

DUKE MEMORIAL UNITED METHODIST CHURCH  
ADMINISTRATIVE BOARD MINUTES - APRIL 5, 1977

The Administrative Board of Duke Memorial United Methodist Church met on Tuesday, April 5, 1977, at 7:45 P.M. in the Bradshaw Room. The chairman, Bill Coman, presided and 55 members were present.

The invocation was given by C. E. Phillips, Jr.

The March minutes were approved as mailed.

The Tuesday report was approved and filed.

Reports:

Staff-Parish-Relations Committee: Shirley Few, Chairman, reported that at the previous meeting of the Committee a unanimous vote was given to ask both ministers to return and this information has been passed on to our District Superintendent.

Council on Ministries: Ed Hammond, reporting in the absence of Mary Whanger, chairman, announced a Task Force being set up for Summer Education Planning and Ed Hammond will chair the group. He announced that Ann Clark is chairman of a committee compiling a list of possible uses of a van in the church. A motion by Ed Hammond, seconded by Lois Funderburk, moved that the Administrative Board authorize a more active effort to raise funds for a church van. Motion carried.

Social Concerns: In the absence of Tom Adkinson, chairman, Pat McConnell, a member of the Advisory Council of the Senior Citizens Community Life Center, announced a large cut in the Federal funding of the project, beginning in July. It was also announced by Mr. Smith that the Director of the Life Center, Alan Chessman, is resigning because he is leaving the city. Mr. Smith said he had superbly filled the type job such a center requires.

United Methodist Women: Pat Coman, president, reported a highly successful Spring Fling Luncheon, fashion show and bake sale. Approximately \$900-\$1,000 will be cleared and special thanks were expressed to the various hard working leaders. The regular April meeting had a guest speaker, a student from Korea, who talked informatively on the Christian Church in his country. Margaret Anne Biddle gave the devotional.

United Methodist Men: R. L. Forrester, secretary, reported on the delightful Basketball Banquet honoring Duke Memorial teams that was held just prior to the Board meeting. Thirty-five players were present with many parents also. There were four winning teams with two being pennant winners. Each player received a plaque with his name on it as did each coach. Jeff Mullins, former All-American player from Duke, was the speaker. Bob Cox was especially singled out for his leadership in Duke Memorial's athletic program.

Church Property: Ken Howard reported most projects approaching completion. The vault for archives is being prepared; the storeroom in the basement of the Sanctuary is completed and the fuel tank in the newly acquired parking lot is to be filled shortly for future use.

ADMINISTRATIVE BOARD MINUTES - APRIL 2, 1977  
DUKE MEMORIAL UNITED METHODIST CHURCH

The Administrative Board of Duke Memorial United Methodist Church met on Tuesday, April 2, 1977, at 7:45 P.M. in the Bradshaw Room. The Chairman, Bill Cowan, presided and 25 members were present.

The invocation was given by C. E. Phillips, Jr.

The March minutes were approved as read.

The Treasury report was approved and filed.

Reports

State-Local Relations Committee: Shirley Fox, Chairman, reported that at the previous meeting of the Committee a unanimous vote was given to ask both members to resign and this information has been passed on to our District Superintendent.

Council on Ministries: Ed Hammond, reporting in the absence of Mary Wheeler, Chairman, announced a Task Force being set up for Summer 1977. Ed Hammond will chair the group. He announced that Ann Clark is Chairman of a committee compiling a list of possible uses of a van in the church. A motion by Ed Hammond, seconded by Lois Penderbury, moved that the Administrative Board authorize a more active effort to raise funds for a church van. Motion carried.

Social Concerns: In the absence of Tom Adkinson, Chairman, Pat McDonnell, a member of the Advisory Council of the Senior Citizens Community Life Center, announced a large cut in the Federal funding of the project, beginning in July. It was also announced by Mr. Sabin that the Director of the Life Center, Alan Chessman, is resigning because he is leaving the city. Mr. Sabin said he had eagerly filled the type job such a center requires.

United Methodist Women: Pat Cowan, president, reported a highly successful Spring Luncheon, fashion show and bake sale. Approximately \$900-\$1,000 will be cleared and special thanks were expressed to the various hard working leaders. The regular April meeting had a guest speaker, a student from Korea, who talked informally on the Christian Church in his country. Treasurer Anne Erdle gave the devotionals.

United Methodist Men: R. L. Forester, secretary, reported on the delightful Baseball Banquet honoring Duke Memorial team. That was held just prior to the board meeting. Thirty-five players were present with many parents also. There were four winning teams with two being pennant winners. Each player received a plaque with his name on it as did each coach. Jeff Mullins, former All-American player from Duke, was the speaker. Bob Cox was especially singled out for his leadership in Duke Memorial's athletic program.

Church Property: Ken Howard reported most projects approaching completion. The vault for archives is being prepared; the storeroom in the basement of the Sanctuary is completed and the fuel tank to the newly acquired parking lot is to be filled shortly for future use.

Church History: Jack Cliff in charge of sales of the book moved that a recommendation to the Finance Committee be made to price the book at \$7.21 plus 29¢ sales tax, totaling \$7.50. Bob Wallace seconded the motion. After discussion, a substitute motion by Bob Pifer was made to price the book at \$7.50 and add sales tax. Gary Jeffreys seconded the motion. The substitute motion carried.

Lay Leader: Tom Coble, our Lay Leader, presented an excellent report compiled by his committee for the Spiritual Renewal-Church Anniversary Services of May 1-4, 1977. It was so complete and thorough that a copy is filed with the minutes and also being mailed to the Board members.

A motion was made by Ed Hammond as follows: "I move that the chairman of the Administrative Board appoint a committee to investigate the potential uses or disposition of the building behind the church which will become church property in September -- motion made without bias." The motion was seconded by Bob Wallace.

Church Staff: Melba Bartholomew expressed appreciation to the many people who helped in making possible the concert by the Westminster Choir College, housing, food, etc., being provided.

The /children and youth choirs joined the sanctuary choir for Palm Sunday service.

On April 23 the Music Committee and Sanctuary Choir will enjoy a dinner in Fellowship Hall.

On April 24 there will be a duo-harp concert at 4:00 P.M. in our Sanctuary featuring Olive Jenkins and Katherine Holm.

Director of Religious Education: Margaret Anne Biddle announced that the Special Studies had been a great success. Average attendance was 114 with 24 leaders. She has already received 37 suggestions for future studies. She reported that Faye Rodenhizer attended U.N.-Washington Seminar sponsored by the conference. She was one of four selected in our District. The Senior MYF will sponsor a stew beef dinner for the Van Fund on Sunday, April 17th. Jr. Hi MYF are planning an overnight trip to King's Dominion April 22-24.

Mr. Wallace explained what an invaluable service our church provided in giving space for work with the AA groups. Each Sunday evening meeting of about 100 people; Monday a closed therapy type meeting is held; Tuesday the Al-Anon meets with approximately 60 people; Friday again the A.A. meeting and Al-Teen also use the facility.

Mr. Smith announced the special services to be in our church on Maundy Thursday and Good Friday. The Wednesday Lenton devotionals have been inspirational, with an average of about 75 in attendance. We will have devotional luncheons on Monday, Tuesday, and Wednesday of our Spiritual Renewal Services.

Mr. Smith reported 30 home visits, 90 hospital visits, 48 conferences, and 56 meetings and sessions for the month.

Due to conflicts, the May meeting of the Administrative Board will be May 10, and the June meeting on the 14th.

The meeting was dismissed with prayer by Bob Wallace.

Bill Coman, Chairman  
Eunice Mattox, Secretary

Bunice Hattok, Secretary  
Bill Goman, Chairman

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who helped in making possible the concert by the Westchester Choir College.

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Law Leader: Tom Coble, our lay leader, presented an excellent report

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20% sales tax, totaling \$7.50. Bob Wallace seconded the motion. After discussion

recommendation to the Finance Committee be made to price the book at \$7.50 plus

Church History: Jack Cliff in charge of sales of the book moved that a

TASK FORCE REPORT ON SPIRITUAL RENEWAL--CHURCH ANNIVERSARY SERVICES

FEATURING A. PURNELL BAILEY, GUEST MINISTER AND SPEAKER

May 1-4, 1977

Housing -- Arrangements were made by Board Chairman, Bill Coman, through Dillard Teer for Reverend and Mrs. Bailey to stay at the Governor's Inn.

Meals -- We will suggest that the Baileys pay for their meals and submit request for reimbursement. There will be no "hospitality committee" to arrange meals in homes, but requests will be honored, so far as time permits.

Transportation -- The Baileys will probably drive here and have their car available for round town usage.

Scheduled Services --  
Sunday morning, 11:00 a.m., May 1  
Sunday evening, 7:30 p.m.  
Monday evening, 7:30 p.m., May 2nd  
Tuesday evening, 7:30 p.m., May 3rd  
Wednesday evening, 7:30 p.m., May 4th

Devotional services followed by luncheons are scheduled at noon, Monday, Tuesday and Wednesday.

A special service will be held at the Methodist Retirement Home, subject to their convenience.

Sunday Luncheon -- Church members will be asked to bring covered dishes of food

without designation or assignment of what to bring. Request is to bring enough food for your family plus two other persons. Charles and Carol Chewning have agreed to coordinate arrangements and preparations for the meal. Members of the Open Door Class are being asked to assist them. Three serving tables will be set up to provide six serving lines to expedite service. Preparation of drinks will be assigned by the Chewnings. Rolls, ice, plastic tableware, paper plates and napkins will be furnished by the church. The Chewnings will use the Kitchen Committee and Diane for help also.

Service Format -- The regular order of services will generally be followed. Our church anniversary will be low keyed as part of the Sunday Morning Service. Special music will be used for the various services. Trinity UMC choir, Circle 6 of United Methodist Women, and Men groups will be featured for the evening services.

Sponsoring Groups -- Sunday School Classes and other church groups are assigned sponsorship for the evening services (list attached). Sponsoring groups will provide greeters at doors of church.

Publicity -- Weekly statements will appear in the church "Messenger", with marked copies with invitations sent to other UM churches to share with us in these services. Wyatt Dixon has been asked and agreed to assist with news releases for newspapers, radio and TV, publicizing our "Spiritual Renewal" services. Posters will be placed in the Sunday School area by Margaret Anne Biddle as coordinator.

TASK FORCE REPORT ON SPIRITUAL RENEWAL-CHURCH ANNIVERSARY SERVICES

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May 1-4, 1977

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Meals -- We will suggest that the Baileys pay for their meals and submit  
request for reimbursement. There will be no "hospitality committee"  
to arrange meals in homes, but requests will be honored, so far as  
time permits.

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car available for round town usage.

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will use the Kitchen Committee and Diane for help also.

Service Format -- The regular order of services will generally be followed. Our  
church anniversary will be observed as part of the Sunday "prayer  
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will be featured for the evening services.

Sponsoring Groups -- Sunday School Classes and other church groups are assigned  
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Publicity -- Weekly statements will appear in the church "messenger", with  
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with us in these services.  
Your Union has been asked and agreed to assist with news releases for  
newspapers, radio and TV, publicizing our "spiritual renewal" services.  
Posters will be placed in the Sunday School area by "express" mail  
thats as coordinated.

Task Force report, continued --

Church Bulletin -- A special bulletin, with an insert provided, covering a summary of our 91st year at Duke Memorial, will be used for the Sunday services. This insert will serve as an up-date for our church history books which will be distributed about May 1st. It is hoped that an update can be put out each year to be added to keep our church history current.

Children's Activities -- A nursery will be provided for smaller children and a "Bible Story Time" for younger elementary children for the night services. Margaret Anne Biddle will coordinate the nursery and Laura Cleaves the bible story activities.

Ushering, Collections and Greeters -- Ushering and collections will be coordinated through Buster Poythress with his regulars and/or other volunteers from sponsoring groups. Mrs. Arthur Kale will coordinate greeters selected from the sponsoring groups.

Schedule of Sponsoring Groups --

Sunday evening, May 1	UMYF, UMM, Anchor Class
Monday evening, May 2	Lillie Duke and Minnie P. Gates Classes
Tuesday evening, May 3	UMW, Katie Johnson and Mrs. R. N. Wilson Classes
Wednesday evening, May 4	Administrative Board, Spence, Open Door and Homebuilder's Classes

Duties of Sponsoring Groups -- To promote attendance and to attend during the services. most particularly on the evening designated for that group. Also, to provide greeters at the door and to assist in any way when called on by activity coordinators.

Mr. Chairman, for the information of the Board, this committee was appointed by Mary Whanger, Chairman of the Council on Ministries. Those serving on the committee are: Jack Cliff, Laura Cleaves, David McConnell, Melba Eartholomew, Carol Lawrence, Louise Beard, Bob Weynand, Bill Coman, Margaret Anne Biddle, Ed Smith, Bob Wallace and myself. We respectfully submit these, our recommendations, to the Board for consideration and approval. Any suggested changes will be welcome.

Tom Coble,  
Chairman, Task Force  
A Purnell Bailey Services

Church Bulletin -- A special bulletin, with an insert provided, covering a summary of our year as Duke Hospital, will be used for the Sunday services. This insert will serve as an up-date for our church history books which will be distributed about May 1st. It is hoped that an update can be put out each year to be added to keep our church history current.

Children's Activities -- A nursery will be provided for smaller children and a "Bible Story Time" for younger elementary children for the night services. Margaret Anne Biddle will coordinate the nursery and Laura leaves the bible story activities.

Ushertan, Collections and Creators -- Ushertan and collections will be coordinated through Ushertan Boyhoods with the residents and/or other volunteers from sponsor groups. Mrs. Arthur Kato will coordinate creators selected from the sponsor groups.

Schedule of Sponsoring Groups --

WVY, WEM, Anchor Class	Sunday evening, May 1
Little Duke and Nannie R. Gates Classes	Monday evening, May 2
WVU, Katie Johnson and Mrs. R. M. Wilson Classes	Tuesday evening, May 3
Administrative Board, Spence, Open Door and Boardholder's Classes	Wednesday evening, May 4

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Mr. Chairman, for the information of the Board, this committee was appointed by Mary Sawyer, Chairman of the Council on Ministries. Those serving on the committee are: Jack Giff, Laura Cleeves, David McConnell, John Farlow, Carol Lawrence, Louise Reed, Bob Leonard, Bill Conner, Margaret Anne Biddle, Ed Smith, Bob Wallace and myself. We respectfully submit these our recommendations to the Board for consideration and approval. Any suggested changes will be welcome.

Tom Coble,  
Chairman, Task Force  
A Purposeful Ministry Services