

## ADMINISTRATIVE BOARD MINUTES AUGUST 7, 1973

The Administrative Board of Duke Memorial United Methodist Church met Tuesday, August 7, at 7:45 P. M. in the Bradshaw Room with the Chairman, Mr. Laney Funderburk, presiding. Forty-five members were present.

The invocation was given by Mr. W. E. Whitford.

Upon a motion by Mr. Nick Fagan, seconded by Mr. Robert Pifer, the minutes of the June meeting was adopted as previously mailed.

### REPORTS:

Dr. Fred Clark, Chairman of Finance Commission, gave the Treasurer's report in the absence of Mr. Self. A copy of the report is filed with the August minutes. Dr. Clark announced the Finance Committee had discussed priority of certain needed major repairs and the Trustees were to view these suggested priorities with Mr. Kenneth Howard.

Mr. Beard, our custodian, has an extended illness. Dr. Clark made the motion, seconded by Mr. Coman, that Mr. Beard be paid full salary through August. (This constitutes about a six week's sick leave.) Motion carried.

A committee composed of Mr. Charles Chewning, chairman, Mr. Alex McLean and Mr. R. F. Boddie has been appointed to draw up guide lines for permanent policies to be followed in sick-leave and fringe benefits of the Church Staff.

The tentative date of NOV. 11 was announced for Every Member Canvass with Mr. Ran Few and Dr. Arthur DeBerry heading the drive.

Dr. Ed Hammond, Chairman of Council on Ministries, set forth the Council's established goals for the year:

1. Concentrated Program in Intra-Family Relations
2. Projects for Elderly
3. Church Wide Questionnaire
4. Training program for Church School teachers
5. Mission Program
6. Increased Financial Support
7. Expanded awareness of worship
8. Pastoral Counseling Center
9. Awareness and concerns program
10. Improved communications within congregation
11. Establishment of special small group learning education programs
12. Revitalization of scouting program
13. Church Hostess / Business Manager

The above list does not in any way indicate the priority of the individual goal.

Mrs. Rex Cowan, Chairman of Worship Committee, gave brief resume of the duties and policies of the Altar Guild Committee, a detailed copy is filed in the minute book.



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Upon a motion by Mr. Nick Fagan, seconded by Mr. Robert Pifer, the minutes of the June meeting was adopted as previously mailed.

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Mrs. Rex Cowan, Chairman of Worship Committee, gave brief resume of the duties and policies of the Altar Guild Committee, a detailed copy is filed in the minute book.



Mr. Kenneth Howard, Chairman of Maintenance and Grounds, reported that the cost of a professional's estimate of our sanctuary's acoustical problems would be from \$500 - \$700. A motion by Mr. Pifer, seconded by Mr. Clements, to table any renovation to the present acoustical system was carried.

Mr. Tom McCauley, Chairman of the Library Committee, announced that the work begun in late 1972 and early 1973 is nearing completion, with the exception of furnishings for the library. The library will be used as a Learning Center and conference area, as well as a church library. A motion by Mr. Fagan, seconded by Dr. Hammond, that the Administrative Board approve the establishment of a Library Fund to accept memorials and gifts for furnishing the library, was carried. A motion by Mr. Hubbard, seconded by Dr. Hammond, that the Library Committee approve the purchase <sup>of</sup> <sup>donation</sup> of books for the library was also carried.

It was announced, in the absence of Rev. Thistlethwaite, that the Community Life Center is fully staffed and 12 elderly are being cared for with expectations for about 20 within the next six weeks. Mrs. Thistlethwaite is conducting a daily Bible Study.

Mrs. Bartholomew announced that all vespers for the coming year have been planned.

Mrs. Whanger, president of the United Methodist Women, reported that the July meeting had been a workshop for the Fall Festival. The August meeting was held at the Methodist Home with lunch served there. She announced that a member, wishing to remain anonymous, wishes to present to our church a beautiful ceramic reproduction of the Lord's Supper. This will be mounted in a lighted wooden case, with glass doors. The case ~~is being~~ given by <sup>the same</sup> another church member, <sup>is being</sup> and <sup>designed</sup> is to be placed in the Prayer Room. Mrs. Whanger moved we accept the gift. The motion was seconded by Mr. Hubbard and was enthusiastically accepted by the Board.

*And made by Mr. Kinney*  
Mr. Hubbard praised our Christian Education Intern, Miss Margie Turbyfill, on her excellent work in communicating the Christian message to our youth during the period with us. He also announced the continuing social Bible study group of High School students that meets each Thursday evening with good attendance. He stresses that the Fall emphasis is to be on the Christian Family in praying, studying, playing and loving together. The thrust of all the Church's program shall be toward this end.

Dr. Hammond moved that Mr. Funderburk write a letter of appreciation to Miss Turbyfill, with a copy going to Duke Divinity School, expressing our appreciation for her work. The motion, seconded by Mrs. Bartholomew, was passed.

The next meeting of the Administrative Board is September 4.

The meeting was dismissed by Mr. Hubbard with a prayer of benediction.

Respectfully submitted,

*Eunice H. Mattox*

Eunice H. Mattox, Secretary



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