

DUKE MEMORIAL UNITED METHODIST CHURCH

ADMINISTRATIVE BOARD MEETING

September 12, 1989

Present: 50

Presiding: Edith Toms, Chairman

Invocation: Omar Fink

Minutes: Those of August 1, 1989 were approved as corrected

COMMITTEE REPORTS

Weekday School Report - Caroline Sasser, Director

- Mrs. Sasser reported:
- 143 students
  - 21 staff members
  - 200 parents in attendance at orientation meeting
  - Two staff members are members of Duke Memorial beside herself - Dottie Ritchie, two-year olds; Nancy Stark, music
  - the retirement of Lena Rogers as administrative assistant after 24 years
  - that Sherry Townsend, former secretary to the headmaster of Durham Academy, is replacing Mrs. Rogers
  - that Norwood Thomas, Jr. is replacing Rhodney Reade as Financial Adviser
  - that the following are members of the Board of the Weekday School:
    - Anne Clark, Chairman
    - George Davis
    - Amy Kellum
    - Karen Carr
    - Marge Clark
    - Ann Stallings

Mrs. Sasser expressed her sincere appreciation for outstanding and dedicated service to the Weekday School to Lena Rogers for 24 years of service and to Rhodney Reade for his expert financial advice which "kept us in the black."

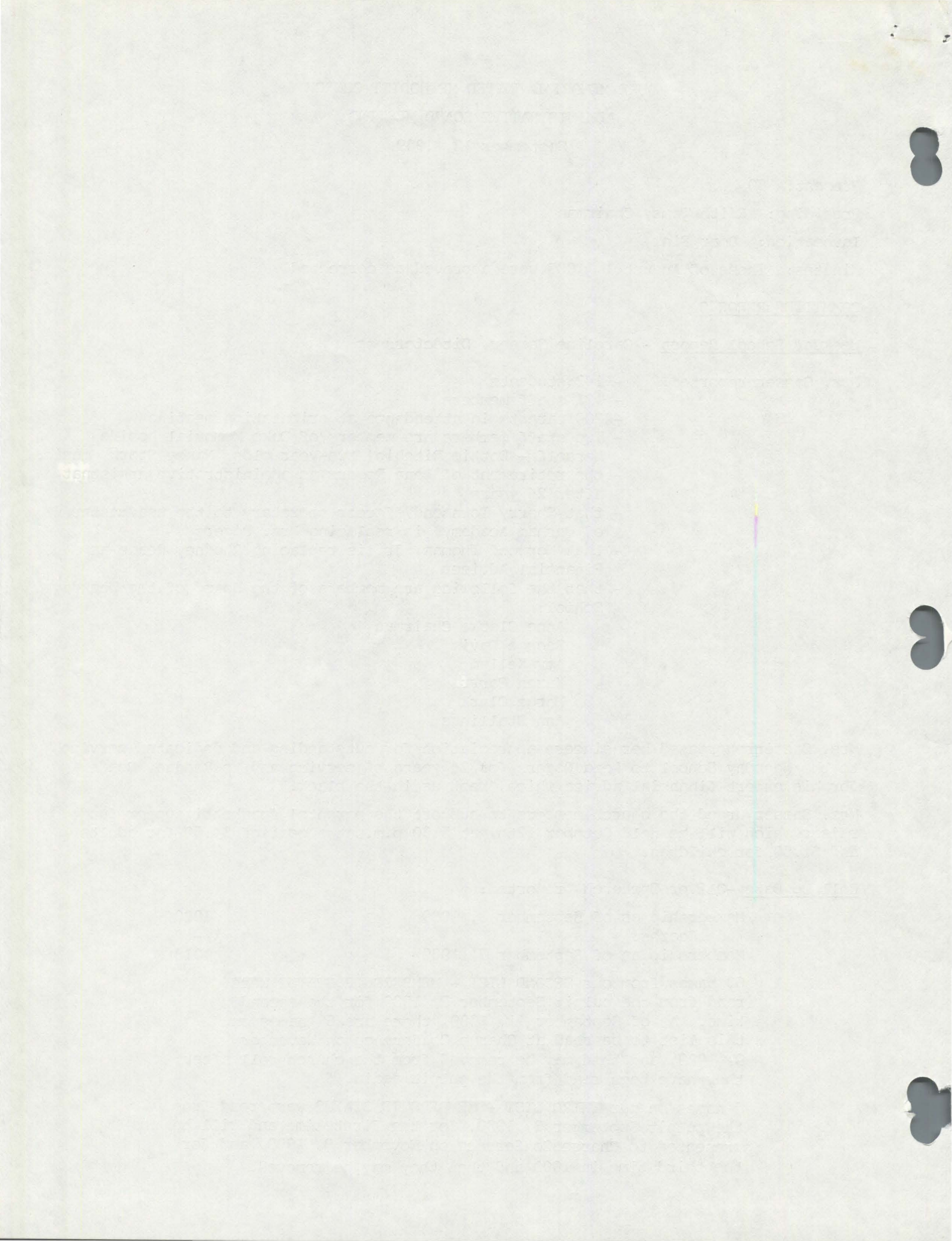
Mrs. Sasser urged the church members to support the parents' spaghetti supper fund raiser which will be held October 12th, at 5:30 p.m. at a cost of \$4.50 for adults and \$1.50 for children.

Roll Up Date - Oliver Upchurch reported:

|                                    |      |
|------------------------------------|------|
| Membership as of September 1, 1989 | 1020 |
| Deaths                             | - 2  |
| Membership as of September 7, 1989 | 1018 |

63 names from our SECOND LIST - MEMBERSHIP STATUS were read from the pulpit September 3, 1989 for the second time. As of September 11, 1989, there are 61 names on this list to be read at Charge Conference on November 9, 1989, and then may be removed from the church roll after they have been read from the pulpit again.

5 names on our THIRD LIST - MEMBERSHIP STATUS were read from the pulpit September 3, 1989, for the first time and will be presented to Charge Conference on November 9, 1989, and for the third time in 1990 and then they may be removed.



Our fourth list, consisting of 15 names at present, will also be presented to Charge Conference on November 9, 1989, for the first time to begin the three-year procedure.

(See attached for complete lists of names)

Lay Leader - Lois Funderburk asked for nominations for Lay Person of the Year for Duke Memorial, to be announced on Laity Sunday, October 15, 1989. The person selected will then compete for District Lay Person of the Year.

Capital Campaign for Renewal Steering Committee - Bill Self

Mr. Self reported the following expenses which have been paid to date:

|                  |           |                    |
|------------------|-----------|--------------------|
| - Campaign Costs | \$22,000  |                    |
| - Energy Program | 162,000   | \$12,150 remaining |
| - Sound System   | 15,000    |                    |
| Total            | \$199,000 |                    |

On behalf of the Committee, Mr. Self MOVED THAT THE ADMINISTRATIVE BOARD APPROVE THE FOLLOWING EXPENSES TO BE PAID DURING THE PERIOD JULY 1, 1989-JUNE 30, 1990:

|  |           |
|--|-----------|
| - First installment of Conference Capital Fund   | \$35,334  |
| - Clean, Caulk etc. Main Building  | 150,000   |
| - Staff Support as follows:  | 42,000    |
| Associate Minister - parttime October 1, 1989-<br>December 31, 1989; fulltime after that |           |
| Receptionist parttime  |           |
| Hostess parttime   |           |
| - Paint/Plaster both Buildings   | 25,000    |
| - Architect/Engineer for Elevator/Breezeway area   | 2,500     |
| Total  | \$254,834 |

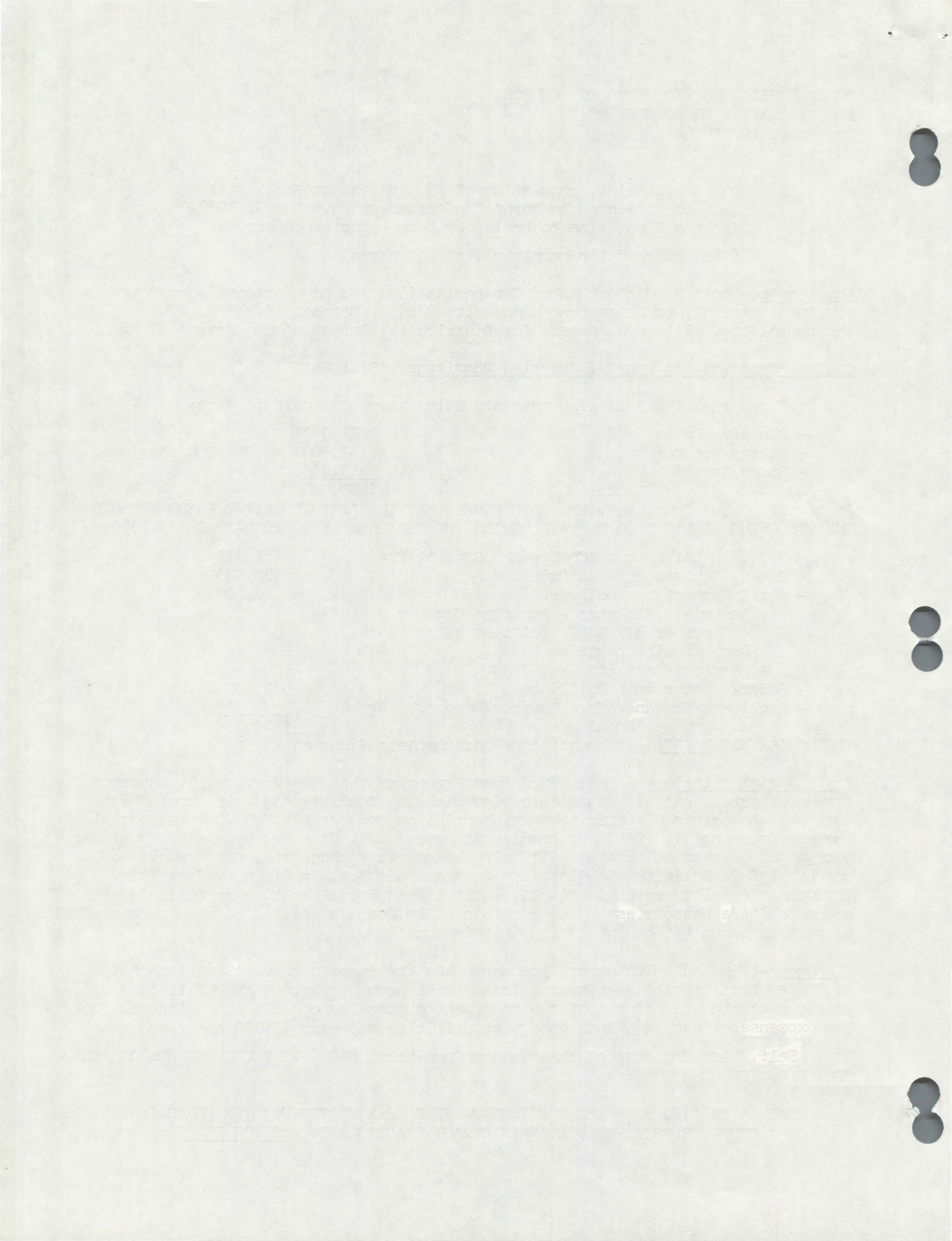
THE MOTION WAS PASSED. (See attached for complete figures)

Staff Parish Relations - Laney Funderburk reported that The Rev. Dr. J. Lawrence Brasher (Larry) had his final interview with the Committee and will begin his duties as Associate Minister at Duke Memorial on October 1, 1989, working parttime through December 31, 1989. No commitment beyond that date has been made by either party, but it is hoped that he will be fulltime after that date. He has his A. B. and his PhD in Religious Studies from Duke and his M.A. in Divinity from Yale. The Committee will begin immediately interviewing for a parttime receptionist and hopes to find a hostess as soon as possible. The Board was asked to make recommendations of persons who might be interested in this position.

Finances - Jim Long, Treasurer, presented the Treasurer's report (see attached). He stated that operating endowment income will probably have a shortfall this year due to the use of some of the endowment monies for capital expenditures. On the expense side things look good with utilities expenses \$3,300 under budget.

Lewis Shipp, Vice Chairman of the Finance Committee, MADE THE FOLLOWING MOTIONS ON BEHALF OF THE COMMITTEE:

THAT UP TO \$125 FROM THE CONTINGENCY FUND BE APPROVED FOR THE PURCHASE OF A COMPUTER DESK FOR THE ADMINISTRATIVE ASSISTANT. MOTION PASSED.



THAT \$150 BE ALLOCATED FROM THE CONTINGENCY FUND FOR TRAVEL REIMBURSEMENT FOR STAFF, PAID AT THE RATE OF \$.24 PER MILE. MOTION PASSED.

THAT \$1,000 BE ALLOCATED FROM THE CONTINGENCY FUND FOR SUPPLEMENTAL HELP FOR THE CUSTODIAN. MOTION PASSED.

Bill Coman MOVED, IT WAS SECONDED AND PASSED THAT WE APPROVE \$98,904 FOR 1990 TOTAL CONFERENCE MISSIONS.

He further MOVED THAT \$40,650 BE APPROVED TO COVER TOTAL COMPENSATION FOR THE SENIOR MINISTER IN 1990. The motion was seconded and PASSED.

Mr. Shipp for the FINANCE COMMITTEE MOVED THE ADOPTION OF THE PRELIMINARY BUDGET FOR 1990 (see attached). The BUDGET WAS ADOPTED.

Every Member Canvas - Jim Mentzer outlined the upcoming campaign as follows:

- October 22 - Commitment Sunday
- Letters will be sent to the congregation
- Messages will be in Insights and the Bulletin
- Major givers will be approached on a one-to-one basis within two weeks
- Tom Stark will be Chairman of the Major Gifts Division
- Because of the Capital Campaign last spring, there will be no door-to-door solicitation
- Those persons not turning in their pledge cards by October 22nd, will be contacted in a Telethon Campaign to be held October 22nd and 23rd.
- No budget will be sent to the congregation. Rather, the message will be one of Christian fellowship coming out of Prayer and Praise and Maurice Boyd's visit in November - talking not in terms of 10% but giving back to the church what it needs.
- No minute speakers in the Sunday worship service. Instead members of the Committee will meet with the Sunday School classes prior to October 22nd.

United Methodist Women - Hilda Coble reported:

- that Jane Johnson, President of the Conference United Methodist Women spoke at the last meeting.
- that UMW has 19 new members from the Wesley group with 5 new prospects.

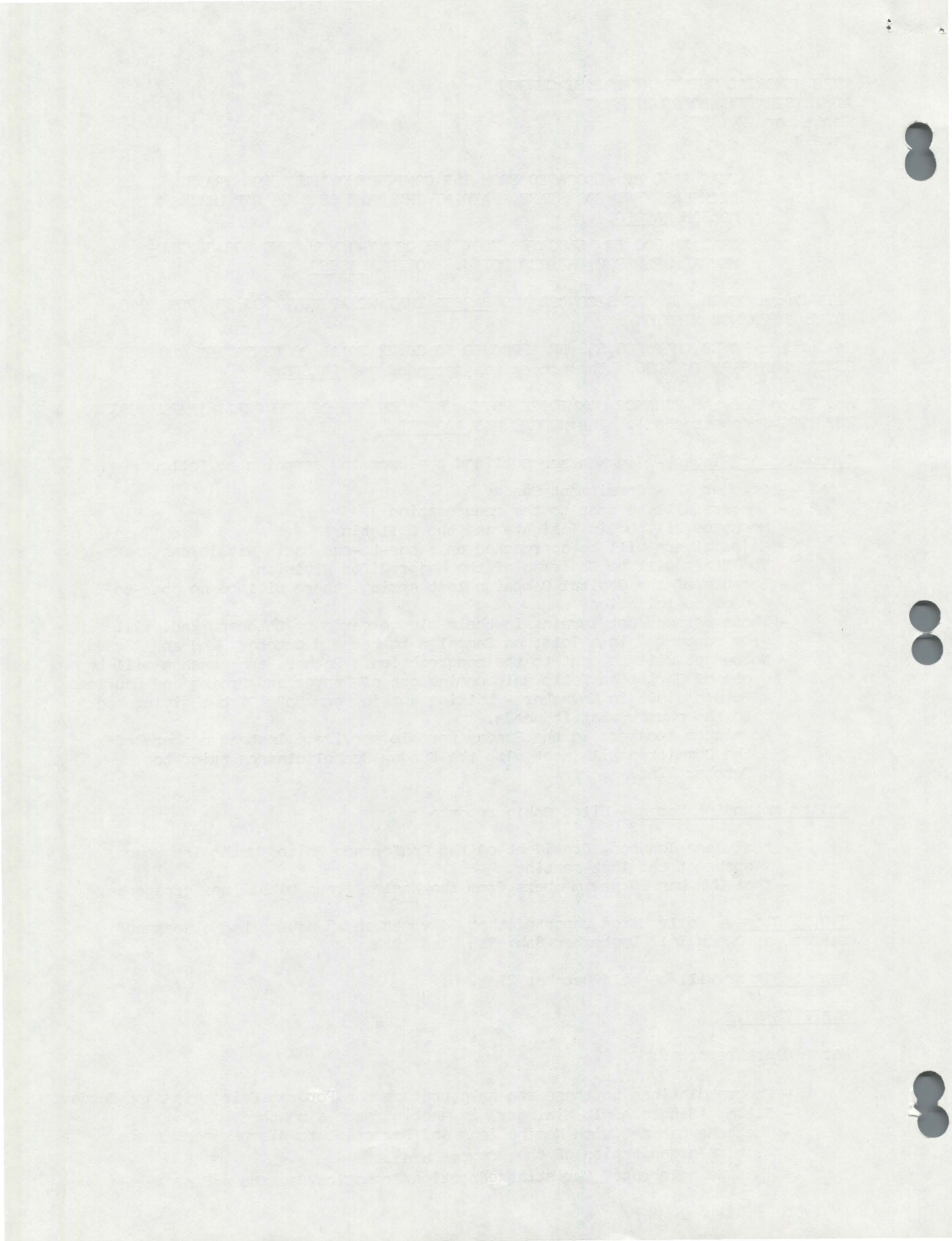
J.O.Y. Class - Polly Mixon reported that 14 youth and 6 adults had a weekend retreat at Ocean Isle September 8th, 9th, and 10th.

Annual Bazaar will be held October 21st.

#### STAFF REPORTS

Marge Clark reported;

- Congratulations to those who help produce the Program Fair this past Sunday
- S.A.M. (Single Adult Ministry) is meeting once a month
- That she has met with Nominations and Personnel to discuss next steps in re-organization of the program area.
- That we celebrated Christian Education/Promotion Day the end of August



- That she is leading a study of ROMANS in three separate settings:
  - ¶ the Serendipity Sunday School Class
  - ¶ the Thursday Afternoon Bible study
  - ¶ M.O.M. (Mornings of Meditation and Study)Child care is provided at all three.
- That Parents' Morning out began its fall session on September 6th.
- That Sunday School attendance, while low during the summer, was still above attendance for the past two years
- That Sunday School is the second most attended program in our church's life and that we are now enjoying an upswing in attendance. (See attached for full report)

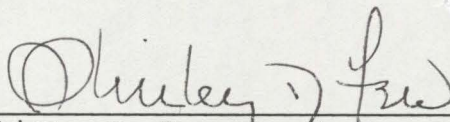
Ann Stallings

- Thanked the members for visiting shut-ins and reminded them to always fill in the cards provided for visitors.
- Asked the members to let her know if they were interested in going as a group to visit shut-ins, then all go out together to lunch after.
- Needs a teacher for the five-year olds in Sunday School so that the four and five-year olds can be put into separate groups.

Eric Carson

- Stated that he has never heard what he considers the death nell of a church: "We haven't done it that way before."
- He is excited about the commitments made this past Sunday regarding praying daily and asking a friend to Maurice Boyd.
- There will be a childrens outreach program running concurrently November 5th-8th, with Maurice Boyd. This will be lead by Curtis and Debbie Campbell, both of whom are gifted in music and drama.
- Mr. Boyd's services will begin at 7:30 p.m. each evening and be over by 8:30. After each service there will be music and refreshments in Whitford Hall.

There being no further business, the meeting was adjourned.

  
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Shirley D. Few, Secretary

Next Administrative Board Meeting: **Sunday, October 29, 1989, 12:15 p.m., Sanctuary**

Charge Conference: Thursday, November 9, 1989 at 7:30 p.m.

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