing expenses of a

5 retired bishop, if there be any, shall not be the expense of the Connectional budget. This

6 legislation is to become effective at the close of the 1996 General Conference and include

7 bishops retiring at that session.

8

9 AMENDED TEXT: Part VI Section II F. 11, pg. 122

10 A retired bishop shall receive from the Chief Financial Officer of the AME Church
11 reimbursements of the actual travel and lodging expenses *according to a tiered reduction*
12 *expense budget over the 2017 – 2020 quadrennium, only when and if he or she attends*
13 *a session of the Council of Bishops and the General Conference. Each fiscal year of*
14 *the quadrenium, the travel expense budget for retired bishops and retired general*
15 *officers shall be reduced by an additional twenty percent (20%) of the annual travel*
16 *expense budget of the 2013-2016 quadrennium. This process will effectively phase out*
17 *the travel expense budget by the end of 2020. This legislation is to become effective at*
18 *the close of the 2016 General Conference.*

19

20 CURRENT TEXT: Connectional Budget 2013 – 2016; pages 692 and 695

21 Retired Bishops (Annual) Expenses	\$101,952.00
22 Retired General Officers (Annual) Travel	\$76,383.00

23

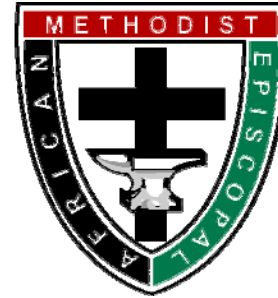
24 AMENDED TEXT: Connectional Budget 2017 – 2020

25	Yr 2017	Yr 2018	YR 2019	Yr 2020
26 Retired Bishops Expenses	\$81,561.60	\$61,171.20	\$40,780.80	\$20,390.40
27 Ret. General Officers Travel	\$61,106.40	\$45,829.80	\$30,553.20	\$15,276.6
28				
29 Net Budget Savings	\$356,670.00			

30

31 **Submitted by the CLO Proposed Legislation Committee**

BILL NO.	
TITLE	Public Relations Professional
REFERENCE	<i>The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Part VI Section III. E.1., Page 128 and Part VII Section II. A. 11, Page 158</i>
INTENT	To reassign the Public Relations Representative position to the Office of the Chief Information Officer (CIO) and broaden the position's scope
RATIONALE	The African Methodist Episcopal Church's story is a captivating epic of great historic and societal significance, If told correctly, our story would draw more people to our Zion. Other religious organizations strategically use public relations to promote a positive image. They have developed a brand that attracts new members. The AME Church must develop and promote a powerful and positive image that effectively tells our story, thus creating a strong brand for carrying out the Great Commission. A Public Relations Professional empowered to conduct a strategic public relations program across the connection will be pivotal to the development and promotion of the AME brand.



1 CURRENT TEXT: Part VI Section III. E. 1,(pages 128-131)

2 No Language

3

4 AMENDED TEXT: Add New Section III.E. 1.u. (pages 131)

5 *The Chief Information Officer (CIO) shall hire a specialist in public relations to*

6 *manage a comprehensive public relations program for the African Methodist*

7 *Episcopal (AME) Church. This position, Public Relations Professional, shall be*

8 *responsible for publicity, public relations and corporate relations for the AME Church*

9 *The scope of the program is as follows:-*

- 10 *1) Generate positive publicity for the African Methodist Episcopal Church and*
11 *enhance its reputation to create a brand expressed in clear and concise*
12 *narrative that defines the values and principles of the African Methodist*
13 *Episcopal Church.*
- 14 *2) Direct all outside media communication for the Connectional AME Church,*
15 *with a direct impact on developing a means to promote the AME Church brand*
16 *to the public for Connectional Church events and activities..*
- 17 *3) Cultivate and maintain close and productive relationships with journalists,*
18 *bloggers and opinion leaders, to include creating and printing web-based*
19 *communication materials, such as story pitches, press releases, Q and A*
20 *interviews, presentations, video scripts and speeches – that are consistent with*
21 *the image and message (brand) of the African Methodist Episcopal Church.*
- 22 *4) Assist episcopal districts with web site design, graphics and imagery that*
23 *indicate the inter-relative character of the AME Church, while maintaining*
24 *regional uniqueness.*
- 25 *5) Provide semi-annual online public relations (PR) workshops (two time per year)*
26 *for episcopal district public relations representatives that will be conducted via*
27 *the Internet, and will provide access to specialist in the fields of media,*
28 *marketing, information technology and public relations. An additional in-*
29 *person PR workshop may be presented annually.*

30 6) *Act as an advisor in the preparation of representatives of the African*
31 *Methodist Episcopal Church for press conferences, media interviews and*
32 *speeches.*

33 *Education and Experience requirements – The Public Relations Professional shall*
34 *possess a college degree and have training and over five years of experience working in*
35 *public relations. This position requires excellent writing skills, critical thinking ability*
36 *and creative capabilities. Special considerations shall be given to persons with the*
37 *requisite experience and a successful track record working in a similar capacity in*
38 *lower levels of the AME Church*

39

40 *The Public Relations Professional shall receive general supervision from the CIO and*
41 *report to the chair of the General Board.*

42

43 CURRENT TEXT: Part VII Section II. A. 11,(page 158)

44

45 AMENDMENT: Delete Part VII Section 11, A.11, (page 158)

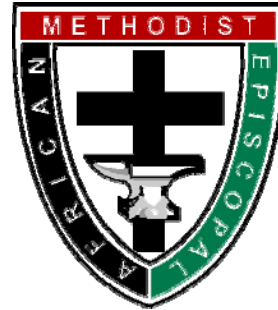
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47 **FUNDING: There is cost associated with this proposed legislation.**

48

49 Submitted by *the CLO Proposed Legislation Committee*

BILL NO.	
TITLE	Terms of Service for Members of the Board of Trustees
REFERENCE	<i>The Doctrine and Discipline of the African Methodist Episcopal Church 2012</i> , Part IV, Section II.A.1. paragraph A1b(2) and A1b(3b); Pg. 64.
INTENT	To establish consecutive terms of service for members of the Board of Trustees that will best benefit the local church.
RATIONALE	In order for the local church to operate effectively it needs to engage the contributions and cooperation of all members in all areas of service and ministries. It is important that positions of leadership such as members of the Board of Trustees have an appropriate turnover that would ensure that resources are updated for effective church administration so that leadership will remain relevant to the changing times. Church members who meet the qualifications of this position will have a better opportunity to serve in this capacity if the consecutive term of service is in place. The years of service prior to the effective date will not be factored in (i.e. everyone will start from zero years). There is also opportunity for a member to be nominated again one year after serving the necessary consecutive years (i.e. there shall be a one year lapse after serving eight consecutive years before a member can be nominated again).



1 CURRENT TEXT: Section II.A1.b. 2) page 63
2 Qualifications
3 Each person to be elected a trustee shall be eighteen (18) years of age or over and shall be
4 instructed in the duties and responsibilities of the Board of Trustees of the local church. The
5 training shall be completed within sixty (60) days after the election, or prior to the appropriate
6 Quarterly Conference, whichever comes first. All trustees must attend at least three training
7 sessions. A Certificate of Confirmation shall be given to each successful student, to be presented
8 at the appropriate Quarterly Conference, signed by the instructor appointed by the pastor. The

9 nominee shall have been a member of the local church at least six (6) months and a member of
10 the African Methodist Episcopal Church for not less than two (2) years, except in case of mission
11 or new work. No person who is not a member in good and regular standing in our church shall be
12 eligible to be elected a trustee.

13

14 AMENDED TEXT: Section II. A.1.b. 2) page 64: *Add the following to the current text.*

15 *There shall be not less than a one year lapse after serving eight consecutive years before a*
16 *member is eligible to be nominated again.*

17

18 CURRENT TEXT: Section II.A1.b. 3)b) page 64:

19 When the civil law does not intervene, the trustees shall be elected annually by the
20 members of the church.

21

22 AMENDED TEXT: Section II.A1.b. 3)b) pg 64:

23 When the civil law does not intervene, the trustees shall be elected annually by the
24 members of the church *for each one year of service and they shall not serve for more than*
25 *eight (8) years consecutively. Exception may be made with approval by the Church Conference*
26 *of a local church, station or circuit consisting of less than fifty (50) adult members. The years*
27 *of service prior to the effective date of this legislation will not be factored into its execution.*
28 *This legislation will take effect at the close of the 2016 General Conference.*

29

30 **FUNDING: There is no cost associated with this proposed legislation**

31

32 **Submitted by the CLO Proposed Legislation Committee**

BILL NO.	
TITLE	Terms of Service for Members of the Board of Stewards
REFERENCE	<i>The Doctrine and Discipline of the African Methodist Episcopal Church 2012</i> , Part IV, Section II.A.1. a. 1) paragraphs c) and d); Pg. 61.
INTENT	To establish consecutive terms of service for members of the Board of Stewards that will best benefit the local church.
RATIONALE	In order for the local church to operate effectively it needs to engage the contributions and cooperation of all members in all areas of service and ministries. It is important that positions of leadership such as members of the Board of Stewards have an appropriate turnover that would ensure that resources are updated for effective church administration so that leadership will remain relevant to the changing times. Church members who meet the qualifications of this position will have a better opportunity to serve in this capacity if the consecutive term of service is in place. The years of service prior to the effective date will not be factored in (i.e. everyone will start from zero years). There is also opportunity for a member to be nominated again one year after serving the necessary consecutive years (i.e. there shall be a one year lapse after serving eight consecutive years before a member can be nominated again).



1 CURRENT TEXT: Section II.A.1. a.1(c) pg 61:

2 The pastor in charge shall nominate the number of stewards needed for the mission,

3 circuit, or station and shall submit them to the Quarterly Conference, which shall confirm

4 them or, if it sees fit, reject them.

5

6 AMENDED TEXT: Section II.A.1. a.1(c) pg 61:

7 The pastor in charge shall nominate **annually** the number of stewards needed for the

8 mission, circuit, or station and shall submit them to the first Quarterly Conference, which
9 shall confirm them or, if it sees fit, reject them. *There shall be not less than a one year*
10 *lapse after serving eight consecutive years before a member can be nominated again.*

11

12 CURRENT TEXT Section II.A.1. a.1 (d) pg 61:

13 The stewards so nominated and confirmed shall serve for a term of one year. The same
14 person(s) may be nominated annually.

15

16 AMENDED TEXT: Section II.A.1. a.1 (d) pg. 61:

17 The stewards so nominated and confirmed shall serve a term of one year. The same
18 person (s) may be nominated annually *but shall not serve for more than eight (8) years*
19 *consecutively. Exception may be made with approval at the first Quarterly*
20 *Conference of a local church, station or circuit consisting of less than fifty (50) adult*
21 *members. The years of service prior to the effective date of this legislation will not be*
22 *factored into its execution. This legislation will take effect at the close of the 2016*
23 *General Conference.*

24

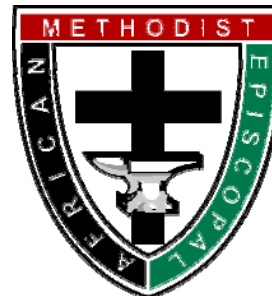
25 **FUNDING: There is no cost associated with this proposed legislation.**

26

27 *Submitted by the CLO Proposed Legislation Committee*

28

BILL NO.	
TITLE	Stewardship and Finance Commission (Finance Committee)
REFERENCE	The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Part IV, Section II.A.4 Auxiliaries (Page 72); and Section III Optional Local Church Organization, specifically Subsection B. 4. Commission on Stewardship and Finance (pages 74 and 77,78)
INTENT	To move the requirements for the Commission on Stewardship and Finance from Section III (Optional Local Church Organization), and place them under Section II, Subsection A.4. (Auxiliaries), thus qualifying the body as a standing committee under a new name “Finance Committee”, and establishing said committee as the official financial administrative body of the local church. Further, the introductory language to Section III will be subsequently amended.
RATIONALE	<p>For several years, the local church has been encouraged to establish a Central Budget Fund (as is established on the Episcopal District and Connectional levels). Increasingly at Quarterly Conferences, presiding elders regularly inquire if the local church in question has a central fund. The requirement for establishing a Central Budget Fund is written under the duties of the Commission on Stewardship and Finance (Part IV, Section III. B.4.b.1; p. 78). It is specified in paragraph 4 of said section (p, 78) that the fund is administered by the Commission on Stewardship and Finance. However, these requirements are laid out under the above cited section, designated for optional local church organizations.</p> <p>The existence and function of an administrative body such as this commission is vital to effectual fiscal management in the local church and cannot be optional, but must be mandatory. It needs to be established as a continuously functioning, standing unit, as are similar bodies at other levels of the Connectional Church. The Commission on Stewardship and Finance is currently required to carry out the financial obligations of the church under the direction of the Official Board, including developing a budget and administering the Central Budget Fund. These functions need to be performed by a representative cross-section of the local church components and membership. Members should possess relevant skills and experience that can advance the fiscal health and wellbeing of our Zion.</p>



1 CURRENT TEXT: **Part IV, Section II. A.4.A, pg. 72 – No Language**

2

3 AMENDED/NEW TEXT: **Renumber the current Part IV, Section II. A.4.B as the**
4 **new Part IV, Section II, A4.A.; add a new Part IV, Section II. A.4.B. as follows:**

5 **B. The Finance Committee**

6 1. Composition

7 a.) **The Finance Committee** shall be composed of an equal number of stewards, trustees
8 and **Church Conference Members at-at-large**. The total number of persons on this
9 **committee** shall not be fewer than three (3) nor more than nine (9). This rule may not
10 apply to mission charges.

11 b.) The members of the **committee** shall be elected by the Church Conference. **Where**
12 **there is a member of the local church who possesses accounting expertise, such**
13 **person should be considered for election.**

14 c.) The pastor shall be the chairperson of the **committee**.

15 **2. Duties of the Finance Committee**

16 a.) **The Finance Committee shall administer the financial program of the station,**
17 **circuit, or mission.** In keeping with this overall function, the duties of the **committee** are
18 as follows:

19 1.) **At the beginning of each conference year,** the **committee** shall set up an annual
20 budget for the station, circuit or mission and shall submit the same to the Official Board
21 for its action and determination. **The annual budget shall consider and incorporate the**
22 **pastor’s suggested budget.**

23

- 24 2.) Upon approval of the annual budget by the Official Board, **the committee** shall, under
25 the direction of the board, take action to provide the income sufficient to cover same, and
26 shall administer the funds received according to the plan of the Official Board.
- 27 3.) **Contributions and payments shall be credited to the respective contributor and a**
28 **proper and accurate account shall be kept of each contributor and each**
29 **contribution and payment.**
- 30 4.) All funds shall be deposited promptly in a bank approved by the Official Board and
31 the account shall be in the name of the local church.
- 32 5.) **Funds received shall be disbursed by the treasurer as the Official Board directs**
33 **through the approved budgetary process. Any request for expenditure not included**
34 **in the approved budget must come before the Official Board for pre-approval, with**
35 **the consent of the pastor.**
- 36 6.) The income received each month shall have been shared proportionately among the
37 budgeted items after the pastor's salary and that of the entire church staff shall be given
38 priority.
- 39 7.) **A report of all receipts and disbursements and of unpaid obligations against the**
40 **budget shall be provided by the Finance Committee to the Official Board each**
41 **month.**
- 42 8.) It shall be the continuing duty of **the committee** to inform the congregation of the
43 financial needs of the church.
- 44 9.) No lottery, raffle, or other games of chance shall be used in raising money for any
45 purpose.
- 46

47 b.) Central Budget Fund

48 **1.) There shall be established a central fund in the local church known as the**

49 **“Central Budget Fund”.**

50 **2.) This fund shall be administered by the Finance Committee.**

51 **3.) The various causes and services included in this central fund shall be:**

52 a.) Ministers’ Support

53 b.) Current Trustee expense

54 c.) Insurance (property and pastor’s annuity)

55 d.) Purchases and Repairs

56 e.) Christian Education

57 f.) Benevolence

58 **g.) Conference Budget (District of the Conference)**

59 h.) Connectional Budget

60 i.) Public Relations

61 j.) Community Project

62 k.) Travel (Minister and Lay)

63 **l.) Local Church Expansion**

64 m.) Extra Budget Projects

65 n.) Contingency

66 **(NOTE: The order of the aforementioned is also amended.)**

67 **CURRENT TEXT: Part IV, Section III, p. 74**

68 There may be constituted in each local church the following commissions, whose

69 respective duties are hereinafter defined: (1) The Commission on Membership,

70 Evangelism, and Discipleship, (2) The Commission on Christian Education, (3) The
71 Commission on Missions and Welfare, (4) The Commission on Stewardship and Finance,
72 (5) The Commission on Public Relations, (6) Commission on Christian Social Action,
73 and (7) The Commission on Health.

74

75 The pastor shall be the chairperson of the Commission on Stewardship and Finance and
76 the ex-officio chairperson on the other commissions. The chairperson of each commission
77 shall be a steward and therefore, a member of the Official Board and Quarterly
78 Conference to which he or she is amenable, with the exception of the Commission on
79 Missions and Welfare, whose chairperson may be either a steward or a trustee. They shall
80 make monthly reports to the Official Board and also quarterly reports to the Quarterly
81 Conference.

82

83 The members shall be elected by the Church Conference, except that the superintendent
84 of the Church School, president of the Allen Christian Fellowship, director of the Young
85 People's Division of the Women's Missionary Society, directors of Bureau Service
86 Agencies and additional members who shall be nominated by the pastor and elected by
87 the Quarterly Conference. The director of Christian Education shall be an ex-officio
88 member of this commission.

89

90 Each Commission shall be composed of no fewer than three nor more than seven
91 members who are in good and regular standing in the AME Church and eighteen years of
92 age or over. This rule may not apply in the case of mission charges, and does not apply to

93 the Commission on Stewardship and Finance, which shall be composed of an equal
94 number of stewards and trustees plus Official Board members-at-large. The total number
95 of persons on this commission shall not be fewer than three (3) nor more than nine (9).
96 Each commission shall cooperate with the Connectional and Annual Conference
97 Commission.

98

99 **AMENDED/NEW TEXT: Part IV Section III; p. 74**

100 **There shall be constituted in each local church the following commissions, whose**
101 **respective duties are herin defined: (1) The Commission on Membership,**
102 **Evangelism and Discipleship, (2) The Commission on Christian Education, (3) The**
103 **Commission on Missions and Welfare, (4) The Commission on Public Relations, (5)**
104 **The Commission on Christian Social Action, and (6) The Commission on Health.**

105

106 The pastor shall be ex-officio chairperson on the commissions. The chairperson of each
107 commission shall be a steward and therefore a member of the Official Board and
108 Quarterly Conference to which he or she is amenable, with the exception of the
109 Commission on Missions and Welfare, whose chairperson may be either a steward or
110 trustee. They shall make monthly reports to the Official Board, and also quarterly reports
111 to the Quarterly Conference.

112

113 The members shall be elected by the Church Conference, **except that the Commission**
114 **on Christian Education shall be composed of the pastor, the superintendent of**
115 **Church School, president of the Allen Christian Fellowship, director of the Young**
116 **People's Division of the Women's Missionary Society, directors of Bureau Service**

117 **Agencies and additional members who may be nominated by the pastor and elected**
118 **by the Quarterly Conference.** The director of Christian Education shall be ex-officio
119 member of this commission.

120

121 Each commission shall be composed of no fewer than three nor more than seven
122 members who are in good and regular standing in the AME Church and eighteen years of
123 age or older. This rule may not apply in the case of mission charges. Each Commission
124 shall cooperate with the Connectional and Annual Conference Commissions.

125

126 **AMENDED/NEW TEXT: DELETE the Current Part IV, Section III. B.4. pgs. 77,78**

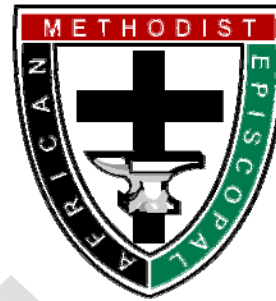
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128 **FUNDING:** There is no cost associated with this proposed legislation

129

130 **Submitted by *the CLO Proposed Legislation Committee***

BILL NO.	
TITLE	The Official Board Purpose and Duties Clarified
REFERENCE	The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Page 73, PART IV, SECTION II. LOCAL CHURCH ORGANIZATION, Subsection B.
INTENT	To include a summary of the purpose and role of the Official Board as B.1, and renumber subsequent subsections consecutively. To also include a clarification of duties under newly numbered B.4. Business
RATIONALE	The Official Board, by virtue of its composition, is the premier leadership and decision-making body of the local church. Its critical purpose and role should be expressly laid out in the Discipline, citing, without ambiguity, its responsibilities and authority.



- 1 CURRENT TEXT: Part IV, Section II, Subsection B; pg. 72
- 2 1. Composition
- 3 a. The Official Board shall be composed of the class leaders, exhorters, deaconesses,
- 4 stewards, trustees, stewardesses and presidents of all organizations of a station, circuit, or
- 5 mission, including the president of the Lay Organization. The officers, both junior and
- 6 adult, of the Junior Church shall also be members of the Official Board and shall
- 7 contribute to the funds collected for the church, pastor, presiding elder, the poor, and
- 8 general funds.

- 9 b. The pastor shall be a member of the Board and its chairperson ex-officio.
- 10 c. Local preachers shall be regarded as honorary members of the Board and shall be
11 required to visit it at its regular sessions.
- 12 d. The Board shall elect annually a secretary and a treasurer. A steward should be elected
13 secretary, if there is one competent to hold this office.
- 14 2. Sessions
- 15 a. The Official Board of every mission, circuit or station shall meet at least once every
16 month.
- 17 b. Additional meetings of the board shall be called by the pastor whenever necessary, and
18 the members shall be required to attend these meetings also.
- 19 c. All meetings of the board shall be opened with devotions.
- 20 3. Business
- 21 a. The secretary shall keep a strict record of the proceedings.
- 22 b. The treasurer shall be responsible for all the monies received under the auspices of the
23 stewards and disburse the same on order of the board.
- 24 c. The board, at its sessions, shall require the class leaders to give to the stewards the
25 money they have collected for the church, pastor, presiding elder, and programs for the
26 church.
- 27 d. It shall see, at its sessions, that the pastor receives his or her support, and it shall devise
28 ways and means to pay him or her and the presiding elder all that is due them. It shall
29 receive all the class leaders' reports on the following subjects:
- 30 1) Those who walk disorderly and will not be reprov'd.
- 31 2) Those who are sick and need the attention of the pastor.

- 32 3) Those who are deceased.
- 33 4) Those who willfully and persistently neglect their class and other religious duties.
- 34 5) Those who have left the church with certificate.
- 35 6) Those who have left the church without certificate.

36 The board shall have the power to send out committees for the purpose of making
37 investigations concerning rumors affecting the spiritual or moral standing of any member
38 and shall, moreover, have members to appear before it so that they may explain such
39 rumors.

40 **ADDED and AMENDED TEXT** Part IV, Section II, Subsection B; page 72

41 *1. The Official Board is the administrative body of the local church. It plans and*
42 *directs the total program of the local church, under the leadership of the pastor, thus*
43 *directing the church's day-to-day work in every detail.*

44 2. Composition

45 a. The Official Board shall be composed of all the class leaders, exhorters, deaconesses,
46 stewards, trustees, stewardesses and presidents of all organizations of a station, circuit, or
47 mission, including the president of the Lay Organization. The officers, both junior and
48 adult, of the Junior Church shall also be members of the Official Board and shall
49 contribute to the funds collected for the church, pastor, presiding elder, the poor, and
50 general funds.

51 b. The pastor shall be a member of the Board and its chairperson ex-officio.

52 c. Local preachers shall be regarded as honorary members of the Board and shall be
53 required to visit it at its regular sessions.

54 d. The Board shall elect annually a secretary and a treasurer. A steward should be elected
55 secretary, if there is one competent to hold this office.

56 3. Sessions

57 a. The Official Board of every mission, circuit or station shall meet at least once every
58 month.

59 b. Additional meetings of the board shall be called by the pastor whenever necessary, and
60 the members shall be required to attend these meetings also.

61 c. All meetings of the board shall be opened with devotions.

62 4. Business

63 a. *The Official Board, prior to the end of the first quarter, shall see that it receives the*
64 *annual budget of the local church for its determination and action. The annual budget*
65 *of the local church shall be inclusive of the approved total program of the church to*
66 *include the ministries and programs of the organizations of the local church, the*
67 *proposed pastor's salary & support, the church's operational expenses, the AMEC*
68 *budgets, and the benevolent missions of the congregation. The annual budget, upon its*
69 *approval, shall be presented to the church conference.*

70 b. The secretary shall keep a strict record of the proceedings.

71 c. *The treasurer shall be ex-officio member of the finance committee and shall work*
72 *with that committee in the accounting of all income and disbursements related to the*
73 *support of the station, mission, or circuit on order of the Official Board. The Official*
74 *Board shall receive finance committee's monthly financial report of all receipts and*
75 *disbursements and unpaid obligations against the budget.*

76 d. It shall see, at its sessions, that the pastor receives his or her support, and it shall
77 devise ways and means to pay him or her and the presiding elder all that is due them.
78 e. *It shall direct all class leaders to turn over to the finance committee all money they*
79 *have collected for the church, pastor, presiding elder and programs of the church and*
80 *shall receive all class leaders' reports* on the following subjects:

- 81 1) Those who walk disorderly and will not be reprov'd.
- 82 2) Those who are sick and need the attention of the pastor.
- 83 3) Those who are deceased.
- 84 4) Those who willfully and persistently neglect their class and other religious duties.
- 85 5) Those who have left the church with certificate.
- 86 6) Those who have left the church without certificate.

87 The board shall have the power to send out committees for the purpose of making
88 investigations concerning rumors affecting the spiritual or moral standing of any member
89 and shall, moreover, have members to appear before it so that they may explain such
90 rumors.

91 5. Restrictions

- 92 a. The Official Board shall not have power to try and expel members of the church.
- 93 b. Such a course would make the chairperson liable to the charge of maladministration.
- 94 c. The Official Board cannot overrule the pastor or reverse his or her decision, or change
95 his or her plans for the government of the charge except by a two-thirds vote of its
96 members.

97 FUNDING: There is no cost associated with this proposed legislation

98 *Submitted by the CLO Proposed Legislation Committee*



BILL NO.	
TITLE	The Steward Board _Clarified
REFERENCE	The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Pages 61 - 63, PART IV, SECTION II. SUBSECTION A., 1., a.
INTENT	To delineate and clearly state the unique responsibilities of the stewards by amending paragraphs a), b), c) d) of Subsection A.1.a.2) and reordering entire Subsection A.1.a for better readability.
RATIONALE	The stewards have traditionally been recognized as the body that assists the pastor with the spiritual and administrative needs of the local church, as in the capacity of a cabinet. Essentially they are expected to have a full understanding of the operations of the church and be able to conduct the certain affairs on the pastor's behalf in her/his absence. This role needs to be expressly stated and fluently laid out in the Doctrine and Discipline of the AME Church

1 CURRENT TEXT: Section II A.1. a.1.), pg. 61

2 a.) The pastor appointed by the presiding bishop shall ... (**a thru g inclusive, of**
 3 **current text**)

4

5 CURRENT TEXT: Section II A.1. a.2.), pg. 62

6 a) They shall make an exact account of all money or other provisions collected for the
 7 support of the pastor of the mission, circuit, or station.

8 b) The salary of a full time minister shall be negotiated by the pastor and the steward

9 board. The negotiated salary and benefit package shall be commensurate with the cost of

10 living in the given geographical area and the ability of the local congregation. The
11 following benefits apply to those ministers who are full-time servants of the church. They
12 shall be adhered to per the Doctrine and Discipline of the African Methodist Episcopal
13 Church and open to negotiation in all cases. The benefits include, but are no limited to:
14 pension or retirement insurance(s): health, disability, professional liability, key person
15 life insurance^{*}; self employment tax; parsonage or housing allowance; continuing
16 education; travel: connectional, episcopal district, conference, inner parish and all other
17 related to official duties. If a housing allowance is given, it is the stewards' duty to
18 negotiate a reasonable housing allowance with the pastor.

19

20 c) They shall seek the needy and distressed in order to relieve and comfort them

21

22 d) They shall make accurate reports of every expenditure of money, whether to the
23 pastor, church, sick or poor.

24

25 e) They shall attend the Quarterly Conference of their circuit or station to give advice, if
26 asked, in planning for the circuit or station. They shall attend committee meetings for the
27 disbursing of money to churches and give counsel in matters of arbitration.

28

29 AMENDED TEXT

30 Section II A. 1. a. 1) **Purpose**

31 *The stewards shall assist as the pastor's cabinet in encouraging, fostering, and*
32 *improving the general interest of the church. They shall give an account, when*

33 *requested, in matters of the fitness of the membership, give advice in reference to overall*
34 *program planning, and give counsel in matters of arbitration as outlined under Section*
35 *XI of Judicial Administration.*

36

37 Section II A. 1.a.2.) Composition [Same as current Section II A.1.a.1.)]

- 38 a) The pastor appointed by the presiding bishop to the local church shall be the
39 chairperson of the Board of Stewards. The pastor may appoint a chairperson pro
40 tem to act in his or her absence. All business conducted in his or her absence
41 shall be subject to veto by the pastor.
- 42 b) The number of stewards for each church shall be not fewer than (3) nor more than
43 nineteen (19).
- 44 c) The pastor in charge shall nominate the number of stewards needed for the
45 mission, circuit, or station and shall submit them to the Quarterly Conference,
46 which shall confirm them or, if it sees fit, reject them.
- 47 d) The stewards so nominated and confirmed shall serve for a term of one year. The
48 same person(s) may be nominated annually.
- 49 e) To be qualified for this office, one must be of solid piety, know and love the
50 Word of God, and the African Methodist Episcopal Church. He or she must be
51 fruitful and of good natural or acquired ability to transact the spiritual and
52 temporal business of the church. Each person shall have been a member of the
53 African Methodist Episcopal Church for at least two (2) years, except in case of
54 the establishment of a new congregation.

- 55 f) There shall be appointed a Junior Board of Steward that shall function under the
56 direction of the pastor and Senior Board of Stewards.
- 57 g) There shall be a training course for prospective stewards under the supervision of
58 the pastor and senior stewards.

59 Section II A. 1.a.3.) The Duties ***and Responsibilities*** of the Stewards

60 a) ***They shall seek the needy, infirmed and distressed in order to relieve and comfort***
61 ***them. They shall see or devise a ministry(s)/system(s) to actively address these concerns***
62 ***on behalf of the local church.***

63 b) They shall provide the implements and elements for the Holy Communion.

64 c) ***After consulting with the Finance Committee, the stewards and the full time pastor,***
65 ***on behalf of the local church, shall negotiate said pastor's salary and benefit package.***
66 ***The stewards shall submit the proposed negotiated salary and benefit package to the***
67 ***Finance Committee for inclusion in the proposed local church annual budget. The***
68 ***proposed budget shall then be presented to the Official Board for its action and***
69 ***approval.***

70 The negotiated salary and benefit package shall be commensurate with the cost of
71 living in the given geographical area and the ability of the local congregation. The
72 following benefits apply to those ministers who are full-time servants of the church. They
73 shall be adhered to per the Doctrine and Discipline of the African Methodist Episcopal
74 Church and open to negotiation in all cases. The benefits include, but are not limited to:
75 pension or retirement insurance(s): health, disability, professional liability, key person
76 life insurance*; self-employment tax; parsonage or housing allowance; continuing
77 education; travel: connectional, episcopal district, conference, inner parish and all other

78 related to official duties. If a housing allowance is given, it is the stewards' duty to
79 negotiate a reasonable housing allowance with the pastor.
80

81 d) They shall register all baptisms, marriages and deaths within the congregation
82 e) *They Steward Board shall have an appropriately labeled church record book which*
83 *shall contain the registration of all baptisms, marriages, births, deaths, new members*
84 *and full time members.*

85 f.) The stewards shall write circular letters to societies of a circuit when occasion
86 requires, to let them know the state of the temporal concern at the last quarterly meeting
87 and to urge them to be more liberal in their contributions.

88 g) The Steward Board of each local church in the third quarter of each conference year
89 shall conduct a survey of the membership of the church with the purpose of determining
90 to what extent each member of the church financially, attended the regular means of
91 grace, and supported the various benevolent enterprises of the church. The survey shall
92 contain date, name and address, dates of birth, active, inactive, new member, student, left
93 with certificate, left without certificate, deceases and class number.

94 h) The Steward Board shall investigate all members of the church roll and submit its
95 findings to the Official Board for approval. The Certified Membership Roll shall be
96 forwarded to the fourth quarterly conference for submittal to the annual conference. Each
97 Annual Conference shall forward all Certified Membership Rolls to the General Church
98 Secretary.

99 i) *They shall see to the proper maintenance of all records/documentations of church*
100 *activities and transactions and shall oversee an archive of this information.*

101 j) The minister in charge of the circuit or station shall see that all these provisions are
102 enforced.

103 k) The Steward Board shall be subject to the bishops, elders, deacons, and traveling
104 ministers of their circuit or station.

105 Section 11,A 1.a.4 Amenability of the Stewards

106 a) The stewards shall be accountable to the Quarterly Conference of their circuit or
107 station, which shall have the power to remove them when they fail or refuse to do their
108 duties.

109 b) In the interim of the Quarterly Conference, the minister in charge shall have power to
110 suspend a steward to refuses, neglects or fails to discharge his or her duty, and to fill the
111 vacancy until the next meeting of the Quarterly Conference, which shall dispose of the
112 case.

113

114 FUNDING: There is no cost associated with this proposed legislation

115

116 *Submitted by the CLO Proposed Legislation Committee*



BILL NO.	
TITLE	Reporting Liabilities/Accounts Payable and Indebtedness at the Quarterly Conference
REFERENCE	<i>The Doctrine and Discipline of the African Methodist Episcopal Church 2012, PART VIII, SECTION IV, C. PROCEDURE, QUESTION 30; Page 217</i>
INTENT	Restate and expand on information requested in question #30 in on indebtedness
RATIONALE	Merely stating a mortgage balance or an auto loan balance as indebtedness does not give a comprehensive report of a church's total indebtedness. More details are warranted in order to evaluate and fiscally analyze a local church's present financial position. A local church can benefit greatly when all stake holders (clergy and laity) are regularly informed of the churches full financial status.

1 CURRENT TEXT: Section IV C., Question 30; Page 217

2 30. What is the present indebtedness? a. Steward b. Trustees c. Stewardship
3 Commission

4

5 AMENDED TEXT: Section IV C., Question 30; Page 217

6 30. ***Liabilities/Accounts Payable***

7 a. What is the present indebtedness? **(Debt secured by church physical assets.)**

8 **Itemize the amount of debt/liens currently held by the church that is secured by**

9 **church property and assets, such as mortgages.) (b. Other debt (State the total of all**

- 10 **debt/liens currently held by the church that is not secured by church property**
11 **assets, such as credit cards, lines of credits, and lease-to-purchase agreements).**
12 **c. Total Debt (The sum of lines a. and b. should equal the total debt currently held**
13 **by the church.)**
14 **d. Are there any accounts receivables/liabilities/ or any other debts for goods or**
15 **services that are past due 60 days? 120 days?**
16 **f. Are there any unpaid obligations against the approved local church annual**
17 **budget.**

18
19 FUNDING – There is no cost associated with this legislation

20

21 *Submitted by the CLO Proposed Legislation Committee*

BILL NO.	
TITLE	Quarterly Conference Consistency
REFERENCE	<i>The Doctrine and Discipline of the African Methodist Episcopal Church 2012. 49th ed. Nashville, Tennessee. The AMEC Sunday School Union, , 2013. Part IV, Section IX, Subsection A.1.a., The Role of the Presiding Elder - Administrative Function, page 104; & Part VII, Section IV.B, The Quarterly Conference - sessions, Page 215.</i>
INTENT	To state the purpose of the Quarterly Conference, and to make clear the intent of the currently stated schedule and format for Quarterly Conferences as stipulated in the Book of Discipline of the African Methodist Episcopal Church, and to emphasize the importance of said schedule and format.
RATIONALE	The presiding elder is required to hold a Quarterly Conference in every station and circuit every three months. However, some presiding elders have implemented a variety of meeting formats and schedules which have been increasingly causing undue hardship for the members and officers of the local churches, resulting in significant reduction in attendance. In order to fulfill the duty of determining the efficiency of the pastor and the effectiveness of the ministry of the church (Section IX, Subsection A1.a) it is imperative that the presiding elder meet and interact with a substantive representation of the local church, and in such a place and manner as to ensure the local church's privacy.



- 1 CURRENT TEXT: Section IV, Opening Paragraph (before subsection A)
- 2 No Language
- 3

4 AMENDED TEXT: Section IV, ADD Opening Paragraph (before subsection A)
5 *The presiding elder holds Quarterly Conferences to determine the effectiveness of the*
6 *ministry of each church in his respective district, to evaluate the efficiency of each*
7 *pastor and give proper direction to all the affairs of the churches in said district.*

8
9 CURRENT TEXT: Section IVB. Sessions; pg. 215 (first paragraph)

10 The sessions of the Quarterly Conference shall be held every three (3) months, or four
11 times a year, in every circuit and in every station. The time and place of meetings shall be
12 selected by the presiding elder after consultation with the pastor. If there is no presiding
13 elder, the time and place shall be selected by the pastor. Where there is no pastor, the
14 presiding elder shall select the time and place of the meeting.

15
16 AMENDED TEXT: Section IVB. Sessions; pg. 215 (first paragraph)

17 *A Quarterly Conference shall be held every three (3) months, a total of four times for*
18 *the fiscal year, in each station, circuit or mission. The time of the conference shall be*
19 *set by the presiding elder after consultation with the pastor. Where there is no pastor,*
20 *the presiding elder shall select the time of the conference. The place of the conference*
21 *shall be the location of the station or mission, or in the case of a circuit, a location*
22 *most convenient to the majority of the members of the Quarterly Conference.*

23
24 **FUNDING: There is no cost associated with this proposed legislation**

25
26 **Submitted by the CLO Proposed Legislation Committee**

BILL NO.	
TITLE	Chief Financial Officer (Treasure) of the AME Church
REFERENCE	The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Part VI, Section III, Page 131
INTENT	To specify the Qualifications for the Chief Financial Officer (CFO)
RATIONALE	Add a new section (a). The CFO (treasure) of the AME Church is responsible for directing the budget, overseeing investments of funds, managing and limiting risks, and supervising cash management. The person serving in this position must be equipped with proper educational qualification and professional expertise.



1 CURRENT TEXT: None

2

3 AMENDED TEXT: Add new paragraph 2.a. Qualifications. (pg. 131)

4 *Any candidate seeking the office of Chief Financial Officer of the AME Church shall*
5 *have the following credentials:*

6 *1. Be a Certified Public Accountant (CPA) with a current license or have a*
7 *Masters in Business Administration (MBA) degree from an accredited*
8 *institution of tertiary education;*

9 *2. Have a proven track record of applicable work experience and professional*
10 *expertise*

11 *3. Be a Lay Person in good and regular standing*

12 *This legislation shall take effect in 2020.*

13 **FUNDING: There is no cost associated with this proposed legislation**

14 **Submitted by the CLO Proposed Legislation Committee**

