

# Beaufort District Conference

Presentation: The Official Board  
Presenter: Rev. Dr. Jon R. Black



# The Official Board shall be composed of all



- \*Class Leaders
- \*Deaconesses
- \*Trustees
- \*Presidents of all organizations  
(Including the Lay Organization)
- \*Exhorters
- \*Stewards
- \*Stewardesses

## I. Composition



\*The officers, both junior and adult, of the Junior Church shall be members of the Official and shall contribute to the funds collected for the church, pastor, presiding elder, the poor and the general funds.

## I. Composition

\*The Pastor shall be a member of the Board and its ex officio chairperson.

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



## I. Composition

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



## I. Composition





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

## II. Responsibilities



It shall, after examination and due deliberation, drop the names of those members who willfully and continuously absent themselves from the church and disregard its authority, and a record shall be made of the same.

## II. Responsibilities

The board shall have power to declare members to be withdrawn, without certificate, who unite with other churches; absent themselves from public worship or class, and fail to contribute to the support of the gospel, church or poor for a period of six (6) months, providing they are reprovved.



## II. Responsibilities



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



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

### III. Sessions

All Meetings of the board shall be opened with devotions.



### III. Sessions

A secretary shall keep a strict record of the proceedings.



The treasurer shall be responsible for all the monies received under the auspices of the stewards and disburse the same on order of the board.

## IV. Business

The board, at its sessions, shall require the class leaders to give to the stewards the money they have collected for the church, pastor, presiding elder and programs of the church.



## IV. Business

It shall see, at its sessions, that the pastor receives his or her support, and it shall devise ways and means to pay him or her and the presiding elder all that is due them.



## IV. Business



It shall receive all the class leaders' reports on the following subjects:

- (1) Those who walk disorderly and will not be reprovved.
- (2) Those who are sick and need the attention of the pastor.
- (3) Those who are deceased.



## IV. Business

(4) Those who willfully and persistently neglect their class and other religious duties.

(5) Those who have left the church with certificate.

(6) Those who have left the church without certificate.



## IV. Business

The Official Board shall not have power to try and expel members of the church. Such a course would make the chairperson liable to the charge of maladministration.



## VI. Restrictions

The Official Board cannot overrule the pastor or reverse his or her decision, or change his or her plan for the government of the charge, except by a two-thirds (2/3) vote its members.



## VI. Restrictions

1. Formal Business Meeting Format
2. Have a Prepared Agenda
3. Utilize Roberts Rules of Order
4. Hear Reports of Local Ministries
5. Plan for Congregational Celebrations and Events
6. Approve Local Ministries Activities



## VII. Official Board Culture



Church Name  
Address  
Official Board Meeting  
Agenda  
Date  
Time



I. Devotional

II. Professional Development (optional)

III. Roll Call

VII. Official Board Culture (Sample Agenda)

IV. Reading of the Minutes from Previous Meeting

V. Financial Reports

VI. Updates, Reports and Appeals

A. Board of Stewards

B. Board of Trustees

C. Class Leaders' Council

D. Others

VII. Adoption of an Agenda



VII. Official Board Culture (Sample Agenda)



VIII. Old Business

IX. New Business

X. Announcements/Upcoming Events

XI. Dismissal

VII. Official Board Culture (Sample Agenda)

Questions/Answers



## VII. Official Board Culture