

Duke Memorial United Methodist Church

DURHAM, NORTH CAROLINA

March 20, 1972

Dr. Fred Clark,
Chairman Finance Commission,
Duke Memorial United Methodist Church,
Durham, N. C.

Dear Fred:

You will recall that under the date of October 27, 1971, I presented to the Finance Commission a proposed budget for salaries of professional personnel in the educational area of our church. In this proposed budget I pointed out that inexperienced public school teachers in North Carolina receive a salary for 9.25 months work per year in excess of \$7,000 per year and recommended this amount for our Director of Christian Education. This total sum was not included in the recommended budget, but I was told unofficially that I should proceed in employing a Director of Christian Education to replace Miss Kay Parks.

I appointed a Personnel Committee from members of the Education Commission. This committee sought applicants and held interviews. The successful applicant was Mrs. Susan Thistlethwaite, who is a part-time Master of Religious Education candidate at Duke University. She agreed to accept the position on a full-time basis beginning January 1, 1972 at \$535 per month while she was in school, but it was our understanding that her work would be evaluated within a six months period and she would be considered for a raise of \$30.00 per month on July 1, 1972. Attached is a copy of the letter of appointment.

After only two and one-half months, Mrs. Thistlethwaite has impressed the Personnel Committee with her spiritual and mature leadership of the Educational Program of our church. We are convinced that under her leadership there will be more depth and spiritual guidance in our educational program than there has been in the immediate past. She has indicated that as her husband is a doctoral candidate at Duke University, she plans to be in the Durham area for a minimum of three years and we are convinced that she can make a significant contribution to our program during this period. Although, at this time, we will not take final action in regard to the six month evaluation, we are convinced that the raise is deserved, therefore, I now seek your approval of the proposed raise effective July 1, contingent upon the final six month evaluation of Mrs. Thistlethwaite's work during June.

Under this arrangement, the total salary for Mrs. Thistlethwaite for a twelve months period 1 January - 31 December 1972 would then be \$6,600.

Sincerely yours,

Earl I. Brown, II

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Chairman Commission on Education

EIB:vm
cc: Rev. C. S. Hubbard
enc. (1)

Public Administration

Department of Public Administration

Page 10, 1955

Dear Sirs:

I am writing to you regarding the matter of the Public Administration Department. I have reviewed the documents and find that the information provided is incomplete. I am sorry that I cannot provide a more definitive answer at this time, but I will continue to look into the matter and get back to you as soon as possible.

I have discussed this matter with the relevant officials and we are working to resolve the outstanding issues. Your patience is appreciated. I will contact you again once a final decision has been reached.

I am sure that you will understand the need for thoroughness in this process. We are committed to providing the best possible service to all our constituents. Thank you for your understanding and cooperation.

Sincerely,
[Signature]

Director, Department of Public Administration