

Senior Minister: Dr. Mark W. Wethington
Assoc. Minister: Rev. Lisa Brown Cole



Diaconal Minister: Robert J. Irvine
Assistant in Ministry: Dr. Ann C. Stallings
Program Director: Janet Thornton Irvine

Duke Memorial United Methodist Church

MEMO

TO: Para Drake
FROM: Jan Irvine
SUBJECT: Room Requests
DATE: October 5, 1995

I have tried to catch you several times with no success, and decided to drop you this in the mail instead. We discussed your room requests in Monday's staff meeting and arrived at the following decisions:

October 21 Yard Sale - SHARE had previously booked Whitford Hall for their food distribution this day. The Missions Committee has agreed to allow you to share Whitford Hall with them. They feel both groups and events will work well together in there at the same time. You will probably want to talk with Lisa to check on this, but I believe they also had set up Friday evening as a time to help you with the sale items.

December 10 Altar Guild Quarterly Fellowship Meeting - Staff thought it would be best if you could put this off until after the first of the year - If not, they recommend that it be held immediately after church on December 10 and involve adults only. They were very uncomfortable with the 3:00 p.m. time and thought that it could not be held that late with so many people involved in White Christmas and setting Whitford Hall up for snack supper after it, etc. Please let me know your decision so I can put you on the calendar as soon as possible.

January 28 (February 4 Snow Date) Special Committee Training - We did approve these dates for you. (Remember we changed them because of the District Workshops and confirmation luncheon and meeting already scheduled on January 21.

Thanks for all that you are doing for Duke Memorial!