

TO: Church Leaders Of Duke Memorial United Methodist Church, Durham, N. C. 1-9-71

FROM: Horace Mansfield, Chairman, Tom Coble and Laney Funderburk

SUBJECT: Interim use of Fellowship Hall for Worship Services and Activities During Sanctuary Renovation, March-August, 1971

At the Administrative Board Meeting, January 5, 1971, a committee was appointed to study the conversion of Fellowship Hall to a substitute place of worship and to consider disposition of the normal activities of that facility. This committee met on 1-9-71 and from this meeting and notes taken, the chairman presents to you the following recommendations. These considerations are being made as our opinions for the orderly operation during this interim period, in order that the various organizations and agencies of the Church might assist in working toward the March relocation of worship services. This is done in order that all concerned might be able to agree on recommendations to be made to the Administrative Board as we report back to them at a possible called meeting February 9, 1971.

We have placed first the consideration that Worship of God is the primary purpose of the Church. Therefore, adapting our Fellowship Hall for use as a comfortable atmosphere for worship, as a substitute for our Sanctuary, was our first duty. Secondly, we considered how we might not alter our normal activities more than absolutely necessary.

We are not the first church to operate in this situation. We have been very blessed with wonderful facilities and people. And we desire that we contain our activities within the walls of our church. We feel that this can be done and that we can have a wonderful Christian experience at this time; that there is no need to feel that our church's membership or financial status will be adversely affected provided we all work together!

I. That no dinners or other activities of church or non-church groups outside our church be held in Fellowship Hall during this interim. We have always opened our doors to district-wide activities and we are glad to provide this service beyond our own congregation, and can do so during this period except in Fellowship Hall.

II. Our Regular Activities.

- A. The three monthly dinner meetings be consolidated into 3-consecutive days in same week during period of March, April, May, June. Most do not meet in summer.
 1. United Methodist Men, 1st Tuesday, as usual.
 2. WSCS, first Monday luncheon, as usual.
 3. Commissions changed to 1st Wednesday from their normal 3rd Wednesday.
- B. A "Task Force" of volunteers, if necessary, be engaged to assist in moving chairs, tables, etc. in order that these 3 meetings be held in rear of Fellowship Hall, with moving of chairs set up for worship from one-half of room only.
- C. Methodist Youth Fellowship.
 1. Their food is less formal than dinners, and can easily be carted to Youth Activities Room during this interim, as this already has been done.
 2. If necessary, junior high group could eat in another suitable room, with senior highs in Youth Room.
 3. Frequently in summers, they do not have supper at church, so period concerned is March, April, May, primarily.
- D. Anchor Church School Class, normally meeting in Fellowship Hall can meet in Church Parlor or any other available room such as former Gleaner Class or spare room next to 8th Grade, another spare room next to 7th grade (across hall) or in AA room.

III. Worship Service.

- A. Hour of additional service left to consultation with pastor, others.
- B. A minimum of 400 chairs, possibly 450, estimated feasible for worship services.
- C. Use for overflow, Bradshaw Room as it now is. No physical rearrangement there, so it would be available for regular meetings there.
 1. Tie in new speaker system in Bradshaw Room to "pipe-in" worship service and use new amplifier there for Fellowship Hall, subject to consultation.

The purpose of this memorandum is to report on the results of the study conducted by the Research Committee on the subject of the Fellowship Hall. The study was conducted during the month of February, 1957.

The study was conducted in two phases. The first phase was a survey of the Fellowship Hall and the second phase was a study of the Fellowship Hall during the month of February, 1957. The results of the study are as follows:

1. The Fellowship Hall is a well-used room and is a valuable asset to the Church. It is used for a variety of purposes, including meetings, classes, and social events.

II. Our Needs - Activities

- A. The first weekly dinner meeting is held in the Fellowship Hall. This meeting is held on the first Monday of each month. The meeting is held in the Fellowship Hall and is held from 7:00 to 8:30 p.m.
- B. A "Lunch Forum" of volunteers is held in the Fellowship Hall. This meeting is held on the first Monday of each month. The meeting is held in the Fellowship Hall and is held from 12:00 to 1:30 p.m.
- C. The Fellowship Hall is used for a variety of other activities. These activities include meetings, classes, and social events. The Fellowship Hall is used for these activities on a regular basis.
- D. Another Church School Class, normally meeting in the Fellowship Hall, can meet in the Church Parlor or any other available room such as former Gleason Class or spare room next to 8th Grade, another spare room next to 7th grade (across hall) or in AA room.

III. Worship Services

- A. Hour of additional service held in connection with pastor, officers.
- B. A minimum of 400 chairs, possibly 500, estimated feasible for worship services.
- C. Use for overflow, Bradshaw room as it is now is. No physical rearrangement there, so it would be available for regular meetings there.
- D. The in new speaker system in Bradshaw room to "pipe-in" worship service and use new amplifier there for Fellowship Hall, subject to consideration.

III. Worship Service (continued)

- D. Use pulpit, two pulpit chairs and altar table, (cross, candles) and flower stands from Sanctuary. Place table in front of stage, pulpit on stage.
- E. Use Fellowship Hall stage for pulpit, choir, organ. (arranged by consultation)
- F. Electronic Organ, arranged for through Music Committee, as directed by motion at November, 1970 Administrative Board meeting.
- G. Use hymnals from Sanctuary. Placed on chairs, as no other place to put them unless some type of racks added to chairs. (Use of hymnal number boards not discussed)
- H. Use vestibule table and guest register. Coat racks distribute for interim use (those now in vestibule.)
- I. Use present pulpit microphones and tie in with PA in fellowship hall.
- J. Possible use of present choir left chairs for choir on stage.
- K. Possible elevate with small platform pastor behind pulpit & choir director.
- L. Consultation with Worship Committee, Music Department on physical arrangements for choir, organ, pulpit, possible addition of a large cross, etc. to make room more a place of worship.

IV. Use of Fellowship Hall for church group special dinners, activities, other than those 3 regular dinner meetings discouraged.

V. Weddings, Funerals, Baptisms, Holy Communion.

- A. Baptisms can be held as normal, as Font can be placed & used in Fellowship Hall.
- B. Holy Communion. Normally held at Easter (April) and in July.
 - 1. We did not propose construction of a temporary Chancel Rail.
 - 2. During this interim, for these two times, this may be done by utilizing as many Elders as necessary, and to meet our Discipline, in order to "serve" elements in the seats. Or with people standing at front of stage. Consultation with others on this.
- C. Weddings. The physical arrangement could be such as to permit weddings, if desired, however, we see no use of fellowship hall for receptions. These may be contained in & to parlor and other rooms.
- D. Funerals. Physical arrangement would not prevent funerals, as we see it.

VI. Physical Needs For Transition Of Fellowship Hall for Worship.

- A. Electric Organ. See III.-F above.
- B. Microphone Plug at rear of Fellowship Hall for use for dinner meetings. This is long-term need and would be permanent asset. Methodist Men discussed in past possible financial assistance with this.
- C. Study of microphone, public address system needs for interim, including recommendation to "pipe-in" to Bradshaw Room for overflow, and to nursery as now done.
- D. Purchase of 100-200 of the brown stack chairs additional to existing 150-200. Feel the folding steel chairs not suitable to worship and we do not have enough fiber & steel.
- E. Paint Walls of Fellowship Hall. This multi-use room needs painting badly to add to attractiveness for worship and it is over 6 years old and well-used. Also, touch-up door frames scarred.
- F. Clean & dye large window drapes. Would close drapes for services. Are in poor state.
- G. Provide some type of curtain, drapes, blinds for transoms over 3 exterior doors & door windows.
- H. Possible additional of outlets to ceiling of stage to add some lighting for choir.
- I. Survey strength of stage to support organ, choir, pulpit. If suitable, then place tar paper, or suitable material over it, then plywood, then carpet, with carpet overhanging over front edge of stage, and install "lip" on edge of stage to prevent choir chairs on edge sliding off. Plan alternate to use of stage, after consultation, if it proves unsuitable.

The following information is provided for your information and is not intended to constitute an offer of insurance or any other financial product. The information is provided for informational purposes only and does not constitute an offer of insurance or any other financial product. Please consult your insurance agent for more information.

- A. Possible additional of weight of ceiling of stage to add some lighting for choir.
- B. Provide some type of curtains, shades for windows, doors & door.
- C. Study of acoustics, and the effect on sound for choir, including recommendation of sound reinforcement system, if needed.
- D. Purchase of 400-500 of the type of chairs for choir, and to ensure no row back to front of stage.
- E. Purchase of 400-500 of the type of chairs for choir, and to ensure no row back to front of stage.
- F. Chair & the large window shades, shades for windows, doors & door.
- G. Possible additional of weight of ceiling of stage to add some lighting for choir.
- H. Provide some type of curtains, shades for windows, doors & door.
- I. Study of acoustics, and the effect on sound for choir, including recommendation of sound reinforcement system, if needed.
- J. Purchase of 400-500 of the type of chairs for choir, and to ensure no row back to front of stage.
- K. Purchase of 400-500 of the type of chairs for choir, and to ensure no row back to front of stage.
- L. Possible additional of weight of ceiling of stage to add some lighting for choir.
- M. Provide some type of curtains, shades for windows, doors & door.
- N. Study of acoustics, and the effect on sound for choir, including recommendation of sound reinforcement system, if needed.
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- R. Provide some type of curtains, shades for windows, doors & door.
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- V. Possible additional of weight of ceiling of stage to add some lighting for choir.
- W. Provide some type of curtains, shades for windows, doors & door.
- X. Study of acoustics, and the effect on sound for choir, including recommendation of sound reinforcement system, if needed.
- Y. Purchase of 400-500 of the type of chairs for choir, and to ensure no row back to front of stage.
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