

March 10, 2009

Draft

Rev. Benjamin Griffin
1224 Hilltop Drive
Annapolis, MD 21403

Dear Rev. Griffin,

Thank you for coming to meet with us regarding coverage for Rev. Cathy's upcoming sabbatical. On the back page is the list of the things you are being asked to cover which was outlined in your last letter. From our conversation on January 29th, the following additional things came to light that have now been added to the list:

- Baptisms when requested. (This is included in the first bulleted item on page 2)
- Lead a Bible study on Wednesday mornings at 10:00 a.m.
- Write an article for the August/September edition of the Endeavor - the church's newsletter.

It was determined at the Pastor-Parish Relations Committee that you will not need to take part in the community Vacation Bible School. Pastor-Parish Relations Committee members Bob Osburne and Carol Rowell will be available to assist you at the 8:00 and 10:30 services respectively. Clarence Rowell will be your liaison to the council. His phone number is 410-866-3522.

Finally, the church council would like to meet with you on an informal basis at the end of the sabbatical time to hear your recommendations/suggestions for church growth based on your observations of church dynamics.

If an emergency arises and you are unable to conduct services on a Sunday morning, it will be your responsibility to find a replacement. Compensation for this replacement will come from the funds designated for sabbatical coverage.

A rough figure of \$9000 was first mentioned for sabbatical coverage, the final figure is \$8400. The discrepancy between these numbers is that the church will not be providing a Social Security offset. You will be issued a 1099 for tax purposes. If you have any questions you can contact me at 410-679-6163.

If you are willing to provide this ministry from June 1 – August 31, 2009 for the compensation of \$8400, please sign where indicated on the back page and return it in the included self-addressed stamped envelope.

Sincerely,

Harvey C. Jacob
Council President

**Ministry duties to be covered at United Evangelical, UCC during 2009 sabbatical of
Rev. Catherine Oatman**

- Weekly preparation of worship material – specifically this means providing the words for a Prayer of Confession, Assurance of Pardon and Sending Forth. In addition, an order for communion is needed for the 1st Sunday of each month, as well as baptismal liturgy when needed. The church follows the lectionary and subscribes to the Seasons of the Spirit curriculum and this will be available for your use. The music director picks the hymns but you are welcome to be involved if you wish.
- Weekly confirmation with the church secretary over the final draft of the bulletin.
- Weekly preaching and worship leading – currently there are lectors who lead the prayer of illumination and read the first two scripture passages. A lay person will do the announcements. Everything else in the service is lead by the pastor. The services are at 8:00 and 10:30 a.m.
- Pastoral care on an as needed basis – this would be any hospitalizations, funerals, and any other requests for consultations.
- 6 day a week availability – The church would like you to be available at the church one other day in addition to Sunday. Please inform Clarence Rowell, 410-866-3522 ASAP as to your day off.
- Lead a Bible study on Wednesday mornings at 10:00 a.m.
- Write an article for the August/September Endeavor - the church's newsletter.
- Provide coverage if unable to conduct worship services.
- End of sabbatical consultation with church council regarding observations of church dynamics.

I agree to provide the ministerial services listed above from June 1 – August 31, 2009 for the compensation of \$8400.

Signature

Date

Print Name Above

Signature Officer of Council

Date

Print Name Above

Ministry duties to be covered at United Evangelical, UCC during 2009 sabbatical of Rev. Catherine Oatman

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I agree to provide the ministerial services listed above from June 1 – August 31, 2009 for the compensation of \$8400.

Benjamin Griffin
Signature

3-18-09
Date

BENJAMIN GRIFFIN
Print Name Above

Harvey C. Jacob
Signature Officer of Council

3/15/2009
Date

Harvey C. Jacob
Print Name Above



United Evangelical Church

3200 Dillon Street
Baltimore, Maryland 21224
www.unitedevangelicalucc.org



Rev. Catherine Oatman
uecucc@verizon.net

Office 410-276-0393
Fax 410-276-0788

January 8, 2009

Rev. Benjamin Griffin
1224 Hilltop Drive
Annapolis, MD 21403

Dear Ben,

I hope this finds you well and that you and your family enjoyed the recent holiday season. I apologize for the tardiness of this letter. In our conversation I indicated that I will be on Sabbatical from June 1 – August 31, 2009. In discussions with my pastor relations committee and church council, it is believed that a pastor will be needed to supply 2/3's of the time for the pastoral ministry of the church.

The particular duties for which coverage is needed are as follows:

- Weekly preparation of worship material – specifically this means providing the words for a Prayer of Confession, Assurance of Pardon and Sending Forth. In addition, an order for communion is needed for the 1st Sunday of each month. The church follows the lectionary and subscribes to the Seasons of the Spirit curriculum and this will be available for your use. I use this curriculum along with other web based resources. The music director picks the hymns but you are welcome to be involved if you wish.
- Weekly confirmation with the church secretary over the final draft of the bulletin.
- Weekly preaching and worship leading – currently there are lectors who lead the prayer of illumination and read the first two scripture passages. A lay person will do the announcements. Everything else in the service is lead by the pastor. The services are at 8:00 and 10:30 a.m.
- Pastoral care on an as needed basis – this would be any hospitalizations, funerals, and any other requests for consultations. I plan to visit the home-bound population before I leave.
- 6 day a week availability – The church would like you to be available at the church one other day in addition to Sunday.

Financially the church will provide 2/3's of my salary, housing allowance, and mileage allowance which is roughly \$9000 for the three months. I hope this letter has provided the information for which you were asking. If you are still interested in providing coverage, please call to set up a time to meet and discuss these details with myself and representatives from the church's council.

Sincerely,

Cathy Oatman

CURRICULUM VITA

BENJAMIN GRIFFIN

PRESIDENT and PROFESSOR OF LITURGICS, EMERITUS

Andover Newton Theological School, founded 1807, (A seminary of the American Baptist Churches and the United Church of Christ).

Newton Centre, MA 02459.

Address

1224 Hilltop Drive

Annapolis, MD 21409

tel: 410-757-8469; mobile: 410-349-6531; e-mail: BenGriffin21@comcast.net

EDUCATION

Doctor of Ministry, Lancaster Theological Seminary, Lancaster, PA, 1975 (Dissertation: **Pastoral Care of Children in Crisis**).

Bachelor of Divinity, Andover Newton Theological School, Newton Centre, MA, 1965.

Bachelor of Arts, Baylor University, Waco, TX, 1961.

Clinical Pastoral Education: Worcester (MA) State Hospital; Advanced CPE: Western Psychiatric Hospital (Pittsburgh); Holy Spirit Hospital (Camp Hill, PA). Member (Certified) American Association of Pastoral Counselors.

ORDINATION and MINISTERIAL STANDING

Ordained, 1964, Westmoreland Association, Penn West Conference, United Church of Christ (UCC).

Current Ministerial Standing, Chesapeake Association, Central Atlantic Conference, UCC.

PROFESSIONAL POSITIONS

Interim Pastor, Quentin United Church of Christ, Quentin, PA, 2006-2007.

Interim Senior Pastor, First Congregational United Church of Christ, Elyria, Ohio, 2005-2006.

President and Professor of Liturgics, Andover Newton Theological School, Newton Centre, MA, 1995-2004.

President and Professor of Liturgics, United Theological Seminary of the Twin Cities, New Brighton, MN,
1987-1995.

Senior Pastor, Trinity United Church of Christ, York, PA, 1975-1987.

Pastor, St. John's United Church of Christ, Orwigsburg, PA 1969-1975.

Pastor, Mount Pleasant Charge of the UCC, Mt. Pleasant, PA, 1964-1969.

DENOMINATIONAL (United Church of Christ)

Member, Commission on Church and Ministry, Chesapeake Association, UCC, 2005-2007.

Chair: Sub-committee on Ministerial Authorization, 2006-2007.

Member, Executive Committee; Council on Higher Education, UCC, 1995-1998.

Chair, Council of Presidents of the Seminaries of the UCC, 1995-1998.

Consultant, UCC Fellowship of Architects, 1990-1994.

Clergy Morale Task Force, 1987-1989.

Consultant, Urban Church, Division of Evangelism and Local Church Development, United Church Board for Homeland Ministries.

UCC urban church planning and renewal, 1985-1988.

Vice Moderator, Penn Central Conference, 1985-1987.

Board of Trustees, Lancaster Theological Seminary, 1976-1987; Chair, 1985-1987.

Board of Trustees, Hoffman Homes for Youth, 1984-1987.

Board of Directors, Penn Central Conference, 1976-1980.

National Steering Committee, 17/76 Campaign for AMA Colleges, 1974-1976.

Delegate to General Synod, 1973-1976.

Chair, Division of Church and Ministry, Penn Southeast Conference, 1972-1975.

Secretary, Penn Southeast Conference, 1970-1973.

United Church Board for Homeland Ministries, 1970-1976.

DENOMINATIONAL (American Baptist Churches, USA)

Member, General Board, 2000-2002.

Member, Board of Educational Ministries, 2000-2002.

Chair, American Baptist Association of Seminary Administrators, 2000-2002.

SPECIAL ASSIGNMENTS

Chair, Hoffman Home for Youth Capital Campaign, 1985.

Chair, Lancaster Seminary Capital Campaign, 1977-1979.

Writer, The Leader's Box and other UCC publications.

COMMUNITY AND ECUMENICAL

Chair, Board of Trustees, Boston Theological Institute (consortium of nine Boston area theological schools), 2003-2004.

Co-Founder, Interreligious Center on Public Life, Newton, MA, 1999.

Member, Advisory Committee for Theological Education Leadership, Association of Theological Schools, 1997-2001.

Director, Center for Career Development and Ministry, Dedham, MA, 1996-2004.

Regional Director, BankBoston, 1995-1998.

Director, The Menninger Fund, Topeka, KS, 1995-2003.

Trustee, The Menninger Foundation, Topeka, KS, 1993-2004.

President, Minnesota Consortium of Theological Schools, 1993-1995.

Board of Directors, Midwest Institute for Rural Ministry, 1993-1995.

Board of Directors, North Central Career Development Center, New Brighton, MN, 1987-1995.

Advisory Board, Atkins House (female offenders), York, PA, 1985-1987.

Board of Directors, Strand-Capitol Performing Arts Center, York, PA 1984-1987.

Board of Directors, YMCA of York County, York, PA, 1984-1987.
Director, Small Business Development Corp. (minority employment),
York, PA, 1984-1987.
Board of Directors, York Area Chamber of Commerce, 1984-1987;
Vice Chair, 1985-1987.
President, York County Council of Churches, York, PA, 1981-1982.
Member, Pennsylvania Human Relations Commission, 1977-1981.
Member, Town Council, Orwigsburg, PA, 1973-1975.
President, Mt. Pleasant Area Board of School Directors, Mt. Pleasant, PA, 1966-1969.

SPECIAL ASSIGNMENTS

Chair, York 2000 (future planning for the County of York), 1985-1987.
Chair, York County Minority Employment Project, 1982-1985.
Mayor's Committee on Cable-TV, York, PA, 1984.

PROFESSIONAL MEMBERSHIPS

Association of Practical Theology
Academy of Homiletics
American Academy of Religion
American Association of Pastoral Counselors (Member, Certified)
The Liturgical Conference
The Mercersburg Society (President, 1998-2002)

PUBLICATIONS

"Forgiven, Go In Peace," Worship Ways, March-June, 2006.
"Ten Things They Never Told Me" (an essay on being a new seminary president), In Trust,
Summer 2005.
"Douglas Horton: UCC Architect," review article of Douglas Horton and the Ecumenical
Impulse in American Religion, by Theodore Louis Trost, in The New Mercersburg Review,
Autumn, 2003 and Prism, Spring 2004.
"Why Bother with Mercersburg When Praise Songs Bring Them In?" in The New Mercersburg
Review, Spring 2002.
"The Choreography of Worship" in Today's Ministry, Summer, 1998.
"Holy Week and Easter Season, 1998" Commentary in Liturgical Homiletics.
"Mercersburg and Church Order: Missed Opportunities in the Formation of the United Church of
Christ" in Prism, Fall, 1997.
"Theology and Architecture" in The Clergy Journal, September, 1997.
"Hearing and Educating Different Institutional Voices," review article of The President as
Educator: A Study of the Seminary Presidency, by Neely Dixon McCarter, In Trust, January
1996.
Review article on Reformed Confessionalism in Nineteenth-Century America: Essays on the
Thought of John William Nevin in The New Mercersburg Review, Autumn, 1996.
"Centers and Boundaries: Some Theological Issues" in Prism, Spring, 1995.
"The Seminary as an Evangelical Center for the Church" in Affirming Evangelism, United
Church Board for Homeland Ministries, 1993.

“ A Movement in Search of Church: Some Unfinished Business for the United Church of Christ” in Prism, Fall 1992.

“Whither Lutheranism?... A United Church of Christ Perspective” in Word & World, Spring, 1991.

Renewal in Central City Churches, United Church Board for Homeland Ministries, 1988.

The New Mercersburg Review, editor, 1985-1987.

“Children of Divorcing Parents” in Ministry with Children in Crisis: A Sourcebook, Westminster Press, 1987.

Theological Reflections on Church Architecture and Mission, United Church Board for Homeland Ministries, 1987.

“The Loving God Who Reveals Himself in History,” in In Search of the Sacred, Paragon Press, 1987.

The Americanization of a Congregation, Anstandt Press, 1984.

“God and Medicine” in Bulletin of the York County Medical Society, 1982.

EDITOR

Founding Editor, The New Mercersburg Review.

Editor, Theological Markings, 1992-1995.

AWARDS

Allan S. Meck Award for Excellence in Parish Ministry, (Lancaster Seminary), 1980.

First Place Award, Local Columns, Pennsylvania Press Association, 1969.

NAACP Citizenship Award, Westmoreland County (PA) Chapter, 1969.

Grover Shaw Award for Preaching, Andover Newton Theological School, 1964.

Frost Scholar, Andover Newton Theological School, 1961-1962.

ENDOWED SCHOLARSHIPS

Dr. Benjamin Griffin Scholarship, United Theological Seminary of the Twin Cities.

Benjamin Griffin Scholarship (for students outside of New England), Andover Newton Theological School.

PERSONAL

Born September 27, 1940

Married Gail VanOrmer Griffin

Children Lynne, Michael, Geoffrey, Jeremy, Brian, Jennifer.

Grandchildren David, Jillian, William, Joshua, Meredith, Sara, Kayla, Mark, Michael

BENJAMIN GRIFFIN & ASSOCIATES

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Annapolis, MD 21409

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