



Board of the Iglesia Evangelica  
Discipulos de Jesucristo

Stewardship Commission Charter

Monday, November 16, 2015



## Stewardship Commission Charter



“Whatever affects one directly, affects all indirectly. I can never be what I ought to be until you are what you ought to be. This is the interrelated structure of reality.”

- Martin Luther King Jr.



## Charter

“What affects one directly, affects all indirectly”. Dr. King said this words trying to define what our interrelated reality is. Something that affects one touches many. Nothing could be more real than when it comes to the area of the church involving the Stewardship of God’s gifts and resources.

The areas that churches have struggled for so many years involve different areas, Church Buildings, their construction and upkeep, the financing of property, the investments of gifts and the policies that administer these gifts so the church has a future that doesn’t burden those to come is not a simple or easy task that can be delegated to one person or a simple committee that says yes. It requires the role of many talents in different areas of what for so many years we have labeled under “stewardship”.

This charter document attempts to give form and structure to a group of talented Disciples that serve on the many congregations and districts of the Iglesia Evangélica Discípulos de Jesucristo, allowing them to bring their gifts to this table of service to the church so they can charter the future story that the Church is to have.

They will do so each serving in their areas of expertise, Finance (Budgeting, Administration, Management), Investments (Permanent Funds, Short Term Investments, Money Markets), Real Estate (Loan Applications, Contracts, Leases, Management of Property), Policy

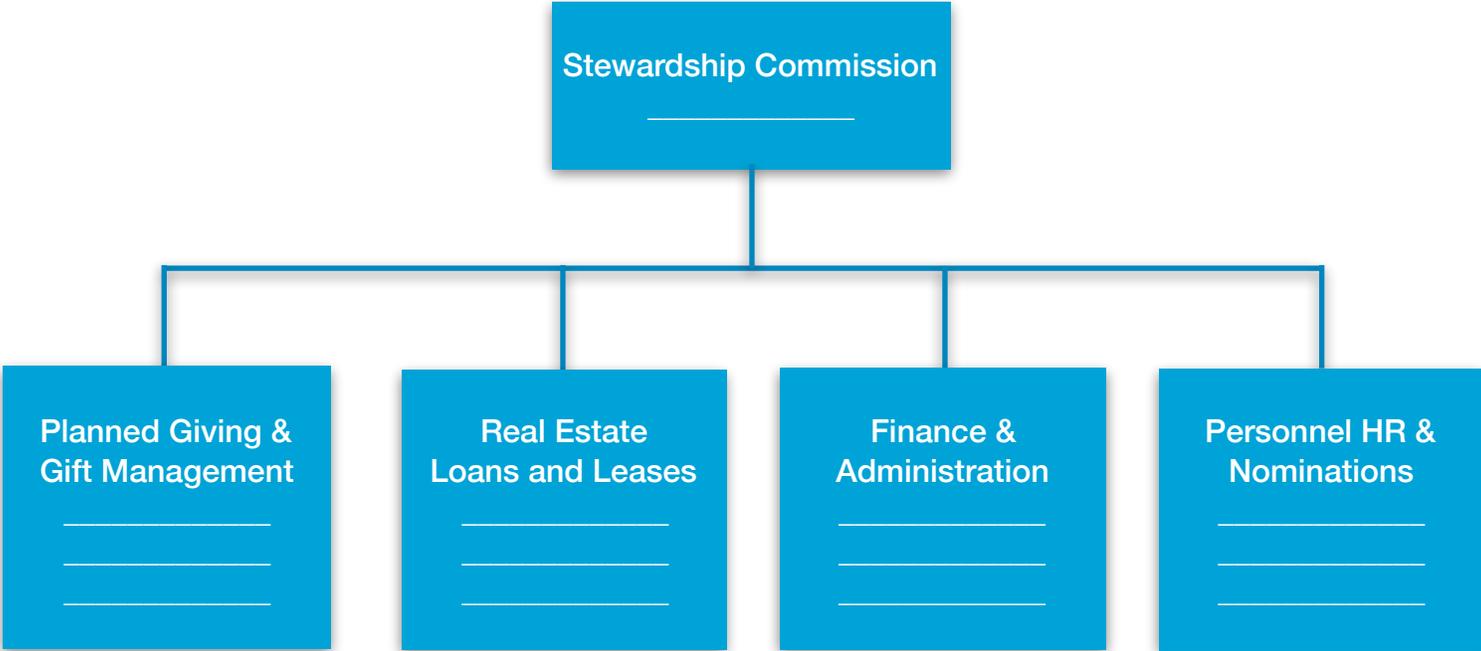
Recommendations and Actions to the Executive Committee of the Iglesia Evangélica Discípulos de Jesucristo and the Board of the Iglesia Evangélica Discípulos de Jesucristo Inc.

## The Mission of the Stewardship Commission

The mission of the Stewardship Commission referenced hence forth as the SC, is to be the administrators of the resources of the Iglesia Evangélica Discípulos de Jesucristo Inc. The Stewardship Commission will be the administrators of the resources and assets of the Church and as such will create and administer the budget for the IEDJ Church. The Stewardship Commission (SC) will advise the administrative bodies of the Church (Executive Committee and Board) as to the actions that the bodies need to take with regard to Financial (Budgets and expenditures), Investments or management of the Iglesia Evangélica Discípulos de Jesucristo. The SC will report to the Board and will maintain informed the General Pastor and the Moderator with regards to financial decisions that need to take place.

The Moderator will call for meetings of the Executive Committee or the Board as necessary to perform actions recommended by the SC.

## Structure of the Stewardship Commission



The structure of the Stewardship Commission shall be as follows:

**Chair / Moderator** - The Stewardship Commission shall have a chair that will moderate and oversee the agenda of the commission as directed by the IEDJ Board Moderator and in consultation with the General Pastor. The chair will attend and report at the Executive Committee and the IEDJ Board on all items pertaining to the Stewardship Commission. The chair will bring recommendations of action to be carried out by the board and will invite those he/she deems appropriate to the board meetings as needed. Example if there is a decision on Real Estate the person's making the recommendation should be available to answer questions by the board either in person or via conference call.

**Real Estate Loans and Leases** - The members serving here should have a background in Real Estate, Appraisers, Banking Loan Officers and or Legal Expertise. The individuals serving in this subcommittee shall oversee all loan applications, contracts, leases, that the Church and or Districts or Congregations engage in and will bring in approval or disapproval recommendations to the board.

**Finance and Administration** - The Finance and administration staff should have ample experience in accounting standards and procedures, CPA's, managers, business people. These folks should be able to read and understand financial documents including Balance Sheets, Profit and Loss Statements, Cash Flow Analysis, and other finance and management documents in order to provide counsel and advisement to the IEDJ Board.

**Personnel HR & Nominations** - "37 Then he said to his disciples, "The harvest is plentiful but the workers are few. 38 Ask the Lord of the harvest, therefore, to send out workers into his harvest field." Matthew 9:37 New International Version (NIV)

The most valuable asset we have is people, and a relentless effort will be taken to take care of each valued individual on the team. That is the Role of the Personnel/HR & Nominations. The role of the Personnel HR & Nominations is to provide the workers, to ensure their needs are met, that they receive continual training using the resources available from the General Ministry partners to evaluate and recommend compensation adjustments, benefits and other areas are taken care off.

That opportunities of service throughout the church do not go out unfilled in the many areas of Ministry that the Church has. This takes talented individuals trained in the discipline of Human Resources, counseling, evaluation personnel etc.

**Planned Giving & Gift Management** - The future story of the Church will need many generous Disciples that are willing to continue to serve even when they are called to the Lord's presence. The role of this subcommittee is to work with our General Ministry Partners, such as the Christian Church Foundation, the Center for Faith and Giving, Church Extension, and The Pension Fund to make sure that we have policies in place for the receiving and management of gifts. This will ensure our cloud of witnesses that their generous contributions will be properly managed for the future of the ministry they have so faithfully served.

## Term of Service

The term of service shall be two years on any of the areas specified. A rotation class system will be defined by the commission and put into function.

## Budgets

The Iglesia Evangélica Discípulos de Jesucristo Budget is the guideline that needs to be in place so the administrators can operate the church.

Budget preparation will be performed in conjunction with the National Christian Churches and Ministries Network assigned staff and the Stewardship Commission.

Budgets should be completed 3 months prior to the end of the year and approved by the Executive Committee in a special meeting via conference call before December 31st of the year prior to the budget taking place. For example the 2016 budget needs to be approved via conference call by the Executive Committee before December 31, 2015. Additional details as to frequency of revision, and what approval mechanisms need will be defined by the commission as a body and are not part of this charter.

## Policy

The Stewardship Commission is chartered with the creation of policies regarding:

- **Spending Limits** - Credit Card Limits, including who can override/authorize increases to these limits, Moderator, Executive Committee, IEDJ Board.
- **Gift Policy** - The definition of what gifts the Church can or can not accept needs to be detailed. Gifts could expose the Church to liability. Exposure should be limited and defined. The Stewardship Commission is also chartered to recommend the investment/consumption ratio of any gifts received. For example if a 100,000 gift is received how much should be invested? What portion should go to operations? These should not be questions they should be part of a comprehensive policy
- **Investment** - The way the Church invests funds, whether short term, restricted, unrestricted, needs to be defined. This policy needs to be maintained and updated regularly to ensure the funds move to the best possible vehicle depending of financial conditions.
- **Real Estate** - Churches will need buildings, this sounds obvious but our reaction to recent experiences should not be stopping progress but making sure that we address the issues at

hand and know how to handle them in the future. Policy needs to include the requirements that need to be in place to guarantee a loan by the Church. This include and are not limited to:

- Congregation Age - How many years should a congregation have before it starts a Building Project.
- Members - How many members should a congregation have before it starts a Building Project.
- Contribution of the Congregation to Tithe of the Tithe.
- Participation of Congregation in District, IEDJ Events.
- Reporting by Congregation to the Assembly (Formulario Eclesiástico) in a regular basis (minimum of 3 years).
- Complete and adequate pastoral compensation. We define completeness as including the following areas:
  - Pastoral Salary
  - Parsonage
  - Medical Coverage
  - Pension Fund Contributions

We define adequate as the pastoral package (all portions above) should amount to a minimum of 80% of the median income for the Congregation zip code.

- Budget Policy - this policy will provide the specifics as to Budget Revisions, authorizations and actions to be taken in approval of these changes.

## **Development Efforts**

As the custodian of the future of the Church members of the SC will be invited to speak at different events, at District Assemblies, Church Meetings and specific donors as to opportunities to bless the Church through gifts and donations. This will be in cooperation with our General Ministry Partners who specialize on the actual details of these donations.

## Stewardship Education

The SC shall develop a Stewardship Education program in partnership with the National Christian Churches & Ministries Network, and local stewardship resources to have intentional training in the areas of Generous Giving for congregations, districts and other regional events.

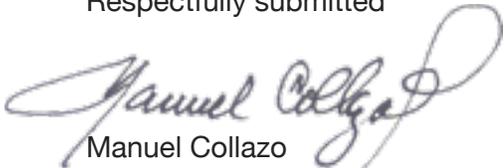
## Frequency of Meetings

The Stewardship Commission should meet in a regular basis, at least twice a year in person and supplement as needed with conference calls and subcommittee meetings. This will provide the SC with adequate time to meet, discuss and work on the preparation of the reports and documents needed to brief the IEDJ Board and Executive Committee. Use of technology for taking votes, and distribution of documents is encouraged. The number of meetings should be kept at no greater than 6 per year.

## Conclusion

This body, the Stewardship Commission of the Iglesia Evangélica Discípulos de Jesucristo is perhaps the most important and comprehensive attempt to provide a working structure to an area that the church needs in order to have a healthy and comprehensive working environment. I pray that you endorse this charter and affirm the creation of this body for the service of the Lord's Church on this Earth.

Respectfully submitted



Manuel Collazo

Minister of Stewardship Education and Development

Vice President - National Christian Churches & Ministries Network