

December 14, 1971

Mrs. Susan B. Thistlethwaite  
1500 Duke University Road  
Durham, N. C. 27705

Dear Susan:

Thank you for meeting last night with the Personnel Committee of the Commission on Education of the Duke Memorial United Methodist Church. The Committee has authorized me to offer you the position of Director of Christian Education in our church effective January 1, 1972.

Your beginning salary is to be at the rate of \$535.00 per month with the understanding that your work will be reviewed during the first six months with a possible raise of \$30.00 per month on July 1, 1972. Thereafter your salary will be up for review at the beginning of each calendar year.

It is our understanding that you wish to visit your mother for several days in January, but that you will begin your work at the church during the present month, and work sufficient time to make up for your absence during January, therefore you will not be using vacation time in January. These arrangements can be made with Reverend Hubbard and Mrs. Younts.

There is \$250.00 available in the church budget to reimburse you for local church related travel. Also, there is a budgeted amount of \$7,090 approved for the Commission on Education, which will be under your general supervision along with that of Mr. Whitford, our Superintendent of Study.

We are delighted to have you associated with our church in this capacity and look forward to doing God's work with you.

Sincerely yours,

Earl I. Brown, II  
Chairman  
Commission on Education

cc: Reverend C. S. Hubbard  
Mrs. Lois Fowler

