

DUKE MEMORIAL UNITED METHODIST CHURCH
ADMINISTRATIVE BOARD MEETING MINUTES

December 6, 1988

Present: 34

Presiding: Edith Toms, Chairman

Meditation: Edith Toms

Minutes: Approved November 13, 1988, minutes after correcting Budget Revisions to read "other commitments" rather than "Ministerial Education and Lake Junaluska" in Dr. Hobbs' report.

Finance Committee - Dr. Hobbs:

- reported for Bill Martin that projected budget is short \$19,600 to date
- reported that follow up letters have been sent
- reported that conference and ministerial salary commitments have been made and must be met
- advised waiting until the end of the year to see status of budget before determining how to meet these commitments. The Board concurred with this recommendation.

Treasurer - Jim Long reported:

- Year to date income: \$368,447.91
- Year to date expenses: \$338,183.56
- Income over expenses: \$30,254.35 (best shape in four to five years)
- \$51,000 cost of air conditioning work will be reflected in next report
- that we are under or at budget for utilities for the first time in a number of years

PROGRAM REPORTS

Council on Ministries - Omar Fink reported:

- that the Halloween Festival was well attended, reflecting a \$400.00 profit. It will be continued next year
- that there will be a New Year's Day Pot Luck Party from 1:30 p.m. - 7:00 p.m. at Colony Hills Clubhouse
- that the Durham district Training Program will be held at Duke Memorial on January 11th
- that the 1990 Council on Ministries Planning Retreat will be held April 8, 1988, at Avila Center

Resolution honoring Lottie Lawrence

This committee was chaired by Pat Coman and the resolution was written by Helen Upchurch with research done by Kitty Copelan. Mrs. Toms read the resolution commemorating the 100th birthday of Lottie Lawrence. It was passed by acclamation and will be presented to Mrs. Lawrence at the Worship Service on Decemberr 13th.

Nominating Committee - recommended that Alberta Lane be named Librarian Emeritus and that brass plaques be put in the library to honor her. Bill Coman moved, it was seconded and passed that this be done.

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Policies and Procedures

Dr. Hobbs moved, it was seconded and passed that the Policies and Procedures as presented by Polly Mixon (see attached) be accepted.

Church Roll Update - Oliver Upchurch reported: (see attached)

- that 265 names have been presented a third time and will be removed from the rolls after December 19, 1988
- that 82 names will be presented and removed at a later date
- that the membership as of December 5, 1988 is 1519
- that the membership as of December 19, 1988 will be 1254

STAFF REPORTS

Coordinator of Membership Care - Ann Stallings reviewed the various steps she has taken to establish a well organized Homebound and Nursing Home Ministry, what we are doing with prospective members and her role as Children's Coordinator. (see attached report for full details)

Program Director - Marge Clark reported:

- that the Festival of St. Nicholas was well attended with 68 children 12 years and under and many families present
- appreciation for the Carol and Junior Choirs and Jane Lynch, the Joy Class and other participants of the above Festival

Pastor - Eric Carson:

- stated that the children's work as demonstrated by the St. Nicholas Festival was a sign of more and better things to come
- commented on the visitation work and new members forthcoming
- thanked the congregation for helping to make the trip to Ireland possible for him and Melissa
- reported that the Christmas Open House at the Parsonage will be Sunday, December 11th, from 4:00 to 7:00 p.m.
- spoke on four facets of the church
 - * institutional
 - * inspirational
 - * incarnational
 - * invitational

MISCELLANEOUS

Ed Hammond offered a vote of thanks to Dr. Hobbs for his leadership as Chairman of the Finance Committee for the past two years.

Sadie Taylor, Chairman of Missions, reported on the plans for Commemoration of the 40th year of Advance Specials.

There being no further business, the meeting was adjourned.

Pat Coman

Pat Coman for Shirley D. Few, Secretary

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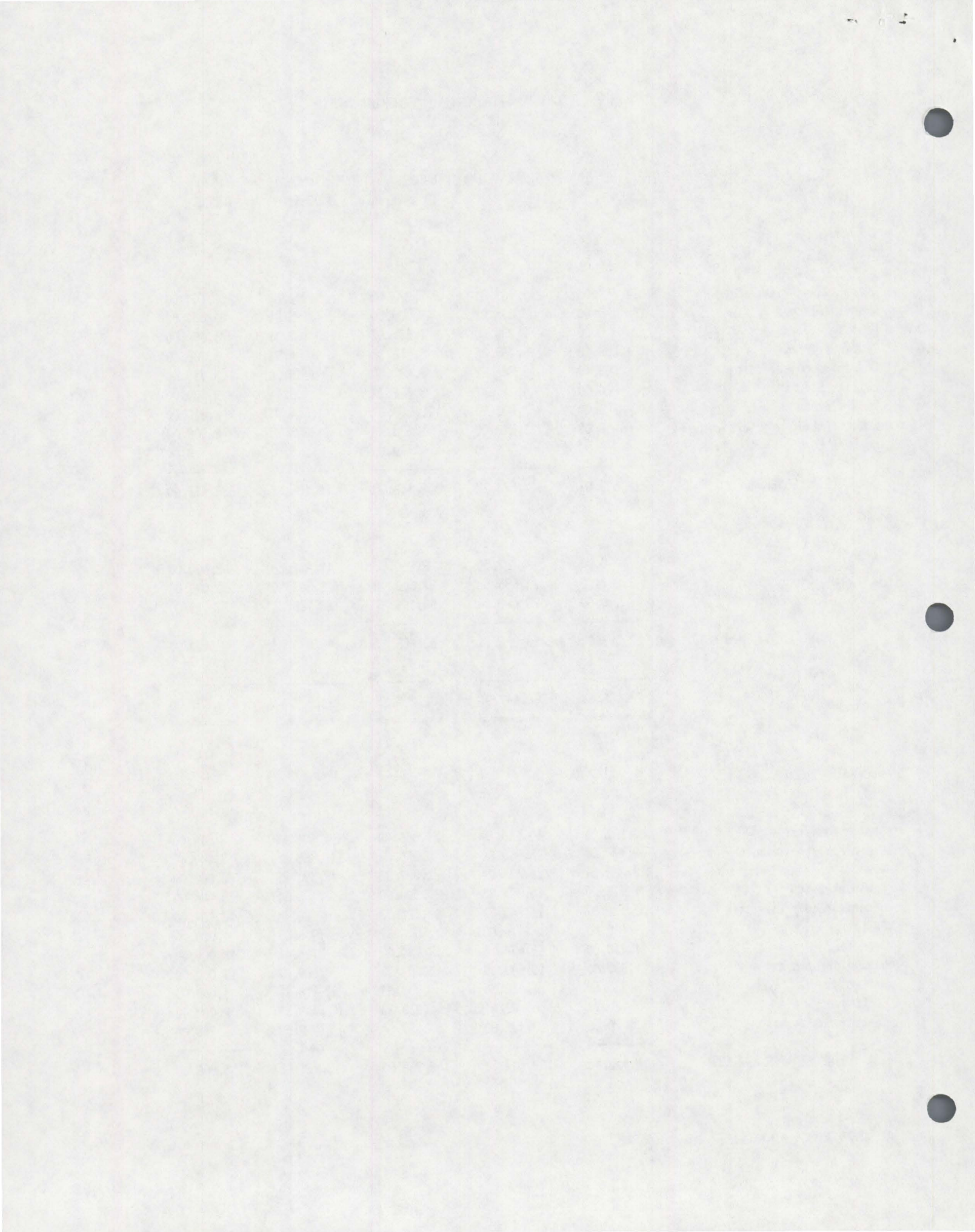
DUKE MEMORIAL UNITED METHODIST CHURCH
NOVEMBER 1988

	CURRENT MONTH NOV	MONTHS ENDED 11/30/88	BUDGET TO DATE	OVER/(UNDER) BUDGET	1988 BUDGET
INCOME					
GENERAL FUND					
Current Year Pledges	17,862.05	241,131.91	235,223.08	5,908.83	256,607.00
Prepaid Pledges	0.00	53,695.21	49,500.00	4,195.21	54,000.00
Past Year Pledges	0.00	1,299.00	1,191.67	107.33	1,300.00
Plate Offering	1,508.18	6,763.26	5,958.33	804.93	6,500.00
Church School Offering	309.40	3,325.22	3,437.50	(112.28)	3,750.00
Utility Refund	220.00	8,717.47	8,708.33	9.14	9,500.00
Other Income	0.00	1,001.70	2,566.67	(1,564.97)	2,800.00
Undesignated Memorials	0.00	1,590.00	1,833.33	(243.33)	2,000.00
Hostess Fund	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL FUND	19,899.63	317,523.77	308,418.92	9,104.85	336,457.00
ENDOWMENTS					
Youth	0.00	787.50	2,200.00	(1,412.50)	2,400.00
Operating	2,569.00	14,696.50	27,500.00	(12,803.50)	30,000.00
Memorial Fund-Restricted	0.00	35,440.14	64,166.67	(28,726.53)	70,000.00
TOTAL ENDOWMENTS	2,569.00	50,924.14	93,866.67	(42,942.53)	102,400.00
TOTAL INCOME	22,468.63	368,447.91	402,285.58	(33,837.67)	438,857.00

EXPENSES

STAFF SALARIES					
Senior Minister	3,536.56	40,580.19	39,886.00	694.19	43,512.00
Coord-Membership Care	2,430.84	6,680.84	8,250.00	(1,569.16)	9,000.00
Dir of Programs/Education	2,388.54	18,486.04	21,083.33	(2,597.29)	23,000.00
Administration	1,713.00	15,305.05	27,500.00	(12,194.95)	30,000.00
Organist/Choir Director	1,138.87	12,645.77	12,525.33	120.44	13,664.00
Bells	0.00	0.00	916.67	(916.67)	1,000.00
Secretary	1,250.00	14,474.18	13,750.00	724.18	15,000.00
Custodian/Lawn Maint	1,300.00	19,643.40	15,583.33	4,060.07	17,000.00
Sitters	235.50	1,163.50	953.33	210.17	1,040.00
Contingency	20.11	83.81	1,833.33	(1,749.52)	2,000.00
Continuing Education	0.00	125.00	687.50	(562.50)	750.00
TOTAL STAFF SALARIES	14,013.42	129,187.78	142,968.83	(13,781.05)	155,966.00

COUNCIL ON MINISTRIES



DUKE MEMORIAL UNITED METHODIST CHURCH
NOVEMBER 1988

	CURRENT MONTH NOV	MONTHS ENDED 11/30/88	BUDGET TO DATE	OVER/(UNDER) BUDGET	1988 BUDGET
EDUCATION					
Curriculum	235.72	4,623.85	4,678.67	(54.82)	5,104.00
Supplies	443.51	850.22	577.50	272.72	630.00
A-V Aids	35.70	629.28	346.50	282.78	378.00
Leadership Development	0.00	529.37	206.25	323.12	225.00
Youth Ministries	0.00	787.12	742.50	44.62	810.00
Summer Activities	0.00	43.00	330.00	(287.00)	360.00
Vacation Bible School	0.00	0.00	247.50	(247.50)	270.00
Summer Camp/Youth Events	0.00	0.00	247.50	(247.50)	270.00
Promotions/Mailings	26.50	230.10	330.00	(99.90)	360.00
Library	0.00	54.94	123.75	(68.81)	135.00
Stipends/Short Courses	19.00	601.64	577.50	24.14	630.00
Family Ministries	0.00	60.25	371.25	(311.00)	405.00
Third Grade Bibles	0.00	151.20	140.25	10.95	153.00
Contingency	0.00	92.40	82.50	9.90	90.00
Office Supplies	117.62	117.62	165.00	(47.38)	180.00
TOTAL EDUCATION	878.05	8,770.99	9,166.67	(395.68)	10,000.00
COM WORK AREAS					
Evangelism	0.00	487.15	2,520.83	(2,033.68)	2,750.00
Missions	250.00	3,708.93	5,958.33	(2,249.40)	6,500.00
Social Concerns	831.95	3,677.80	3,758.33	(80.53)	4,100.00
Worship	104.01	690.04	1,017.50	(327.46)	1,110.00
Ecumenical Affairs	0.00	0.00	412.50	(412.50)	450.00
Faith and the Arts	0.00	0.00	297.92	(297.92)	325.00
Older Adult Council	520.25	545.25	229.17	316.08	250.00
Stewardship	0.00	0.00	366.67	(366.67)	400.00
Council on Ministries	181.61	502.64	687.50	(184.86)	750.00
Higher Education	0.00	0.00	229.17	(229.17)	250.00
Communications	78.30	1,295.61	1,741.67	(446.06)	1,900.00
Recreation	0.00	0.00	210.83	(210.83)	230.00
TOTAL COM WORK AREAS	1,966.12	10,907.42	17,430.42	(6,523.00)	19,015.00
TOTAL COUNCIL ON MIN	2,844.17	19,678.41	26,597.08	(6,918.67)	29,015.00
MUSIC MINISTRY					
Music Program	33.10	1,549.53	2,750.00	(1,200.47)	3,000.00
TOTAL MUSIC MINISTRY	33.10	1,549.53	2,750.00	(1,200.47)	3,000.00
CONFERENCE MISSIONS					
Outreach Ministry	7,085.33	77,938.63	77,938.67	(0.04)	85,024.00
Ministerial Education	359.50	3,954.50	3,954.50	0.00	4,314.00
Lake Junaluska	65.08	715.88	715.92	(0.04)	781.00
District Work & Special	0.00	995.00	912.08	82.92	995.00
TOTAL CONFERENCE MISSIONS	7,509.91	83,604.01	83,521.17	82.84	91,114.00

DUKE MEMORIAL UNITED METHODIST CHURCH
NOVEMBER 1988

	CURRENT MONTH NOV	MONTHS ENDED 11/30/88	BUDGET TO DATE	OVER/(UNDER) BUDGET	1988 BUDGET
ADMINISTRATION					
Financial Campaign	125.00	456.25	916.67	(460.42)	1,000.00
Office Supplies	55.25	1,785.07	1,604.17	180.90	1,750.00
Postage	95.00	3,724.73	3,666.67	58.06	4,000.00
Printing	373.00	7,709.61	7,562.50	147.11	8,250.00
Office Equipment	1,088.50	2,190.45	1,833.33	357.12	2,000.00
Payroll Taxes	612.44	4,452.26	5,500.00	(1,047.74)	6,000.00
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TOTAL ADMINISTRATION	2,349.19	20,318.37	21,083.33	(764.96)	23,000.00
PLANT & PROPERTIES					
Utilities	2,854.91	41,607.26	41,250.00	357.26	45,000.00
Telephone	306.03	2,570.32	3,070.83	(500.51)	3,350.00
Supplies	192.07	4,847.11	4,583.33	263.78	5,000.00
Insurance	566.00	3,112.00	3,208.33	(96.33)	3,500.00
Repairs	114.00	1,962.81	1,833.33	129.48	2,000.00
Van Operation	0.00	260.62	320.83	(60.21)	350.00
Van Insurance	888.37	888.37	870.83	17.54	950.00
Special Projects	1,688.96	28,039.07	59,583.33	(31,544.26)	65,000.00
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TOTAL PLANT & PROPERTIES	6,610.34	83,287.56	114,720.83	(31,433.27)	125,150.00
OTHER					
Contingency & Unbudgeted	0.00	557.90	2,394.33	(1,836.43)	2,612.00
Prior Deficit Recovery	0.00	0.00	4,583.33	(4,583.33)	5,000.00
Interest	0.00	0.00	3,208.33	(3,208.33)	3,500.00
Repay Cliff Fund	0.00	0.00	458.33	(458.33)	500.00
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TOTAL OTHER	0.00	557.90	10,644.33	(10,086.43)	11,612.00
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TOTAL EXPENSES	33,360.13	338,183.56	402,285.58	(64,102.02)	438,857.00
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NET TOTALS	(10,891.50)	30,264.35	0.00	30,264.35	0.00

VISITATION COMMITTEE

Ralph Bedient Mr. Barnhill, Allyn Norton, Buster Poythress, Randy Smith
Also drives people to doctor's appointments.

Doris Blalock Gladys Lindsay, Julia White, Edna Ludwigsen - takes worship
tapes

Elizabeth Bookhout Louise Jones, Fannie Mitchell, Catherine Barnhill

Doris Bridges Mae Gholson, Minnie Speight, Mabel Shears

George Bright Will visit later when his wife is better

Martha Brown Mrs. Laws, Ruth Long, Gladys Lindsay, Woody Russell

Al Buehler Gen. Holsinger

Reid Burton Will visit after Christmas
489-9789

Laura Brock Beatrice Suggs, Julia White, Virgie Lynn Cole, Neta Mae Brock

Tom Coble Gen. Holsinger, L.V. Smith

Wilson Coffin Joseph Cole, Joseph Kennedy, Astor and Margaret Fowler

Bill Coman Donnie Sorrell, Tom White

Betty Craig Minnie Speight, Byrd Brinkley, Barnhills

Lucille Cranford Ruth Long, Ludwigsens, Woody Russell
Tom Cranford

Mabel Craig Lina Williamson

Ellen Dozier Gladys Lindsay, Maude Reade, Louise Erwin, Judelle Northcutt

Julie Ellis Lillian Bright

Minnie Mae Franklin M.B. Price, Mae Gholson, Minnie Speight, Annie Swain

Ruby Haywood Julia White

Vea Hoyle Byrd Brinkley, Alice Allen
J.V. Hoyle

Edith Johnson Frances Harvey, Vara Mallison, Venie Weaver

Ann Marie Langford Lina Williamson, Louise Erwin, Ruth Jones, Annie and Nellie
Garrard, the Kales

Beulah Latta Margaret and Astor Fowler, Judelle Northcutt, Lucille and
Sophie Cole

Ken Howard Tom Rogers, Alfred Williams

Sarah McCracken Catherine Barnhill, Ruth Holsinger, Lillian Bright - takes
tape ministry

Isabel Robertson, born Grunshild, Marjorie Koff
Last volunteered today - not returned yet

Coordinator of Membership Care

Homebound and Nursing Home Ministry

Personally visited 34 shut-ins and called many others
Lined up 31 people for a Visitation Committee to visit shut-ins
Visited Spence Class and lined up 8 men to visit other men.
Encouraged UMW to visit and let me know if already visiting.
Had coffee for Visitation Committee on November 21st to thank them
and give some "How - to's" on visits, give out information
such as postcards. (See below.)
With Edith Toms' good suggestions, set up Visitation Notebook to
be kept in office on desk with shut-in list; city map; postcards;
a page in the notebook for each person to record who visited,
when, what they took (e.g., large-print Upper Room, Bible verse
card, children's picture, rose from church garden, etc.), and
comment on how the people are. Thanks to Office Guild for
helping with writing names.
Designed and had Donna print visitation postcards that visitors use
to let us know who they visited, when, what they took, and comment.
Visitors can bring to office, put in collection plate, or mail to
office. Office Guild may help keep Visitation Notebook up to date
from these cards. Also help from Edith Toms here.

Met and counselled with some of the visitors separately and took one
on visit with me so she could learn.
Saturday, November 5th, got Elizabeth Bookhout, Minnie Mae Franklin,
and Sarah McCracken to go with me to workshop in Raleigh on the
Stephen Ministries, a procedure for ministering to those in your
congregation who are hurting for various reasons.
Twice got Junior Church children to do pictures and notes for shut-ins.
One little girl, Georgia Bianchi, is writing to two shut-ins on
her own now because she wants them to know she cares.
Did hospital visits to Bailey Reade and Nellie Garrard while Rev. Carson
was in Ireland.
Encouraged Mary Bailey to make 50 Bible verse cards for shut-ins.
Worked with Polly Mixon and Joy Class to go over shut-in list with them
for delivery of fruit baskets and visits. Thanks to everyone for
such a wonderful project.

Prospective Members

Supervised Messengers each Sunday.
Visited and/or called 38-50 prospective members. Motel
Organized lunch on Sunday, November 20th, at the Heart of Durham/buffet,
for prospective members. (I chose that Motel because it is close,
relatively inexpensive, and we have two prospective members, the Lengels,
and the wife is the manager of the Motel.) We had a separate room.
We had 33 people there including the Carsons, Rev. McQuade, and me.
Planning another lunch along the same lines on December 18th.
Sent newsletters or other information to visitors when they requested it.
Wrote notes, cards, etc., to prospective members' children inviting them to
Carol Choir party, Hanging of the Greens, Visit to St. Nicholas,
Halloween Carnival (in October), etc.

Every Sunday as part of my job as Children's Coordinator, I watch out for new
folks and their children.

REPORT TO ADMINISTRATIVE BOARD

6 December 88

To Charge Conference Nov. 15, 1988
 as of Sep 30, 1988

1523

as of Oct 31 Net -1

Additions:

11-20-88 Winfred Hawley +1

Herbert Royal Clark -1

11-18-88 CT to Sandpoint UMC

John Harrington -1

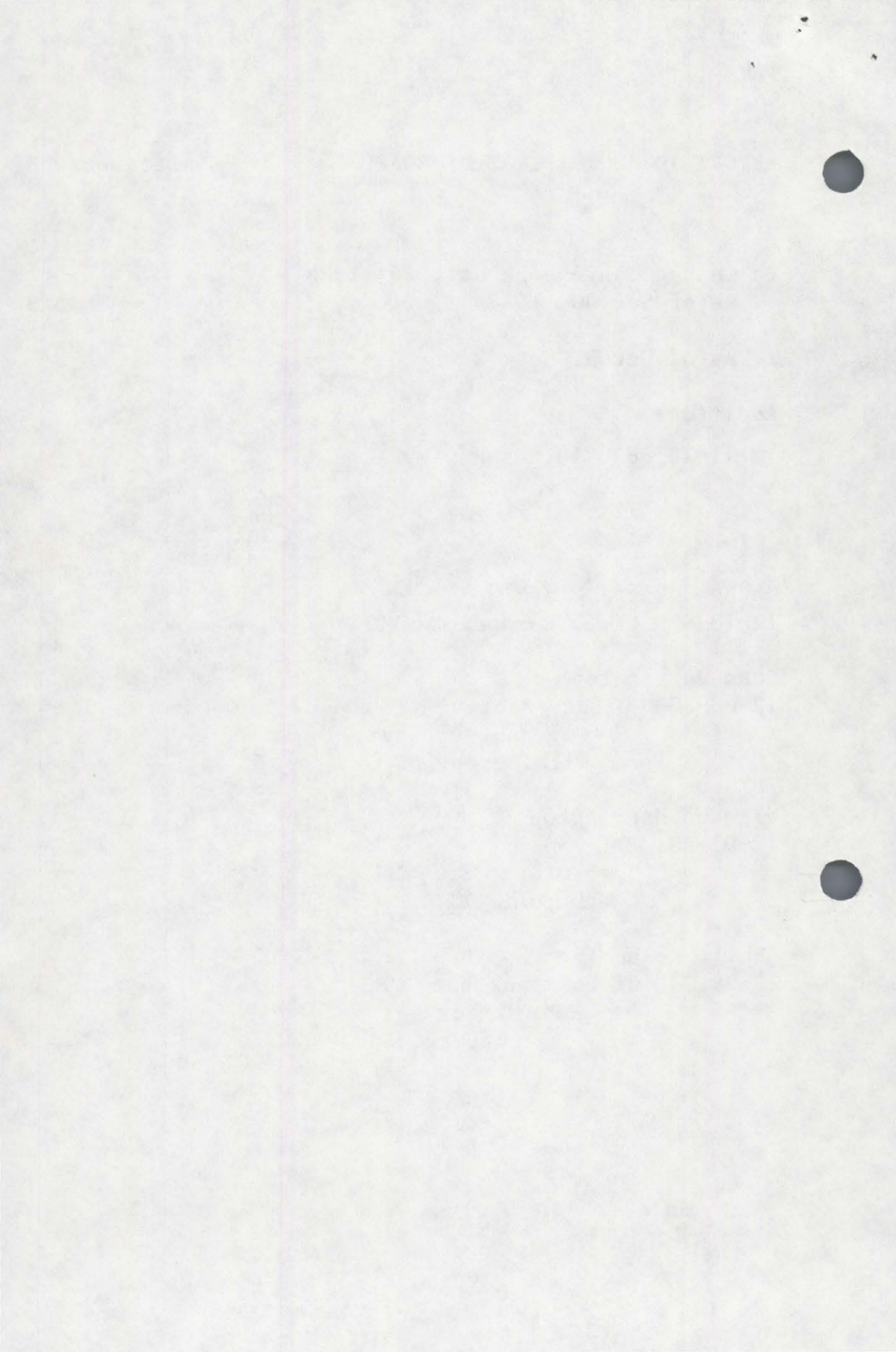
12-03-88 OD, St. Andrews
 Covenant Presbyterian
 Wilmington, NC

Winston Harrington -1

12-03-88 WD
 3775 Oliver St., NW
 Washington, DC

Sheila Rodenhizer Heath -1

12-05-88 CT to Blacksburg UMC
 P. O. Box 931
 Blacksburg, VA 24060



DUKE MEMORIAL UNITED METHODIST CHURCH
504 W. Chapel Hill Street
Durham, NC 27701

6 December 88

TO: Administrative Board

FROM: Oliver Upchurch
for the Committee to Update Church Roll

265 names were presented to Charge Conference of November 15, 1988, for the third time and may be removed from the roll by action of the Charge Conference as soon as they have been read from the pulpit. Three sections were read 11-20, 11-27 and 12-04. Two more sections will be read 12-11 and 12-18 and on 12-19-88 all 265 names may be removed from the roll.

We also presented to Charge Conference of November 15, 1988, a list of 72 names for the second time. These will be read from the pulpit before Charge Conference of 1989 and then presented for the third time to Charge Conference of 1989, which may remove them.

A list of 10 names was presented to Charge Conference of 1988 for the first time and will be read from the pulpit before Charge Conference of 1989. This procedure will be followed at Charge Conference 1990 at which time the names may be removed.

We reported to Charge Conference November 15, 1988, our membership as of September 30, 1988, to be 1523.

As of October 31, 1988, it was 1522.
As of November 30, 1988, it was 1522.
As of December 5, 1988, it was 1519.
As of December 19, 1988, it will be 1354.

