

Third Episcopal District Lay Organization

Stewardess Training
January 14, 2023
10:00AM – 12:00PM

Rt. Rev. E. Earl McCloud, Jr., Presiding Prelate
Dr. Patricia Russell-McCloud, Episcopal Supervisor
Dr. Lenora Brogdon-Wyatt, District Lay President

Presented by:

Rev. Valerie E. Cousin, Bridge Street AME (Brooklyn, NY)
Sis. Jacqueline Baird, Greater Allen Cathedral (Queens, NY)

AGENDA

Opening Prayer

Introduction of Presenter

Stewardess Presentation

- Background Scripture: Romans 12:1-2
- Composition of the Stewardess Board
- Nominations for the Office of Stewardess
- Duties of a Stewardess
- Official Uniform
- Regular & Special Assignments
- Altar Work
- Liturgical Seasons, Colors & Preparation
- Amenability
- Participation & Posture during Worship Services
- Attitude & Demeanor
- Dues, Fundraisers & Annual Days

Background Scripture

Romans 12:1-2 (NIV)

¹Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship. ²Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.

Composition (cf. Doctrine and Discipline of the AME Church)

- a. The pastor in charge may nominate one or more Boards of Stewardesses, according to the size of the local church. The persons nominated shall be in good and regular standing in the local church and of good character.
- b. The pastor in charge shall submit the nominations to the stewards, who shall either confirm or reject them. Those stewardesses who are confirmed shall be held responsible by the stewards for their duties.
- c. There shall be appointed a Junior Board of Stewardesses which shall operate under the direction of the pastor and the Senior Board of Stewardesses.

Nominations for the Office of Stewardess

1. Before nominating someone to the Pastor for the office of Stewardess, make sure the person leads a life representative of Christ.
2. Persons nominated for the office of Stewardess should: have a personal relationship with Christ; be committed to holy living; be committed to kingdom building; be an active and tithing member of the Church; attend services regularly and consistently; support the vision of the Pastor.

Sharing

- **Are there other attributes you consider important to this office that should be taken into consideration when nominating someone for the office of Stewardess?**

Each church may handle differently the process for nominating members to the office of Stewardess.

We use a form for this process.

Sharing:

- What are some of the ways your churches handle this process?

STEWARDESS RECOMMENDATION FORM

In an effort to better serve the membership of our church, and to provide support to the stewardess boards, please use the space below to recommend names of members who you think would be able to successfully fulfill the office of Stewardess.

CANDIDATE'S NAME _____

ADDRESS _____

CITY/ STATE/ ZIP _____

HOME PHONE _____ **(CELL)** _____

EMAIL _____

RECOMMENDER'S NAME _____

Why do you consider this person to be a good candidate for the office of Stewardess?

Does this candidate attend service on a regular, consistent basis? _____

Does this candidate support the Pastor's vision? _____

Is this candidate a tither? _____

Does this candidate's life reflect holiness in speech and conduct? _____

Once a candidate's nomination for the office of Stewardess has been approved by the Pastor and confirmed by the Stewards, it might be a good idea to have the person confirm their commitment to the office by completing a Commitment Form.

STEWARDESS COMMITMENT FORM

In an effort to better serve the membership of our church, all stewardesses are asked to indicate their level of commitment to their church by completing this commitment form.

I _____ have read the duties of being a Stewardess and I would like commit my spiritual gifts, time and treasure to my church and to the office of Stewardess for the _____ Annual Conference Year. I attest that I am a Christian of good character and I am in good and regular standing in Bridge Street Church.

I am committed to:

- | | |
|---|---|
| <input type="radio"/> Growing in Christ | <input type="radio"/> Leading others to Christ |
| <input type="radio"/> Holy Living | <input type="radio"/> Studying God's Word |
| <input type="radio"/> Serving others through my gifts | <input type="radio"/> Prayer, <u>praise</u> and worship |

I am a committed: (Please check ONE)

- Tither (*give minimally 10% of my income*)
- Proportionate Giver (*give what I can, when I can*)

Signed:

(Sign Your Name Here)

Duties of Stewardesses (cf. Doctrine & Discipline of AMEC)

- a. Provide the implements and elements of the Holy Communion and Holy Baptism.
 1. Make available to communion packs of wafers and juice to celebrants of the Holy Eucharist.
 2. Make adequate preparations for all baptisms. Where there is not a baptismal font, they shall provide a basin of water, clean white linen towels, and such other items as may be required.
- b. Dress the pulpit and altar rail with suitable clean white coverings for these rituals.
 1. The linen used for the table should always be white and perfectly clean. The linen may be embellished with embroidered or crocheted Protestant religious symbols.
 2. The utensils should be polished.
 3. Stewardesses should practice health-conscious and safety methods in preparing the elements of the Holy Communion consistent with a standard that meets or exceeds local health laws regarding the preparation of food for public consumption.
 4. Dress the pulpit and altar with suitable, clean, colored coverings for the various seasons of the Christian year, for funerals and memorials.

Sharing

- **How have local health and safety laws impacted the way your church distribute the elements?**

Official Uniform

General Guidelines for Selecting Stewardess' Uniforms

Uniform means conforming to a given standard of likeness. The traditional uniform for Stewardesses is white, which is symbolic of the Creator of perfection and of peace.

It is also essential that uniformity for the group be observed as strictly as possible; otherwise, the attention of worshippers may be distracted.

The uniform should be a reasonable length and sleeves at least three quarters in length to reflect the highest respect and reverence for our Lord and Savior Jesus Christ.

For churches that are inadequately heated during the winter or highly air conditioned, Stewardesses should consider wearing white sweaters, capes, shawls or stoles appropriate for serving while on duty.

NOTE: Any changes to the attire of the board should be discussed with the Pastor prior to purchase and implementation.

Shoes & Hosiery

Shoes and hosiery should be suitable for the occasion and harmonize with the dress uniform.

Shoes should be of medium heel height to enable the Stewardesses to walk with ease, comfort, dignity and reverence. Plain black or white pumps, closed in. No boots or open toe shoes. Red, Blue, Purple or other colors should not be worn while serving on duty.

The preferred hosiery should be flesh colored, a shade which all women can wear well.

Head Covering and Accessories

Dress hats, costume jewelry, fancy handkerchiefs, gloves, and other decorative ornaments must be avoided as they do not inspire reverence and have the potential to distract worshippers' attention from God, which should be the focal point of worship.

Regular & Special Stewardess Assignments

a. Regular Stewardess Assignments

- Sunday Worship Service(s)
- Weekday Worship Service(s)
- Love Feast
- Home Visitations

b. Special Stewardess Assignments

- Baptisms
- Funerals
- Weddings
- Outside Preaching Engagements w/Pastor (*this may not apply to every Pastor*)

Sharing

- **Are there other assignments not already mentioned that you would like to share?**

Examples of Altar Work

- a. Dress the pulpit area with paraments (altar cloths) appropriate for the liturgical season.
- b. Supply the pulpit with water, juice, mints, Kleenex, handkerchiefs or clean wash cloths.
- c. Provide tissue to persons at the altar who are crying or weeping being careful not to disturb or distract them while assisting them. As such, do not forcefully tap them or press tissues in their hands.
- d. Cover persons who are slain in the Spirit.
- e. Remain vigilant and in tune with the service, under the guidance of the Holy Spirit and the direction of the Pastor, is vital for ministering timely and effectively at the altar.

Sharing:

- **Are there other examples of altar work not already mentioned that you would like to share?**

Liturgical Seasons, Colors & Spiritual Preparation

<u>Season</u>	<u>Color(s)</u>	<u>Spiritual Preparation</u>
Advent	Purple or Blue	Examine and prepare our hearts that we may be renewed in repentance, patience, anticipation to welcome the coming of Christ.
Christmas	White or Gold	Express your joy, give thanks to God and embrace God's presence in Christ.
Ash Wednesday	Purple or Blue	A time for self-examination, repentance, and renewal through our identification with the journey of Jesus.
Palm Sunday	White or Gold	A time for self-examination, repentance, and renewal through our identification with the journey of Jesus.
Maundy-Thursday	Purple	A time for fasting and prayer, reflection on the suffering and death of Jesus; and a commitment to live in the pattern of his death and resurrection.
Good Friday	Purple or Red	See Maundy-Thursday.
Easter	White or Gold	Reflect on the implications of Jesus' resurrection and ascension; commit ourselves to live as those who are "risen with Christ," living under his reign.
Pentecost	Red	Walk with the Spirit and participate in the growth and spread of the Christian Church in the world.
Ordinary Time	Green	Embrace the teachings of the Church, go deeper into the truths of God's saving events in history, and grow in obedience and service.

Amenability

- a. There shall be a training course for stewardesses under the supervision of the Pastor and Senior Stewards.
- b. Whenever it is necessary, the Pastor and Senior Stewards shall remove a Stewardess(es) for the good of the church and fill the vacancy(ies)

Sharing

- **Would anyone like to share about their training course in their church?**
- **How do you go about recruiting Stewardesses?**
- **Has there ever been a time when your Pastor has had to remove a Stewardess?**
- **What are some reasons you believe would warrant removing a Stewardess from serving in the office?**

Participation & Posture during Worship Services

- a. Stewardesses' attitudes in worship should reflect Christ's presence in them. This means there should be no rolling of eyes or sucking of teeth when asked by the Pastor to perform functions during the service.
- b. It is extremely important for stewardesses to remain alert while serving to assist persons at the altar that may require assistance. This would not be possible if stewardesses are actively engaged in the worship experience while on duty.

Sharing

- **What are some other postures not already mentioned that are required of stewardesses?**

Attitude & Demeanor

- a. Stewardesses are called to be godly women who reflect the love of Jesus Christ. All who accept the call of Stewardess should be kind and agreeable in their dealings with one another and other members of the congregation. There is never a good reason for being rude or unkind to any person.
- b. Stewardesses should make every effort to attend regularly scheduled and emergency meetings.
- c. Meetings should not only begin and end with prayer, but a prayerful attitude should be maintained throughout the course of the meeting. Bickering and negative comments are not conducive to the spirit of love and harmony that should prevail among stewardesses. All should honor the office and speak to the president with respect.

Sharing

- **What are some other ways that stewardesses can reflect godliness in their attitude and demeanor?**

Dues, Fundraisers & Annual Days

Dues

Our stewardesses don't collect dues, but I do know of churches whose stewardesses do. Their dues are used to send money to ill and homebound members of the board.

Fundraisers

Our stewardesses don't fundraise; however, there are stewardess boards who do. The supplies needed for the ministry are written in the Church's budget.

Annual Days

We don't observe an annual day for our stewardesses but there are some churches that do.

Sharing

- **If you collect dues, fundraise or have an annual day, what are the funds used for?**

Sources

- Greater Allen Cathedral AME Church Stewardess GuideBook (December 2018)
- Bridge Street AME Church Stewardess Guide (2015)
- <http://lectionary.library.vanderbilt.edu/>