



## NCCUMC On-line Data Collection System

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District: 2      Church: 81 - Duke Memorial  
 Pastor: 251 - Ruth Harper Stevens

### United Methodist Church Church Council and Charge Conference

### Annual Report of Trustees

For the period beginning 01/01/2000 and ending 12/31/2000

The trustees are amenable to the Charge Conference and as such are required to make an annual report (§2549). Additional reports should be made as requested by the Charge Conference or Church Council or equivalent. Numbers in parentheses refer to paragraphs in the 2000 *Book of Discipline*.

1. Organization for the present conference year was effected 11/07/1999 by electing the following officers:

**List Office, Name, Term Expiration**

*Pres. Louis Robinson, 2001*

*VP Laney Funderburk, 2000*

*Tom Carr, 2000*

*Holly Eggleston, 2000*

*Carolyn Browning, 2001*

*Ben Mixon, 2001*

*Anne Clark, 2002*

*Ed Hammond, 2002*

*Tim Langford, 2002*

2. Number of church buildings 1 ;  
 Number of parsonages 1

3. Estimated value of church:

a. Building(s)	\$14,472,00
b. Furnishings and equipment	\$50,00
c. Land	\$474,00



- d. Total \$17,770,00
4. Estimated value of parsonage(s):
- a. Building(s) \$205,00
  - b. Furnishings and equipment \$25,00
  - c. Land \$40,00
  - d. Total \$270,00
5. Do you have a long-term plan in place for the replacement of facilities and equipment as they deteriorate? *No*
6. Estimated value of other assets (cash, investments, other property, etc.):  
*other, 75000*
7. Is the local church incorporated (§2528.1)? *Yes*
8. a. Name or names in which title to each piece of property is recorded, as shown by civil land records (§2535, 2537)  
*List Name, Office, Book and Page for each property*
- b. Who is custodian of Deeds and other legal papers? *trustees*
- c. Where are they kept? *church vault*
9. Does each deed contain trust clause (§2503)? *Yes*
10. Received during year for constructing and improving church buildings and parsonages, and how expended: *List Rece From, Amount, and Disbursement To, Amount*
11. Present Indebtedness: *Separately list amounts for Church, Parsonage, and any other indebtedness.*

12. a. Insurance (§2532.2, 2549.7):

Item Insured	<i>List Replacement Value, Amount of Coverage, Type of Coverage, Company, Restricted by Coinsurance (Y/N), and Expiration as Applicable</i>
Church Buildings	<i>14472000;14000000</i>
Parsonages	<i>240000;240000</i>
Church Furnishings and Equip.	<i>50000</i>
Vehicle(s)	
General Liability	<i>2000000</i>
Worker's Comp.	
Directors and Officers/ Errors and Omissions/Crime	

b. Have the buildings been inspected for fire and other safety hazards within the past year? *Yes*

c. When was the last full appraisal of the church property made? *1998*



- d. By whom? *Insurance People of NC*
- e. Is the amount of insurance adequate? *Yes*
13. a. Has an annual accessibility audit for churches been conducted (§2532.6)? *Yes*  
b. If needed, have you developed an accessibility plan? *No*
14. Detailed list of income producing property and permanent funds: *List Item, Date Received, Amount, Where Invested, Income, and how income is used for ministry*  
*see finance report*
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Report of the Trustees  
Duke Memorial United Methodist Church  
To the Charge Conference  
November 8, 2001

Trustees of Duke Memorial have been very active. Since the last Charge Conference in November, 2000 Trustees have met six times and have been responsible for more than \$204,000 in repairs and capital improvements to the church property. (The attached report lists specific projects and associated costs.) Duke Memorial is extraordinarily blessed to be the beneficiary of a private endowment whose income is dedicated to major repairs and capital needs of Duke Memorial United Methodist Church. This fund provides approximately \$100,000 annually for this purpose.

The two most significant and expensive projects during the year were the repair and restoration of the major stained glass window on the Duke Street (west) side of the property (\$84,000), and building a new columbarium (\$55,000).

Additional projects totaling \$34,900 have been approved and funds allocated, but not yet underway or completed.

Under consideration are additional projects estimated to cost approximately \$45,000. This does not include a recent bid to clean, repair and restore secondary stained glass windows that might cost as much as \$150,000.

With a church property valued at more than \$14,000,000, and buildings that date to the early 20<sup>th</sup> century, there are constant and frequent repairs and maintenance to tend to. Trustees were successful in convincing the Staff Parish and Finance Committees, and the Administrative Board that a full-time property manager was in the best interests of Duke Memorial. Joe Stevens became the full-time property manager in July, 2001.

Trustees have also undertaken implementation of recommendations of an ad hoc committee in 1999 that addressed issues of visibility, access, and parking.

One of the AA groups which meets weekly at Duke Memorial volunteered to paint their meeting room and hallway. One of the adult Sunday School classes also volunteered to paint their room. Earlier this fall a group of ministers and lay people met on Saturday morning to do yard work and cleaning.

We are proud of our buildings and want to maintain them and make them available to our membership and the community to further the mission of both our local church and the church beyond.



Report of the Board of Trustees  
 Duke Memorial United Methodist Church  
 Charge Conference  
 November 8, 2001

The Members: John Allen '01, Carolyn Browning '01 (Secretary), Anne Clark '02, George Davis '03, Laney Funderburk '01 (Chair), Ed Hammond '02, Tim Langford '02, Ben Mixon '01, Carolina Sasser '03, Dillard Teer (Emeritus). Ex-Officio: Ruth Harper Stevens, Senior Minister, Joe Stevens, Operations Manager.

Since the last Charge Conference in November, 2002 Trustees have been responsible for the following capital projects and major repairs and renovations at Duke Memorial:

Extensive landscaping of the church property	\$15,000
New Chandeliers installed in the Narthex	1,800
Completed work on the columbarium ( \$50,000 loan from Memorial Church Fund)	55,000
Completed vinyl "recladding" on Education Bldg.	8,200
Redecoration of "Lullaby Room"	10,000
Restoration of Duke Street stained glass windows	84,000
New telephone/voice mail system installed	7,800
Redecoration of Sanctuary Narthex	6,000
Repainted all exterior doors and windows	13,400
Remolded office for new youth minister	1,500
Installed volley ball court in back parking lot	1,300
Repairs to screens in south tower	_____
Total:	\$204,000

Projects approved, funds allocated, but not completed:

New television monitor in balcony	1,200
Repairs to Gregson Street parking lot	4,000
Signs and granite monument to identify church	17,300
"Deep cleaning" of entire church	6,000
Painting all hallways, stairwells	6,000
New carpet for breezeway	400
Total:	_____
	\$34,900



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November 8, 2001

Projects under review, not approved, estimated costs:

Replace 35 casement windows in middle building for energy and safety reasons	\$30,000
Landscape columbarium	\$15,000
Repair/restore secondary stained glass windows in Sanctuary and Middle Buildings	(?)
Additional refurbishment of narthex	7,000
Total:	<u>\$52,000</u>

Other:

Reviewed *Policies and Procedures* for use of church facilities  
Painting of sanctuary building basement area by AA Group (No cost to church)  
Hired full-time property operations manager

November 8, 2001