

2618 Pickett Road
Durham, N. C.

February 5, 1971

Gen. James W. Holsinger, Chairman
Personnel Planning Committee
Duke Memorial United Methodist Church

Dear General Holsinger:

Please accept my thanks for the good progress your Committee is making in preparing job descriptions for the paid personnel of the Church. May I ask that you please have these available in preliminary form, if possible, for discussion at the next meeting of the Council which is tentatively set for February 24 at 8:00 P. M.

In response to your request for further direction concerning the work of the Committee, I would suggest the following and I invite your response concerning their appropriateness and feasibility for our setting.

- *The identification of the categories and duties performed, (or which should be performed) by lay volunteer personnel.
- *An evaluation of the relationship between existing programs of the Church and the personnel needs of each. As our work progresses we may find it useful to define our programs in terms of "ministries", of youth, of music, of senior citizens, etc. A study of this nature would require an expanded committee with specific objectives and goals.
- *Consideration of a plan to more effectively encourage and utilize the potential leadership of the Church by reviewing the local regulations concerning the terms of all lay church officers, chairmen of commissions, etc., so that more persons can be offered the opportunity for service. A corollary to this plan would be a method by which the Council would present a list of qualified persons to the Committee on Nominations and Personnel as one source of names from which nominations are prepared for action by the Charge Conference.

It will be recognized that these plans or any others which may be adopted will require an extended period of work before we can realize a final accomplishment. I solicit your advice and reactions to these proposals.

Sincerely yours,

Robert L. Thompson
Chairman
Council on Ministries

cc: Members Of The Administrative Board

2618 Pickens Road
Durham, N. C.

February 1, 1971

Gen. James W. Holstinger, Chairman
Personnel Planning Committee
Duke Memorial United Methodist Church

Dear General Holstinger:

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Council on Ministries

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