

UNITED EVANGELICAL CHURCH
3200 DILLON STREET,
BALTIMORE, MD 21224
(301) 276-0393

ACTIVITY REPORT TO THE CHURCH COUNCIL
ROBERT M. ARMSTRONG, PASTOR
APRIL 1, 1994 - APRIL 30, 1994

SUMMARY AND HIGHLIGHTS

In contrast to March, in APRIL 1994, the Church showed a slight decrease in attendance at regular Sunday services. Attendance for these services in APRIL was 4% below that during the month of APRIL 1993 whereas attendance for the Tableau, Easter Services, and Tenebrae for 1994 exceeded that in 1993. The addition of 94 persons who attended the tradition of the Living Cross accounted for the major increase in Easter Day attendance.

Council, in November 1992, looked into the development of an insurance approach to raising capital funds for repair of the building and replacement of capital equipment approved a basic proposal presented by Jon Grief providing the proposal was based on a less expensive proposal developed by Jon. This was to be reviewed in our meeting in May 1993 Jon did not appear for that meeting. Council approved an invitation to Jon to make a presentation at our April 5, 1994 meeting at 7:30PM. Due to our heavy Council schedule, a call was made to Jon to change this date and time to May 1, 1994.

Because of the seriousness of Sexual Abuse for our Church and all UCC Churches and the fact that the correspondence shows our Church has no approved policy and questionable coverage, I have sent the material to Bill Single and asked for a legal opinion regarding the matters I raised in the correspondence which you have received.

The draft of a proposed Policy governing relationships in our church and including sexual relationships was forwarded to you for your review and action. Council decided to defer this action until the writing of our new Constitution for the United ministry with Bethel Church.

The proposal containing principles in negotiation with the Bethel Church was reviewed by the Bethel Committee and was approved for presentation to their congregation following the service at their church on May 1, 1994.

While Bruce and Andrea Waters have indicated an interest in helping to develop a Young Adult Group for our church I have not gotten a positive commitment from them re the follow up. I am still working on this.

The Baby Boost Program on April 21, 1994 went well.

PROGRESS NOTES (These notes summarize progress in following a program recommended by the Pastor and presented to the Council in October 1990)

1. Systematic Approach to Ministry to the Shut-Ins

<u>VISITS TO SHUT-INS = 21;calls=1</u>	<u>March</u>	<u>22</u>
<u>VISITS TO SHUT-INS = 16;calls=4</u>	<u>April</u>	<u>20</u>

<u>VISITS TO HOSPITALS=11;calls=0</u>	<u>March</u>	<u>11</u>
<u>VISITS TO HOSPITALS= 7;calls=0</u>	<u>April</u>	<u>7</u>

2. Preaching Planned in Advance

We have been able to maintain a schedule of preaching planned in advance and to change the bulletin board regularly.

3. Implementation of Faith is Alive

The faith alive program has included recognition of the contribution of Mary Rubenstein, April 10th, Class of 1994, Elizabeth Weitzel, Kathleen Hoffman Koutsouis, and Marilyn Richards Sansom April 17, and Shirley Jenkins, April 24.

4. Pastoral Support of Church Groups and Activities

The Pastor needs to check on the Girl Scouts. They have discontinued meeting since their leader delivered a child during the summer. This is a piece of incomplete business.

5. Deepening the Spiritual and Prayer Life of the Church

Marty Clement is planning the next teaching for the Church School children for May 1994. The teaching for Easter was held on Sunday April 3rd at 9:00AM. 50 children and 44 adults attended as we built a Living Cross of Flowers and remember the meaning of the empty cross and the significance of the resurrection. Each child was blessed and given a plastic cross carrying the message "Jesus Loves Me." This project involved all 94 persons and to open we all sang "Jesus Loves Me". We closed with the traditional Easter greeting "He is Risen! He is Risen Indeed" and sang "Christ the Lord is Risen Today."

6. SUPERPANTRY

As a result of the 3rd Interfaith Music Festival, SEARCH, under the Chairmanship of Jon Spencer had enough money to Fund SUPERPANTRY at our church this Spring. The program is underway. We had 12 candidates to begin and now have eight who have continued. Graduation will take place on May 22nd at 4:30PM.

7. Developing a Community "Think-Tank":

A meeting will be held on May 4th at noon at St. Brigid's to plan our Vacation Church School in June 1994. The Blessing of the Palms on Palm Sunday at O'Donnell Square on

March 27th was called due to rain. The Procession of the Cross was held on Good Friday April 1st beginning at St. Brigid's. Each church was visited and prayed for. We had six Pastors and their people involved. Father Joe invited me to participate in serving mass in the Easter Vigil on Saturday, April 2nd and he joined me in celebrating the Lord's Supper at the Easter Morning Sunrise Service.

8. Developing a Young Adult Group:

Bruce and Andrea Waters have volunteered to help organize and develop a program for Young Adults as a follow up to our fall program called REMEMBER WHEN. I have not however, got a firm, final commitment from them to lead this group.

9. Getting Better Media Exposure

Two large ads appeared in the Guide to promote the Lenten Services on healing and the Tableau. We also had in the paper two announcements of the SUPERPANTRY and the visit of Pat Kelly to our Church on March 20th.

OBSERVATIONS

1. Church Attendance, New Members Class, New Members Committee

a. Attendance

Church attendance statistics indicate that for April our attendance at Sunday Morning Worship decreased 4% when compared to April 1993.

New Members Class

Four new persons have indicated their desire to affiliate with the church and were received on Sunday, April 10th. They include Cathy Ann Cahlo, George Keller, Clayton Compton, and Gloria Ruth. Shirley Jenkins was received on Sunday April 24, 1994 which makes a total of five new members.

c. New Members Committee

The new members Committee met on Wednesday, April 21st 1993. Our next meeting will be in the summer or fall of 1994. We plan to join with the Spiritual Life Committee to look at the issue of how we can grow our church.

The Committee met on October 26, 1991 and approved a "Bring A Friend to Church Program" for Sunday, October 27th. This program can be promoted in the bulletins for the last Sunday in NOVEMBER -DECEMBER 1994. We need to review this proposal. One key to our recruitment effort is a New Member Survey Form in which we try to identify the skills of new members and put them to work. Necessary for this is the computer so that we can record the interests of all members of the church including new members. Harvey informed the Committee that we can obtain the Stewart Directory at the local Library and obtain all the Real Estate Transfers into our neighborhood. In previous meetings the Committee suggested that we develop

more imaginative advertising in the "Guide". It also recommended that we find out about new people moving into the community, and develop an "Ask the Pastor" column in the "Guide". So far we have been unable to implement this. This report is included because it reminds us of unfinished business.

2. Committees

a. Committee on Fundraising

Jon Greif, of Berkshire Life Insurance Company distributed to the Council in the November 1992 meeting, material describing the idea of selling Insurance which can be left to the church in the form of a capital gift. Members were enthusiastic about his presenting a plan for presentation to a subsequent meeting of the Council. Council received his report and agreed to proceed with this program subject to a final presentation to the Council in which we spell out the method. Jon said he was willing to meet with us in our April meeting to forward this project. Council approved meeting with Jon at our next meeting at 7:30PM on May 3, 1994 to look again at this program.

b. Acquiring a Computer and Office Re-design

The computer has been installed in the office. This work has been completed. John Price is teaching the Pastor, Millie and Cass how to use the computer and working to improve our use of it in dealing with the mailing list for envelopes as well as in sharpening our approach to accounting. We are now maintaining the Shut-In list on the computer. John is also setting up a system to computerize our entire record system. This work is now in process. Members of the office re-design committee include Harvey Jacob, Millie Slecta, Grace Fader, Sam Jones, and George Hammerbacher.

c. Spiritual Life Committee

The proposed Worship Book which includes the service for Baptism, Lord's Supper, etc. has been given to Jim Pate to print and will be ready for our meeting on May 3, 1994. We also hope to have ready a folder on preparing families to have their children baptised. Florence Gundlach, Margaret Myrick, and Cass Young prepared a folder which will be given to parents following the baptism of children so that they will know about the program of our church. This program is designed to help raise these new children in the nurture and love of the Lord.

ACTIVITY REPORT TO THE CHURCH COUNCIL
ROBERT M. ARMSTRONG, PASTOR
APRIL 1, 1994 - APRIL 30, 1994

RECOMMENDATIONS

1. Rehabilitation of the Office

With the leadership of our Committee, we will be completing the reorganization of the office. We must go thru the desk and files and reorganize these so our office can be more efficient.

2. Complete Record Retention Policy for Review and Approval by the Council. John Price is working now on computerizing our record system.

3. At our last meeting, the approval of the policy for guiding our relationships (especially dealing with abuse and harassment) was deferred until we prepare our new Constitution involving Bethel Church.

4. We need to respond to Bethel's action at their congregational meeting of May 1, 1994, on the attached "Principles for Negotiating" our consolidation with Bethel. This document was approved by our church committee and also on April 25th by the joint negotiating committee with Bethel. In the latter meeting we discussed with Bethel setting up a joint worship service to give Pastor Rodgers an opportunity to preach. We suggested a Sunday in May or June.

6. The Worship Book and Baptism folder are ready to be presented today.

7. A letter was addressed to Rev. Jollenbeck communicating our decision not to participate in the "Make a Difference Campaign" (see attached).

8. Letter to Ernie Young and Karen Foster thanking them for making the "Living Cross".

9. Approval of the Graduation of the SUPERPANTRY students on Sunday May 22nd at 4:30PM.

STATISTICAL REPORT
APRIL 1994

	Total
VISIT SINGLE INDIVIDUALS & SHUT-INS=12; Calls=4	<u>16</u>
Marie and John Malko 4-3	
Jackie Beardsworth 4-3	
Hilda Brown 4-3	
Colleen Carrigan Call 4-4	
Willis & Colleen Shrader 4-5	
Carolyn Rada Call 4-9	
Andy Rupalt 4-11	
Anna Wetherington 4-11	
Viola Redding Call 4-11	
Gloria Ruth Call 4-12	
Shirley Jenkins 4-12	
Colleen Shrader 4-12	
Sadie Zinn 4-20	
Jason Able 4-20	
Marianne Carrigan 4-22	
Colleen Carrigan 4-26	
 PARISH VISITOR'S CALLS	 <u>4</u>
VISITS TO HOSPITALS=7;calls=0	<u>7</u>
Ed Sansom Shock Trauma 4-3	
Richard Jones Key 4-3	
Margaret Price Franklin Square 4-11	
Margaret Price Franklin Square 4-12	
Elaine Smith Key 4-12	
Amandus Redding Church Home 4-19	
Amandus Redding Church Home 4-26	
 COMMITTEE MEETINGS	 <u>2</u>
Re Council re Bethel 4-20	
Bethel-United Joint Committee 4-25	
 COUNCIL MEETINGS	 <u>1</u>
35TH Meeting 4-5-94	
 CONGREGATIONAL MEETING	
ADMINISTRATIVE MEETINGS =10:Calls=4	<u>14</u>
Christine Kennedy Call 4-5	
Mary Jo Chase Braxton Call 4-5	
SEARCH 4-6	
Bill Voelker 4-6	
Bill Voelker 4-14	
Jeanette Haley 4-14	
Lois Long 4-14	
Wayne Shaffer 4-14	
D.C. IMPACT Call 4-16	
Mr. Park Call 4-20	
Debbie Brown, J.R. Hurst 4-21	

Bill Voelker 4-22
Secretaries Day 4-28
Bill Voelker 4-29

COUNCIL MEMBER INTERVIEWS 0

GROUP MEETINGS 15

Good Friday Procession of Cross 4-1
St. Brigid's Vigil Mass 4-2
Sour Beef Dinner Prep 4-8
Sour Beef Dinner Prep 4-11
Sour Beef Dinner Prep 4-12
Sour Beef Dinner 4-13
SUPERPANTRY 4-15
D.C. IMPACT 4-16
D.C. IMPACT 4-17
Baby Boost 4-20 Set Up
Baby Boost 4-21
D.C. IMPACT 4-24
Luncheon-Bingo 4-27
D.C. IMPACT 4-30
D.C. IMPACT 5-1

BAPTISMS=0, Counselling=1, Party=0 1
Ashley Nicole Mitchell Counselling 4-17

WEDDINGS=0 Counselling=2 Renewal of Vows=0 2
Stacy Schindler-Ryland Batton Counselling 4-23
Barbara Deasel-Ray Hopka Counselling 4-28

FUNERALS=2, Visit to Funeral Home=0, Counselling=3 5
Connely Funeral Counselling 4-7 re Edward Young
Evelyn Young Connely Counselling 4-7
Edward Young Funeral Connley 4-8
Richard Jones Duda Ruck 4-22
Richard Jones Jr. Counselling 4-22

COUNSELLING SESSIONS 0

CONFERENCE MEETINGS 0

SUNDAY ATTENDANCE - APRIL 1994

<u>8:00AM</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>6th</u>	<u>Total Net</u>
<u>1993</u>	<u>65</u>	<u>49</u>	<u>58</u>	<u>52</u>	<u>00</u>	<u>00</u>	<u>224</u>
<u>1994</u>	<u>38</u>	<u>44</u>	<u>59</u>	<u>42</u>	<u>00</u>	<u>00</u>	<u>183</u>
<u>Net</u>	<u>-27</u>	<u>-</u>	<u>5 + 1</u>	<u>-10</u>	<u>00</u>	<u>00</u>	<u>- 41</u>
<u>10:30AM</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>6th</u>	<u>Total Net</u>
<u>1993</u>	<u>168</u>	<u>212</u>	<u>86</u>	<u>154</u>	<u>00</u>	<u>00</u>	<u>620</u>
<u>1994</u>	<u>264</u>	<u>91</u>	<u>163</u>	<u>110</u>	<u>00</u>	<u>00</u>	<u>628</u>
<u>Net</u>	<u>+ 96</u>	<u>-121</u>	<u>+77</u>	<u>-44</u>	<u>00</u>	<u>00</u>	<u>+ 8</u>
<u>1993-1994-69</u>	<u>-126</u>	<u>+ 78</u>	<u>- 54</u>	<u>00</u>	<u>00</u>	<u>00</u>	<u>- 33</u>

1994 % Change April 1994
 %Change in Sunday attendance for April = -04%

COMPARISON JANUARY TO JANUARY -1993 AND 1994
TOTALS FOR THE MONTH (SUNDAY ONLY)

<u>1993-</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>
<u>1994</u>	<u>-146</u>	<u>+17</u>	<u>+58</u>	<u>-33</u>		
<u>%</u>	<u>- 21%</u>	<u>+ 8%</u>	<u>+13%</u>	<u>- 4%</u>		

<u>1993</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>
<u>1994</u>						

LENTEN SERVICES

<u>Ash Wednesday</u>	<u>Healing Services for Lent</u>				
<u>1993</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>
<u>76</u>	<u>52</u>	<u>63</u>	<u>12@</u>	<u>62</u>	<u>57</u>

<u>1994</u>	<u>59*</u>	<u>31*</u>	<u>00*</u>	<u>39</u>	<u>45</u>	<u>31</u>
<u>Net</u>	<u>-17</u>	<u>-21</u>	<u>-63</u>	<u>+27</u>	<u>-17</u>	<u>-26</u>

*Ash Wednesday 2-16-1994 59 bad weather (ice)
 *1st Lenten Healing Service 2-23-94 (bad weather -freezing rain,& wind)

@3rd Lenten Service 1993 (bad weather)
 *2nd Lenten Service 1994 (cancelled - bad weather)
 Total Lenten Services to date 3-23-94 (counting third service 1993 and 2nd service 1994)

<u>1993</u>	<u>246</u>
<u>1994</u>	<u>205</u>
<u>Net</u>	<u>decrease -41 (or 29 eliminating 3rd service 1993)</u>

	<u>Palm</u>	<u>Sunday</u>	<u>Tableau</u>	<u>Tennebrae</u>	<u>Good Friday</u>	<u>Easter</u>
<u>1993</u>	<u>233</u>		<u>141</u>	<u>64</u>	<u>56</u>	<u>261</u>
<u>1994</u>	<u>212</u>		<u>157</u>	<u>74</u>	<u>54</u>	<u>312</u>
	<u>-21</u>		<u>+ 16</u>	<u>+10</u>	<u>- 2</u>	<u>+ 51</u>

**COMPARATIVE INCOME IN THOUSANDS
TO DATE 3-31-94**

MONTH	YEAR		CUMULATIVE			%act		act	94	% bud	
	88	89	90	91	92	act	93			a	%
JAN	6.8	6.5	5.0	5.4	6.8	7.2	63	5.7	11.3	50	
FEB	12.1	13.2	10.0	12.1	14.0	13.4	59	16.2	22.6	72	
MAR	19.4	21.6	14.7	23.3	25.9	23.2	68	26.4	33.9	78	
APR	27.0	33.5	27.1	33.4	38.4	42.7	94				
MAY	43.0	36.7	32.0	43.0	47.0	53.3	94				
JU	50.5	39.7	38.2	50.0	58.1	61.6	91				
JULY	57.3	48.6	44.3	60.8	64.5	67.9	86				
AUG	66.5	53.0	50.1	66.3	76.6	75.4	83				
SEPT	76.9	59.7	63.4	77.9	89.3	85.2	83				
OCT	98.4	80.9	80.3	97.4	121.6	105.4	78				
NOV	102.1	91.1	88.8	106.9	131.0	114.5	84				
DEC	114.8	108.5	112.6	136.2	139.7	144.0	106				

NUMBERS FOR EACH MONTH ARE TOTALS UP TO AND INCLUDING THAT MONTH I.E. 91.1 POSTED FOR NOVEMBER 89 INDICATES THE TOTAL FOR ALL SOURCES OF INCOME TO THAT POINT OR FOR \$91,000.

UNITED EVANGELICAL CHURCH
3200 DILLON STREET
BALTIMORE, MARYLAND 21224

May 23, 1994

TO THE LEADER OF ALL ORGANIZATIONS:

It has come to the attention of the Church Council that members of our Church are taking outsiders on a tour of our kitchen, during the preparation of the Sour Beef and Dumpling Luncheon and Supper, disrupting our people, who are working, by asking questions. These people, who are from other churches and organizations, are inquiring about how we prepare our food.

In the future anyone who wants to inquire about our preparation, will have to write a letter, to Mrs Grace Fader, who is in charge of the kitchen, or to a member of the Church Council, to get permission to do so.

The Church Council voted unanimously to the above. Please HONOR THIS NOTICE.

Thank your for your cooperation in this matter.

George Hammerbacher


Council President

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ACTIVITY REPORT TO THE CHURCH COUNCIL
ROBERT M. ARMSTRONG, PASTOR
MAY 1, 1994 - MAY 31, 1994

SUMMARY AND HIGHLIGHTS

In contrast to April 1994 for services in May the Church showed a slight increase in attendance at regular Sunday services. Attendance for these services in MAY was 7% above that during the month of MAY 1993.

Council, in November 1992, looked into the development of an insurance approach to raising capital funds for repair of the building and replacement of capital equipment approved a basic proposal presented by Jon Grief of Berkshire Associates (560-0070) providing the proposal was based on a less expensive proposal developed by Jon. This was to be reviewed in our meeting in May 1993 Jon did not appear for that meeting. Council approved an invitation to Jon to make a presentation at our May 1994 meeting at 7:30PM. Due to our heavy Council schedule, a call was made to Jon to change this date and time to June 7, 1994.

Because of the seriousness of Sexual Abuse for our Church and all UCC Churches and the fact that the correspondence shows our Church has no approved policy and questionable coverage, I have sent the material to Bill Single and asked for a legal opinion regarding the matters I raised in the correspondence which you have received.

The draft of a proposed Policy governing relationships in our church and including sexual relationships was forwarded to you for your review and action. Council decided to defer this action until the writing of our new Constitution.

The proposal containing principles in negotiation with the Bethel Church was reviewed by the Bethel Committee and was approved by our committee and theirs for presentation to their congregation following the service at their church on May 1, 1994. The Bethel Congregation rejected this proposal at their congregational meeting and notified us that they would be closing their operation as of December 31, 1994.

Jackie Beardsworth has indicated her willingness to lead a Fund Raising Dance on August 13 from 5:00PM to 9:00PM.

American Joe, Candidate from Canton for Governor met with a Committee of SEARCH on Monday, May 23rd, at our Church to discuss his plan for developing a living wage for people in

Maryland as a possibility for defeating poverty. He proposed building the manufacturing base for our state and bringing back jobs in this sector of our economy.

PROGRESS NOTES (These notes summarize progress in following a program recommended by the Pastor and presented to the Council in October 1990)

1. Systematic Approach to Ministry to the Shut-Ins

<u>VISITS TO SHUT-INS</u> = 16;calls=4	<u>April</u>	<u>20</u>
<u>VISITS TO SHUT-INS</u> = 8;calls=4	<u>May</u>	<u>12</u>
<u>VISITS TO HOSPITALS</u> = 7;calls=0	<u>April</u>	<u>7</u>
<u>VISITS TO HOSPITALS</u> = 2;calls=0	<u>May</u>	<u>2</u>

2. Preaching Planned in Advance

We have been able to maintain a schedule of preaching planned in advance and to change the bulletin board regularly.

3. Implementation of Faith is Alive

The faith alive program has included recognition of the contribution of Shirley Frampton, May 1, Shirley Morrissey, May 8, No Rose Pastor on Vacation May 15, Carol Borkman, Ella Brooks, Pat Jenkins, Donna Pate, Pastor Shaeffer (guest) May 22, and Ellsworth Keys, May 29, 1994.

4. Pastoral Support of Church Groups and Activities

The Pastor needs to check on the Girl Scouts. They have discontinued meeting since their leader delivered a child during the summer. This is a piece of incomplete business.

5. Deepening the Spiritual and Prayer Life of the Church

Marty Clement, Carol Borkman and I are planning the next teaching for the Church School children for September 1994. The teaching for May was held on Sunday May 22nd, at 9:30AM. Approximately 30 children and 20 adults attended as we helped children to understand Jesus teachings about children. Each child was given a picture of Jesus and the children. The teaching opened with the Pastor explaining the Solemn Declaration and began with the singing of "Jesus Loves Me". Following the teaching we sang "Jesus Loves the Little Children" and the children marched through the narthex and viewed the window featuring Jesus and the Children. The window is on the south side of the church. Each child then received a blessing and was given a letter from Jesus to take home. This letter reminded them of Jesus great love for all people.

6. SUPERPANTRY

We had 12 candidates to begin and now have eight who have continued. Six graduates completed the program. Graduation took place on May 22nd at 4:30PM. Present were Assembly Delegates Cornell Dypski and Caroline Krysiak, Councilmen

John Cain and Perry Sfikas, and Diane Baker of HUB 8 of the Mayor's Office.

7. Developing a Community "Think-Tank":

A meeting was held on May 4th at noon at St. Brigid's to plan our Vacation Church School in June 1994. The schedule of teaching was established and the dates for the Vacation Church School were set as June 27th to July 2nd

8. Developing a Young Adult Group:

Jackie Beardsworth has volunteered to lead a Young Adult Show and Dance on Saturday August 13th in Friendship Hall from 5-9PM. The purpose of this activity is to raise money for the church and to connect with people 28-45 years of age. In addition to the entertainment (Jackie's band), this activity will feature a dry bar and food. We hope to involve Andrea and Bruce Waters in helping with this.

Bruce and Andrea Waters have volunteered to help organize and develop a program for Young Adults as a follow up to our fall program called REMEMBER WHEN. I have not however, got a firm, final commitment from them to help lead this activity.

9. Getting Better Media Exposure

We will try to get publicity from the Guide for the Young Adult Dance and Show.

10. SEARCH

In cooperation with SEARCH, our South East Association Resolved to Combat Hunger, we met on May 23rd at our Church at 5:30PM with American Joe, Candidate from Canton for Governor of Maryland. American Joe has been a State Delegate and State Senator and now is running in this coming election. Our meeting was to explore his plans to help people to get out of the poverty cycle and his commitment to fight for a living wage for workers in Baltimore. The meeting included representatives from SEARCH, the Maryland Food Committee, and representatives of concerned citizens from around the state. American Joe stated that he is committed to fighting for a living wage by bringing back manufacturing jobs in Baltimore. This he believes can be done by giving tax breaks to new businesses to spark new enterprise and to get more jobs. He believes that many empty buildings in Baltimore can be used and that we have a work force which could be an asset for companies seeking to relocate manufacturing businesses. The average salary for manufacturing jobs is \$13.60 per hour in contrast to \$4.35 (the minimum wage) for so many jobs in the service sector.

OBSERVATIONS

1. Church Attendance, New Members Class, New Members Committee

a. Attendance

Church attendance statistics indicate that for May our attendance at Sunday Morning Worship increased 7% when compared to May 1993.

New Members Class

New persons have indicated their desire to affiliate with the church and will be received on Sunday, June 19th at the 10:30AM service.

c. New Members Committee

The new members Committee met on Wednesday, April 21st 1993. Our next meeting will be in the summer or fall of 1994. We plan to join with the Spiritual Life Committee to look at the issue of how we can grow our church.

The Committee met on October 26, 1991 and approved a "Bring A Friend to Church Program" for Sunday, October 27th. This program can be promoted in the bulletins for the last Sunday in NOVEMBER -DECEMBER 1994. We need to review this proposal. One key to our recruitment effort is a New Member Survey Form in which we try to identify the skills of new members and put them to work. Necessary for this is the computer so that we can record the interests of all members of the church including new members. Harvey informed the Committee that we can obtain the Stewart Directory at the local Library and obtain all the Real Estate Transfers into our neighborhood. In previous meetings the Committee suggested that we develop more imaginative advertising in the "Guide". It also recommended that we find out about new people moving into the community, and develop an "Ask the Pastor" column in the "Guide". So far we have been unable to implement this. This report is included because it reminds us of unfinished business.

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b. Acquiring a Computer and Office Re-design

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as in sharpening our approach to accounting. We are now maintaining the Shut-In list on the computer. John is also setting up a system to computerize the Memorials in our Narthex and next our entire record system. This work is now in process. John has completed the Memorial Board. Members of the office re-design committee include Harvey Jacob, Millie Slecta, Grace Fader, Sam Jones, and George Hammerbacher.

c. Spiritual Life Committee

The Worship Book which includes the service for Baptism, Lord's Supper, etc. has been printed by Jim Pate and is now being used in the church. Thanks to Margaret Myrick, Florence Gundlach, and Cass Young we now have a folder to help families to keep promises made in baptism so that they will know about the program of our church. This program is designed to help raise these new children in the nurture and love of the Lord.

ACTIVITY REPORT TO THE CHURCH COUNCIL
ROBERT M. ARMSTRONG, PASTOR
MAY 1, 1994 - MAY 31, 1994

RECOMMENDATIONS

1. Rehabilitation of the Office

With the leadership of our Committee, we will be completing the reorganization of the office. We must go thru the desk and files and reorganize these so our office can be more efficient.

2. Complete Record Retention Policy for Review and Approval by the Council. John Price is working now on computerizing our record system.

3. At our last meeting, the approval of the policy for guiding our relationships (especially dealing with abuse and harassment) was deferred until we prepare our new Constitution.

4. We have responded to Bethel's action at their congregational meeting of May 1, 1994, in response to the "Principles for Negotiating" our consolidation with Bethel. Bethel rejected the concept of consolidation and sent us a letter indicating that they were closing their operation on December 31, 1994. A letter was printed in the Bulletin for our congregation to bring them up to speed and our response sent to Bethel's Committee regarding this matter (see attached letter).

5. Approval of Jackie Beardsworth's Fund Raising Dance for Young Adults to be held on August 13 from 5:00 - 9:00PM.

6. Approval of the exploration of the Southeast Parent Child Center, a parent involvement Day Care Center, for fall of 1994. Subject to Council approval and a negotiated contribution to our budget, the Center would be located on the 4th floor of our Christian Education Building. This Center has for the last twelve years been based in School #230 and has been running in Canton for 26 years. The Center serves children 2-4 years of age. Concetta Clark is the Director. She has an excellent reputation for providing good care. Donna Pate, and Janice Jackson have their children in the Center. I would suggest a Committee to explore this possibility consisting of President George Hammerbacher and including Clarence Rowell, Harvey Jacob, Bill Voelker, Jim Talagsen, Donna Pate, Janice Jackson, and Cass Young. This is a real opportunity to connect with parents and young children and to carry out one of our major mission objectives of relating to new young parents in the area. Suggested dates for review of this project would be Tuesday June 14th or Thursday June 16th. Mrs. Clark would be available between 4:00PM and 9:00PM but would prefer an earlier time so that everyone could see the building in the afternoon light. With

some modifications Mrs. Clark believes the building space would qualify and meet various governmental regulations.

The key to this project is to sell the location to Mrs. Clark and her parents. If we can do that, we have a project. If they do not buy the location, the project is dead. Our Church has had an historic commitment to educating children. We must ask ourselves "do we once again want to make this church and its facilities available to the young adults and their children in this neighborhood?" Do we want to build our church? I believe that modification of these facilities to make them acceptable are possible and at a reasonable cost.

I recommend that we approve the exploration of this project.

7. Review of Jon Grief's insurance proposal for capital fundraising for the church.

STATISTICAL REPORT
MAY 1994

	Total
VISIT SINGLE INDIVIDUALS & SHUT-INS=4; Calls=4	<u>8</u>
Eleanor Naff Call 5-8	
Olga DeBloom 5-9	
Bertha Benser 5-12	
Colleen Shrader Call 5-12	
Colleen Shrader Call 5-17	
Colleen Shrader 5-26	
Margaret Spleidt 5-16	
Fred Long 5-24	
 PARISH VISITOR'S CALLS	 <u>4</u>
 VISITS TO HOSPITALS=2;calls=0	 <u>2</u>
Eula May Jones Mercy 5-5	
Ed Sansom Shock Trauma 5-5	
 COMMITTEE MEETINGS	 <u>2</u>
 COUNCIL MEETINGS	 <u>1</u>
36TH Meeting 5-3-94	
 CONGREGATIONAL MEETING	
 ADMINISTRATIVE MEETINGS =10:Calls=2	 <u>12</u>
Jerome Bird Call 5-2	
THINK TANK 5-4	
SEARCH 5-4	
Bill Voelker 5-6	
SEARCH 5-11 RE AMERICAN JOE	
Buy Answering Machine 5-12	
Bill Voelker 5-12	
Marie Ickrath Call 5-16	
SEARCH 5-19 RE AMERICAN JOE	
AMERICAN JOE 5-23	
Bill Voelker 5-27	
Health and Welfare Committee 5-31	
 COUNCIL MEMBER INTERVIEWS	 <u>0</u>
 GROUP MEETINGS	 <u>5</u>
D.C. Impact Graduation 5-1	
Mother Daughter Banquet 5-4	
Birthday Party Mike Beardsworth 5-15	
John Cain Fund Raiser 5-21	
SUPERPANTRY GRAD 5-22	
 BAPTISMS=1, Counselling=1, Party=0	 <u>2</u>
Ashley Nicole Mitchell Baptism 5-22	
Vicki Shaver Counselling re Mariah 5-16	

WEDDINGS=2 Counselling=3 Renewal of Vows=0	<u>5</u>
Jackie Anderson Counselling 5-5	
Lubinski- France Rehearsal 5-18	
Kwarta-Wilson Rehearsal 5-19	
Lubinski-France Wedding 5-20	
Kwarta- Wilson Wedding 5-21	
FUNERALS=1, Visit to Funeral Home=0, Counselling=1	<u>2</u>
Joan Bramble Counselling 5-10	
John K. Smith Funeral Charles Zeiler 5-11	
COUNSELLING SESSIONS	<u>0</u>
CONFERENCE MEETINGS	<u>0</u>

SUNDAY ATTENDANCE - MAY 1994

<u>8:00AM</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>6th</u>	<u>Total Net</u>
<u>1993</u>	<u>47</u>	<u>47</u>	<u>56</u>	<u>52</u>	<u>47</u>	<u>00</u>	<u>249</u>
<u>1994</u>	<u>36</u>	<u>40</u>	<u>47</u>	<u>48</u>	<u>45</u>	<u>00</u>	<u>216</u>
<u>Net</u>	<u>-11</u>	<u>- 7</u>	<u>- 9</u>	<u>- 4</u>	<u>- 2</u>	<u>00</u>	<u>- 33</u>
<u>10:30AM</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>6th</u>	<u>Total Net</u>
<u>1993</u>	<u>82</u>	<u>90</u>	<u>61</u>	<u>110</u>	<u>81</u>	<u>00</u>	<u>424</u>
<u>1994</u>	<u>88</u>	<u>93</u>	<u>88</u>	<u>108</u>	<u>79</u>	<u>50*</u>	<u>506</u>
* Church School Teaching at 9:30AM 5-22-94							
<u>Net</u>	<u>+ 6</u>	<u>+ 3</u>	<u>+ 27</u>	<u>- 2</u>	<u>- 2</u>	<u>+ 50</u>	<u>+ 82</u>
<u>1993-1994</u>	<u>-5</u>	<u>- 4</u>	<u>+ 18</u>	<u>- 6</u>	<u>- 4</u>	<u>+ 50</u>	<u>+ 49</u>

1994 % Change May 1994
 Change in Sunday attendance for May =+ 7%

<u>COMPARISON JANUARY TO JANUARY -1993 AND 1994</u>						
<u>TOTALS FOR THE MONTH (SUNDAY ONLY)</u>						
<u>1993-</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>
<u>1994</u>	<u>-146</u>	<u>+17</u>	<u>+58</u>	<u>-33</u>	<u>+49</u>	
<u>%</u>	<u>- 21%</u>	<u>+ 8%</u>	<u>+13%</u>	<u>- 4%</u>	<u>+ 7%</u>	
<u>1993</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>
<u>1994</u>						

COMPARATIVE INCOME IN THOUSANDS
TO DATE 3-31-94

MONTH	YEAR		CUMULATIVE			%act		act	94	% bud	
	88	89	90	91	92	act	93			a	%
JAN	6.8	6.5	5.0	5.4	6.8	7.2	63	5.7	11.3	50	
FEB	12.1	13.2	10.0	12.1	14.0	13.4	59	16.2	22.6	72	
MAR	19.4	21.6	14.7	23.3	25.9	23.2	68	26.4	33.9	78	
APR	27.0	33.5	27.1	33.4	38.4	42.7	94				
MAY	43.0	36.7	32.0	43.0	47.0	53.3	94				
JU	50.5	39.7	38.2	50.0	58.1	61.6	91				
JULY	57.3	48.6	44.3	60.8	64.5	67.9	86				
AUG	66.5	53.0	50.1	66.3	76.6	75.4	83				
SEPT	76.9	59.7	63.4	77.9	89.3	85.2	83				
OCT	98.4	80.9	80.3	97.4	121.6	105.4	78				
NOV	102.1	91.1	88.8	106.9	131.0	114.5	84				
DEC	114.8	108.5	112.6	136.2	139.7	144.0	106				

NUMBERS FOR EACH MONTH ARE TOTALS UP TO AND INCLUDING THAT MONTH I.E. 91.1 POSTED FOR NOVEMBER 89 INDICATES THE TOTAL FOR ALL SOURCES OF INCOME TO THAT POINT OR FOR \$91,000.

Bethel United Church of Christ

3033 EAST BALTIMORE STREET
BALTIMORE, MARYLAND 21224

Pastor, The Rev. Glen E. Rodgers
6865 Parsons Avenue
Baltimore, Maryland 21207

1 May 1994

Phones:
Office: 675-0905
Residence: 484-0431

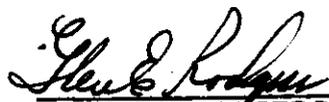
Pastor and Council of United Evangelical United Church of Christ
3200 Dillon Street
Baltimore, Maryland 21224

Dear Pastor and Council;

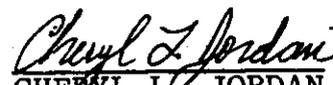
Greetings.

A Special Meeting of Bethel United Church of Christ, with twenty two members present, was held on 1 May 1994 following a Meeting of the entire Consistory and Morning Worship. The following was the recommendation of Bethel Church in answer to a Merger with United Evangelical Church:

"It is recommended that Bethel United Church of Christ not merge with United Evangelical United Church of Christ. It is further recommended that Bethel Church terminate its operation not later than 31 December 1994."


GLEN E. RODGERS
Pastor, Clerk
Member of Comm


SAMUEL F. POOLE
President
Member of Comm


CHERYL L. JORDAN
Treasurer
Member of Comm


CLARENCE FITZ
Vice President
Member of Comm

Bethel United Church of Christ

3033 EAST BALTIMORE STREET
BALTIMORE, MARYLAND 21224

Pastor, The Rev. Glen E. Rodgers
6865 Parsons Avenue
Baltimore, Maryland 21207

Phones:
Office: 675-0905
Residence: 484-0431

TO THE COUNCIL AND PASTOR OF UNITED EVANGELICAL UNITED CHURCH OF CHRIST

Dear Friends in Christ,

Greetings.

This letter is in answer to the "call" extended to me April 14, 1994 by the Council of United and read by me on April 17 after Morning Worship at Bethel.

The "Call of Pastors" outlined in the "Principles for Creating a United Ministry Between United Evangelical and Bethel UCC" has been reviewed with countless hours of prayer before and after its receipt. The sections pertaining to "The Call to Pastor Rodgers" left many questions unanswered. Please allow me to suggest only a few in the order of presentation:

1. "The Call to Pastor Rodgers will be the role of Pastor." This is totally rejected as I had been led to believe from the beginning of the consultation on Merger that I was to be considered a "Co-Pastor" with equal rights, privileges and standing before the Council and Congregation of United-Bethel in the to-be-formed Merger.
 - A. It appears that "Co-Pastor" is not to become a fact of the United Ministry set forth in the April 14 "Principles." It is only as "Co-Pastor" that I even considered such a professional and personal move from Bethel to United with my people.
 - B. "Pastor" suggests that I would be an add-on to the Ministry at United and not a co-equal. It, also, suggests that I would be accountable to Rev. Armstrong in everything I intended to do in this lesser role of "Pastor" rather than "Co-Pastor". An example of the lesser role is that statement that "Pastor Armstrong is the called Pastor of United. His experience and training is in the area of administration. As such, he will continue to be the Pastor administratively responsible to the Council for Staff coordination and administration leadership." To me, this suggests that I would have input but not be co-equal in any real sense.

2. "Members of Bethel will commit to funding half of salary of Pastor Rodgers until such time as the consolidation is complete and Bethel building sold."
 - A. This was never an issue. Bethel intended to pay Pastor Rodgers' full salary until Merger/Consolidation was in effect. That has been the obligation of Bethel since 1974.
 - B. In a Merger/Consolidation it was the intention that Bethel people would continue in their support at United-Bethel in what was described and accepted in statements prior to Feb. 22 in what was called a "New entity."
3. "The Order of Worship" had been discussed at great length over a period of months with Pastor Armstrong. Each of us have our own style and this should be reflected in those services that each would conduct. There are many similarities in the "Order" of United and Bethel. However, Pastor Rodgers' style is much more basic and simple and would, after consideration with the Council, suggest that the Order used presently by United not be changed but reflect the style that Pastor Rodgers was comfortable with. It is recognized that any changes would have been proposed to the Council for their consideration. I thought this was a professional trust that I would be free to conduct my own service with the advice and consent of the Council. I could do nothing less.
4. Exception to "Principles" regarding presence of both Pastors at each Worship Service. Present on each Sunday and present at each Service is very different. This would totally shut out any presence in the Church School, (perhaps as a teacher), any mixing or worshipping with the congregation. It is recognized that having both Pastors present on Sunday as a symbolic example is valid, but not necessarily involved in each worship service. This would completely tie me down into a forced appearance when perhaps I could be more useful in a more effective role within the Church School, at the door greeting people I had visited before and welcoming them to the service, or meeting people that I had been counselling.
5. "Both Pastors will attend Council meetings. Pastor Armstrong will coordinate the presentation and see that a written report is prepared."
 - A. It, therefore, seems to be recognized that Pastor Armstrong is the "Called Pastor of United" and Pastor Rodgers is not co-equal and "Co-Pastor", or "Called" to full-time ministry.

6. Salary and Benefits for Pastor Rodgers;

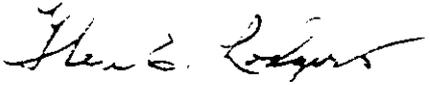
- A. It never was a matter of money. Pastor Rodgers is not looking for a job but was seeking a role as "Co-Pastor" in a larger fellowship which supposedly was to unite United and Bethel in a Merger/Consolidation.
- B. The "salary" of \$9,000 was an arrangement offered to Pastor Rodgers in 1979 after 4 years of Supply at \$25 per Sunday. It was in particular circumstances in the life of Bethel and does not reflect the time, involvement, and energy that would have been expected in the full-time role of "Co-Pastor" at United. It seems totally unprofessional to pay a full-time "Co-Pastor" less than either the Custodian or Secretaries.
 - (1) It would have been my intention to be present every day to work at United except for a day off each week. This would have included evenings as circumstances required. Nothing in the "Call to Pastor Rodgers" indicated that his role would be less than full-time. I am not looking for part-time employment.

In conclusion, I thank the Council and Pastor Armstrong for entertaining the concept of a Merger/Consolidation between United Evangelical and Bethel. Please let me offer the following observations in regard to "The Call of Pastor Rodgers":

- 1. "The Call" should have been issued only after consultation with me. Many of the above facts or conclusions would have or could have been answered. I think it was imperative that both Mrs. Rodgers and I should have been interviewed together and/or separately at the request of the Council.
 - (A) The "Salary" and Benefits are secondary to the role of "Co-Pastor" and should have been discussed in depth with me and then have the Council come to its own conclusions. It is my feeling that "The Call to Pastor Rodgers" is between the Council/United's Congregation and him. It is not a contract between the two Pastors.
 - (B) There is no way that Pastor Rodgers has undertaken any of the pastorates after leaving the U.S. Air Force the first time to return to civilian status (3 UCC Churches for 4 years in Maine and 1 UCC Church in Havre de Grace for 4 years); or reentering the U.S. Air Force as a Chaplain and moving 26 times in 22 years; or retiring from the U.S. Air Force and coming to Bethel as a Supply for 4 years and as Pastor for 16 additional years; or the contemplated Merger with United - without the prayers and unfailing support and love of Mrs. Rodgers. We have been a ministerial team for 40 years and have always placed our lives in God's Hands and asked and received His guidance. We continue to praise His Name for His presence in our lives.

2. It is still my strong belief that the Merger of United and Bethel Congregations could have worked resulting in an increasingly expanded United Ministry in East Baltimore. It is indeed unfortunate that this could not be accomplished as I continue to feel that Pastor Armstrong and I could have made a terrific team for the continued proclamation and witness of the Gospel of Jesus Christ. I thank each member of the Council, the Joint Committee and Pastor Armstrong for the "exploration of a Merger." I shall continue to be available to Pastor Armstrong for "coverage" and any emergency that could exist in the future.

Very Sincerely in the Name of Christ,



GLEN E. RODGERS
Pastor

GER/ger

UNITED EVANGELICAL CHURCH
3200 DILLON STREET,
BALTIMORE, MD 21224
(301) 276-0393

ACTIVITY REPORT TO THE CHURCH COUNCIL
ROBERT M. ARMSTRONG, PASTOR
JUNE 1, 1994 - JUNE 31, 1994

SUMMARY AND HIGHLIGHTS

In contrast to May 1994 for services in June the Church showed a decrease in attendance at regular Sunday services. Attendance for these services in June was 8% below that during the month of June 1993.

Council, in November 1992, looked into the development of an insurance approach to raising capital funds for repair of the building and replacement of capital equipment approved a basic proposal presented by Jon Grief of Berkshire Associates (560-0070) providing the proposal was based on a less expensive proposal developed by Jon. This was to be reviewed in our meeting in May 1993 Jon did not appear for that meeting. Council approved an invitation to Jon to make a presentation at our May 1994 meeting at 7:30PM. Due to our heavy Council schedule, a call was made to Jon to change this date and time to June 7, 1994.

Because of the seriousness of Sexual Abuse for our Church and all UCC Churches and the fact that the correspondence shows our Church has no approved policy and questionable coverage, I have sent the material to Bill Single and asked for a legal opinion regarding the matters I raised in the correspondence which you have received.

Jackie Beardsworth has indicated her willingness to lead a Fund Raising Dance on August 13 from 5:00PM to 9:00PM. Council approved this project and tickets have been provided by Tom Skarda of Skarda Funeral Homes.

Council approved the exploration of the Parent Involvement program for children at our church. The exploratory meeting was held on Thursday, June 16th to review the building with Mrs. Clark with an eye to its compliance and to plan for a review with Lillian Augustus of Childcare Administration of the City of Baltimore (see attached report).

A letter (attached) to Ms. Augustus was prepared and forwarded to Ms. Augustus in accordance with her request. We hope to complete the review before our next meeting of the Council. Mrs. Clark will present a proposal for approval of our Council at its next meeting on July 5th. Harvey will explore insurance with Tim O'Meally of the program and the Gartland Insurance Company. This was completed (see attached

letter from Mr. O'Meally.

Five new members were received into the life of our Church on Sunday, June 19th.

The Crab Cake luncheon and dinner was held on Friday, June 24th. While we had excellent cooperation and help, the turn out proved disappointing. The intense heat took its toll along with the threat of heavy rain.

PROGRESS NOTES (These notes summarize progress in following a program recommended by the Pastor and presented to the Council in October 1990)

1. Systematic Approach to Ministry to the Shut-Ins

<u>VISITS TO SHUT-INS = 8;calls=4</u>	<u>May</u>	<u>12</u>
<u>VISITS TO SHUT-INS = 9;calls=7</u>	<u>June</u>	<u>16</u>

<u>VISITS TO HOSPITALS= 2;calls=0</u>	<u>May</u>	<u>2</u>
<u>VISITS TO HOSPITALS= 5;calls=0</u>	<u>June</u>	<u>7</u>

2. Preaching Planned in Advance

We have been able to maintain a schedule of preaching planned in advance and to change the bulletin board regularly.

3. Implementation of Faith is Alive

The faith alive program has included recognition of the contribution of No Rose, June 5th (Pastor's Vacation), Bernie Daniloski, June 12th, Ben Long II, Jennifer Myrick, June 26th.

4. Pastoral Support of Church Groups and Activities

The Pastor needs to check on the Girl Scouts. They have discontinued meeting since their leader delivered a child during the summer. This is a piece of incomplete business.

5. Deepening the Spiritual and Prayer Life of the Church

All Church School Teachers met to plan our program for the fall. Carol Rowell led the meeting and Clarence and Ed Meyers also attended. Marty Clement, Priscilla, Pat Jenkins, Donna Pate, Carol Borkman and I attended. A meeting will be held in July to review curriculum for the fall. Confirmation Class will require students to attend church school on Sunday. Parents will be asked to meet with the Pastor to help plan the schedule. We will try to get a Mentoring Program underway for the Confirmands. The Mentoring Program will arrange for mentors from the congregation to c.Call the Confirmands if they do not appear in Church, talk regularly with them, and introduce them to the church at graduation time. An effort will be made to get mothers out of the child care class and to encourage them to meet with Marty for study of the book "My Confirmation". A new beginners Bible study Class will meet on Thursdays and will include parents of confirmands as

well as new members.

Our next meeting will convene in July and will focus on making a curriculum selection. We will try to get Lucy Brady of the United Church to come and orient our teachers to the U.C.C. curriculum.

Our monthly Teachings for the Church School will take place next fall including one on Baptism, the Birth of Jesus, and the Living Cross. We are now able to do others on Thanksgiving, the Presence Light, Jesus and the Children, and will focus on the ministry of Jesus and try to tie these Teachings to the themes in the stain glass windows in the church. Our effort will be to create a two year sequence of Teachings so as not to repeat too often. We will ask the mothers in Marty's group to assist in developing the themes.

6. SUPERPANTRY

The Rev. John Spencer and I will discuss whether to continue the Interfaith Music Festival in the Fall.

7. Developing a Community "Think-Tank":

A meeting was held on June 13th at St. Brigid's to plan our Vacation Church School in June 1994. The schedule of teaching was established and the dates for the Vacation Church School were set as June 27th to July 2nd. Betty Brocato of St. Brigid's has her mother in the hospital and has had trouble getting the School organized as in previous years.

8. Developing a Young Adult Group:

Jackie Beardsworth has volunteered to lead a Young Adult Show and Dance on Saturday August 13th in Friendship Hall and Fellowship Hall from 5-10PM. The purpose of this activity is to raise money for the church and to connect with people 20-45 years of age. In addition to the entertainment (Jackie's band) and Ying Yang Yates (a disc jockey), this activity will feature a dry bar and food (see attached). Tom Skarda volunteered to print our tickets. We hope to involve Andrea and Bruce Waters in helping with this.

9. Getting Better Media Exposure

We will try to get publicity from the Guide for the Young Adult Dance and Show.

10. SEARCH

Our next meeting will be in the Broom Factory on September 10th at 1:00PM.

OBSERVATIONS

1. Church Attendance, New Members Class, New Members Committee

a. Attendance

Church attendance statistics indicate that for June our

attendance at Sunday Morning Worship decreased 8% when compared to June 1993.

New Members Class

Five new persons joined the church on Sunday, June 19th at the 10:30AM service. They were Anne Wetherington, Ed Flynn, Savina Rossmark, Richard Wehner, and Kenneth Schaefer.

c. New Members Committee

The new members Committee met on Wednesday, April 21st 1993. Our next meeting will be in the summer or fall of 1994. We plan to join with the Spiritual Life Committee to look at the issue of how we can grow our church.

The Committee met on October 26, 1991 and approved a "Bring A Friend to Church Program" for Sunday, October 27th. This program can be promoted in the bulletins for the last Sunday in NOVEMBER -DECEMBER 1994. We need to review this proposal. One key to our recruitment effort is a New Member Survey Form in which we try to identify the skills of new members and put them to work. Necessary for this is the computer so that we can record the interests of all members of the church including new members. Harvey informed the Committee that we can obtain the Stewart Directory at the local Library and obtain all the Real Estate Transfers into our neighborhood. In previous meetings the Committee suggested that we develop more imaginative advertising in the "Guide". It also recommended that we find out about new people moving into the community, and develop an "Ask the Pastor" column in the "Guide". So far we have been unable to implement this. This report is included because it reminds us of unfinished business.

2. Committees

a. Committee on Fundraising

Jon Greif, of Berkshire Life Insurance Company distributed to the Council in the November 1992 meeting, material describing the idea of selling Insurance which can be left to the church in the form of a capital gift. Members were enthusiastic about his presenting a plan for presentation to a subsequent meeting of the Council. Council received his report and agreed to proceed with this program subject to a final presentation to the Council in which we spell out the method. Jon said he was willing to meet with us in our June meeting to forward this project. Council approved meeting with Jon at our meeting at 7:00PM on June 7, 1994 to look again at this program but Jon did not appear. An effort will be made to contact him and find out what happened.

b. Acquiring a Computer and Office Re-design

The computer has been installed in the office. This work has been completed. John Price is teaching the Pastor, Millie and Cass how to use the computer and working to improve our use of it in dealing with the mailing list for envelopes as well

as in sharpening our approach to accounting. We are now maintaining the Shut-In list on the computer. John is also setting up a system to computerize the Memorials in our Narthex and next our entire record system. This work is now in process. John has completed the Memorial Board. Members of the office re-design committee include Harvey Jacob, Millie Slecta, Grace Fader, Sam Jones, and George Hammerbacher.

c. Spiritual Life Committee

Wayne Schaeffer has found a shop which is able to shine the brass fixtures on the altar and is proceeding to have this done. The preliminary results have been outstanding.

ACTIVITY REPORT TO THE CHURCH COUNCIL
ROBERT M. ARMSTRONG, PASTOR
JUNE 1, 1994 - JUNE 30, 1994

RECOMMENDATIONS

1. Rehabilitation of the Office

With the leadership of our Committee, we will be completing the reorganization of the office. We must go thru the desk and files and reorganize these so our office can be more efficient.

2. Complete Record Retention Policy for Review and Approval by the Council. John Price is working now on computerizing our record system.

3. At our last meeting, the approval of the policy for guiding our relationships (especially dealing with abuse and harassment) was deferred until we prepare our new Constitution.

4. Approval of the proposal for the Parent Child Involvement Program (PACT -parents and children together).

5. Review of Jon Grief's insurance proposal for capital fundraising for the church. Shall we set another date?

6. As part of his vacation the Pastor will attend a Conference and Retreat from August 31-September 5. Deacon Max Hoffman to preach on Sunday, September 4th. Pastor Glen Rodgers will cover in emergencies.

STATISTICAL REPORT
JUNE 1994

	Total	
VISIT SINGLE INDIVIDUALS & SHUT-INS=3; Calls=7	7	<u>10</u>
Marguerite Spleidt Call 6-10		
Ruth Pearce Call 6-10		
Sharon Hohn Call 6-10 (Elwood Walter)		
Elwood Walter Meridian N.H. 6-12		
Dorothy Davenport (Anna Bright) Call 6-13		
Edna Oberlander 6-14		
Debbie Brown Call 6-16		
Marguerite Spleidt Call 6-17		
Nancy Gray, Isabel Parker 6-20		
Erin Colgan Call 6-20 re Stillwagon		
 PARISH VISITOR'S CALLS	 6	
 VISITS TO HOSPITALS=5;calls=0	 5	
Charles Richards University 6-12		
Ed Sansom Shock Trauma 6-12		
Charles Bushman Key 6-20		
William Stillwagon Church Home 6-20		
John Barnes St. Joseph's 6-21		
 COMMITTEE MEETINGS	 0	
 COUNCIL MEETINGS	 1	
37TH Meeting 6-5-94		
 CONGREGATIONAL MEETING		
 ADMINISTRATIVE MEETINGS =5:Calls=8	 13	
Jim Fridman Call 6-13		
Jackie Beardsworth Call 6-13		
Tom Skarda Call 6-13		
Nancy Gray Call 6-14		
Ben Long Call 6-14		
Concetta Clark 6-14		
John Spencer Call 6-15		
Sue Webber Call 6-15		
Concetta Clark 6-16		
Bill Voelker 6-17		
THINK TANK 6-20		
Church School Teachers 6-26		
House Blessing Golden Ring 6-26		
 COUNCIL MEMBER INTERVIEWS	 0	
 GROUP MEETINGS	 5	
Crab Cake Luncheon and Dinner 6-24		
Vacation Church School 6-27		
Vacation Church School 6-28		
Vacation Church School 6-29		

Vacation Church School 6-30

BAPTISMS=0, Counselling=0, Party=0 0

WEDDINGS=0 Counselling=4 Renewal of Vows=0 4

Bridget Johnson Counselling 6-22

Lisa Novak-William Carrigan Counselling 6-23

Mary Meecham-Dennis Wheeler Counselling 6-28

Bridget Johnson Counselling 6-29

FUNERALS=1, Visit to Funeral Home=0, Counselling=1 2

Nicholas Elwood Walter Connely Counselling 6-21

" " Connely Funeral 6-24

COUNSELLING SESSIONS 0

CONFERENCE MEETINGS 0

SUNDAY ATTENDANCE - JUNE 1994

<u>8:00AM</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>6th</u>	<u>Total Net</u>
<u>1993</u>	<u>54</u>	<u>56</u>	<u>49</u>	<u>46</u>	<u>00</u>	<u>00</u>	<u>205</u>
<u>1994</u>	<u>46</u>	<u>49</u>	<u>48</u>	<u>52</u>	<u>00</u>	<u>00</u>	<u>195</u>
<u>Net</u>	<u>- 8</u>	<u>- 7</u>	<u>- 1</u>	<u>+ 6</u>	<u>00</u>	<u>00</u>	<u>- 10</u>
<u>10:30AM</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>6th</u>	<u>Total Net</u>
<u>1993</u>	<u>96</u>	<u>99</u>	<u>94</u>	<u>105</u>	<u>00</u>	<u>00</u>	<u>394</u>
<u>1994</u>	<u>74</u>	<u>88</u>	<u>92</u>	<u>103</u>	<u>00</u>	<u>00</u>	<u>357</u>
<u>Net</u>	<u>- 22</u>	<u>- 11</u>	<u>- 2</u>	<u>- 2</u>	<u>00</u>	<u>00</u>	<u>- 37</u>
<u>1993-1994-30</u>	<u>- 18</u>	<u>- 3</u>	<u>+ 4</u>		<u>00</u>	<u>00</u>	<u>-47</u>

1994 % Change June 1994

Change in Sunday attendance for May = - 8%

<u>COMPARISON JANUARY TO JANUARY -1993 AND 1994</u>						
	<u>TOTALS FOR THE MONTH (SUNDAY ONLY)</u>					
<u>1993-</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>
<u>1994</u>	<u>-146</u>	<u>+17</u>	<u>+58</u>	<u>-33</u>	<u>+49</u>	<u>-47</u>
<u>%</u>	<u>- 21%</u>	<u>+ 8%</u>	<u>+13%</u>	<u>- 4%</u>	<u>+ 7%</u>	<u>- 8%</u>
<u>1993</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>
<u>1994</u>						

COMPARATIVE INCOME IN THOUSANDS
TO DATE 5-30-94

MONTH	YEAR		CUMULATIVE			%act		% bud		
	88	89	90	91	92	act	% 93	act	94	
JAN	6.8	6.5	5.0	5.4	6.8	7.2	63	5.7	11.3	50
FEB	12.1	13.2	10.0	12.1	14.0	13.4	59	16.2	22.6	72
MAR	19.4	21.6	14.7	23.3	25.9	23.2	68	26.4	33.9	78
APR	27.0	33.5	27.1	33.4	38.4	42.7	94	39.3	45.2	86
MAY	43.0	36.7	32.0	43.0	47.0	53.3	94	51.2	56.5	90
JU	50.5	39.7	38.2	50.0	58.1	61.6	91			
JULY	57.3	48.6	44.3	60.8	64.5	67.9	86			
AUG	66.5	53.0	50.1	66.3	76.6	75.4	83			
SEPT	76.9	59.7	63.4	77.9	89.3	85.2	83			
OCT	98.4	80.9	80.3	97.4	121.6	105.4	78			
NOV	102.1	91.1	88.8	106.9	131.0	114.5	84			
DEC	114.8	108.5	112.6	136.2	139.7	144.0	106			

NUMBERS FOR EACH MONTH ARE TOTALS UP TO AND INCLUDING THAT MONTH I.E. 91.1 POSTED FOR NOVEMBER 89 INDICATES THE TOTAL FOR ALL SOURCES OF INCOME TO THAT POINT OR FOR \$91,000.

PRE-SCHOOL CARE PROJECT

June 14, 1994

The exploration of this project was approved by our Council at its meeting of June 5, 1994. The program is run by Concetta Clark (995-0118) who has been leading Pre-School programs in our community for 27 years. The program has been held at Public School #230 for the last twelve years. Concetta holds two sessions, one in the morning and one in the afternoon, and operates during the school year. The key to this program is that mothers and fathers volunteer to help work with the children so Concetta needs space to work with these parents.

MISSION OF THE CHURCH

Our Church needs to attract Young Adults between the ages of 20 and 45. We recognize that new people in our neighborhood are young adults with young children. Many of these adults have to work and need a safe place to place their children. This project fits our mission objective.

ITEMS NECESSARY TO DEVELOP THIS PROGRAM:

1. Council has felt that the program should take place on the second floor. The Scouts would then move to the 4th floor. The idea is to begin to make more effective use of our building and to try to meet a need for a pre-school program for working mothers. The large area used by Scouts would have to be redesigned and painted with some nice bright colors similar to that of the Child Care Room developed by Carol Borkman. The kitchen would also be an asset if it were painted and cleaned up. This floor also has a toilet in the Library. Concetta has equipment for operating the school. She would bring this equipment with her.
2. We may need a panic bar on the door to the Gym or Fellowship Hall. That will enable us to keep that door locked at all times.
3. We need an electric lock on the East Ave Entrance and a speaker system so that the Pre-School can identify when parents come to serve. It will also give the school control over admissions to the building. At night the Scouts need to control the front door and admit members of the troop.
4. We need the tiles replaced on the 4th Floor so the Scouts can more comfortably use the room. The old tiles and trash need to be removed from the 4th floor to make the room usable.
5. The Scout Storage room needs to be cleaned out but the equipment can remain there for now since that space is not necessary for the Pre-School project.
6. Harvey has explored the insurance question and will have a report to make later in our negotiations.

UNITED EVANGELICAL CHURCH
3200 DILLON STREET,
BALTIMORE, MD, 21224
(Tel No. 410-276-0393)

REPORT TO THE COUNCIL ON THE PARENT CHILD INVOLVEMENT PROJECT
June 16, 1994

BACKGROUND:

The exploration of this project was approved by our Council at its meeting of June 5, 1994. The program is facilitated by Concetta Clark (995-0118) of 5317 Night Shade Court, Columbia, MD 21045. She has been leading parent-child involvement programs in our community for 27 years. The program has been held at Fortview Recreation Center adjacent to Public School #230 for the last nine years. It currently serves children from 2 to 4 years of age. Concetta holds three classes with no more than 15 children in each class. Classes serve (12) two year olds, (15) three year olds and (15) four year olds and their parents for a total maximum capacity of 42 children. Parent participation is mandatory. The classes operate during the school year on Monday, Tuesday, and Thursday. The key to this program is that mothers and fathers volunteer to help work with the children so Concetta needs space to work with these parents. While the program has a Director and an Assistant, it is basically a parent support group with children's programming.

MISSION OF THE CHURCH:

Our Church needs to attract Young Adults between the ages of 20 and 45. We recognize that the new people coming into our neighborhood are young adults with young children and many of them are single parents. Many of these adults lack training in parenting. Most mothers have to work. Like many parents today, they need help and support in raising their children. They also need a safe place to help prepare their children for the demanding pace of the modern school. This project attracts parents who are willing to work in the program and to help finance the school. This project is a self supporting self-help program and fits into our mission objectives of helping parents and children to grow in character reflective of the caring values of a church. Concetta Clark is an experienced parent educator and child care expert. She has an excellent reputation in our community. We believe our objectives and those of the Director and participating neighborhood parents are similar.

SUMMARY:

On Thursday, June 16, 1994, Clarence Rowell Vice President, Bill Voelker Treasurer, Harvey Jacob Financial Secretary, Cass Young, Secretary, and Bob Armstrong, Pastor (Council Members) met with representatives of the Parent Child Involvement Program to review the project and look at the second floor as a potential place to service this program.

Due to a previous engagement, George Hammerbacher, our President was unable to be with us. Jim Talagsen, Property Manager, was on vacation and so unable to be present at this meeting. John Strong was present to help us get into any rooms in the building which might be necessary to exploring this site.

Concetta Clark, facilitator of the Program was present along with parents Tomothy P. O'Meally of the Gartland & Co. Insurance, 803 Sharp St., P.O. Box 88 Baltimore, MD, 21203 Tel No. 837-0574, Donna Pate (member of United), and Janice Jackson (member of United)

ITEMS NECESSARY TO DEVELOP THIS PROGRAM:

1. Council felt that the program should take place on the second floor to make it accessible to the children. The Scouts would then move to the 4th floor. The large area used by Scouts would have to be redesigned and painted for the children with some nice bright colors similar to that of the Child Care Room developed by Carol Borkman. The kitchen would also be an asset if it were painted and cleaned up. This floor also has a toilet in the Library. Concetta believes that we may be asked to put an additional toilet in this space and possibly move the sink to make it accessible to the children. The parents have equipment for operating the Program which would be brought to the site. Under consideration is the possible use of the gym on the first floor for large muscle activities. This equipment would be put away after each session.

2. We may need a panic bar on the door to the Gym or Fellowship Hall. That will enable us to keep that door locked at all times.

3. We need an electric lock on the East Ave Entrance and a speaker system so that the Program can identify when parents come to serve. It will also give the school control over admissions to the building. At night the Scouts need to control the front door and admit members of the troop.

4. We need the tiles replaced on the 4th Floor so the Scouts can more comfortably use the room. The old tiles and trash need to be removed from the 4th floor to make the room usable.

5. The Scout Storage room needs to be cleaned out but the equipment can remain there for now since that space is not necessary for the Parent Child Involvement Program.

6. Harvey Jacob has explored the question of insurance and will have a report to make later in our discussions. He will review these questions with the United Church Insurance Advisory Board and with Timothy O'Meally who is familiar with

insurance questions involving schools. One key is to focus on the definition of this program as being a self financed parent child involvement program.

NEXT STEPS:

1. Have Concetta submit a proposal to the licensing agency for their review and then set a date for our review of the site with the representative of the licensing/approving agency. Jim Talagsen, as Property Manager, should be involved.
2. Get information regarding insurance options for presentation to the Council in its meeting of July 5th. Harvey Jacob, Financial Secretary, will follow up on this.
3. Get a list of costs necessary to properly discuss this option at our next Council meeting on July 5th and so that a decision can be made regarding this program at this time. If we are to sponsor this program, time is of the essence since the program must be promoted for a September date.
4. Present a proposal for review by the Council at its next meeting on July 5th. Concetta Clark will prepare this.

cc: Council, C. Clark

The Rev. Robert M. Armstrong
UNITED EVANGELICAL CHURCH
945 S. East Avenue,
Baltimore, MD 21224
(410) 276-0621

June 20, 1994

Lillian Augustus
Childcare Administration
2701 N. Charles St., 3rd Floor
Baltimore, MD, 21218

Dear Ms. Augustus:

On Friday, June 17, 1994, Concetta Clark telephoned asking for direction in getting our parent child involvement program operational by September of this year. As requested a plan for that program was submitted to me and we forward it to you for your information and review so that we can determine what we need to do to come into compliance with your regulations.

Program for Two Year Olds:

These children attend with a parent who remains on site. Their session meets on Tuesday morning for one and a half hours. There will be no more than twelve children enrolled in this group. The parent's discussion/support group meets in a room adjacent to the children's room. Two rotating parents and a paid adult will stay in the room with the children and conduct the program.

Program for Three Year Olds:

On Monday morning these children will come with their parents who also participate in a discussion/support group on site. This session is two hours long. There will be no more than fifteen children enrolled in this group. Two rotating parents and a paid adult will stay with the children and conduct the program.

On Thursday morning these children will return for another two hours. Two paid adults and one rotating parent will help with the children's program.

Program for Four Year Olds:

The four year olds will meet on Monday, Tuesday, and Thursday afternoon for two hours each day. There will be no more than fifteen children enrolled in this program.

On Monday the children will attend with their parents who stay on site for their support/discussion group. Two rotating parents and one paid adult will stay with the children and conduct the program.

On Tuesday and Thursday afternoons the children return for

additional sessions. On these days two paid adults and one rotating parent will stay with the children.

Facility Description:

The facility includes a large room for the children, a kitchenette, and a large indoor play area which will be furnished with gym equipment, and a separate room equipped with visual aides and a blackboard for the parent\support discussions.

Because we want to prepare for opening this service in September, time is of the essence. Because of the large group of young adults who are moving into Canton with young children and also those who are starting new families, we are anxious to hear from you soon so we can make any changes necessary to meet your regulations and plan our promotion of this opportunity for the people in our neighborhood. We look to hear from you soon.

Kindest Personal Regards,


Robert M. Armstrong
Pastor



Summary of Insurance Program

MARSH &
MCLENNAN

Liability Insurance

\$1,000,000 limit for each church plus \$50,000,000 Umbrella, as explained below.

Comprehensive General Liability — Covers injury to persons or damage to property of others on or off church premises for which the church is legally responsible, and includes:

Products and Completed Operations — Covers injury or damage when the church is responsible (e.g., food poisoning at a church potluck causes wrongful death).

Slander, Libel, Defamation of Character, False Arrest, Invasion of Privacy

Blanket Contractual — Covers the church when it has assumed the liability of a third party (e.g., if church leases a hall, hall owner can be indemnified by the church).

Liquor Law Liability — Covers the church when it is found responsible for damage or injury as the result of alcohol consumption.

Additional Interest of Employees, Volunteers and Church Members — Covers the employees, volunteers and church members when they are found responsible for damage or injury arising out of their activity as employees, volunteers or members.

Teachers Liability and Corporal Punishment — Covers the church and its teachers for liability claims.

Nursery School and Day Care Liability Coverage — Covers the church for liability and accidents at church owned and operated nursery and day care facilities.

Senior Day Center Liability Coverage — Covers the church for liability and accidents at church owned and operated senior day center facilities.

Medical Payments — Covers medical payments to persons injured during church activities on or off church premises. Limit: \$15,000 per person.

Real Property Damage Legal Liability — Covers the church for damage to the real property of others (e.g., damage by the church to an office which it occupies as a tenant). Limit: \$100,000.

Clergy Professional Liability

Directors' and Officers' Liability — Covers the church and its officers and directors for claims alleging wrongful acts by the officers or directors.

Cemetery Liability — Covers the church when it maintains a cemetery.

Sexual Misconduct Liability

Umbrella Liability — \$50,000,000 limit group occurrence and annual group aggregate excess over Comprehensive General Liability, Automobile Liability, Clergy Professional Liability, Directors' & Officers' Liability, Cemetery Liability and \$35,000,000 group occurrence and aggregate for Sexual Misconduct.

Summary of Insurance Program

This summary is intended to facilitate your understanding of the UCC* Insurance and DISCIPLES* Insurance Programs managed by the Conferences of the United Church of Christ Insurance Advisory Board (IAB). It does not replace or supersede the insurance contract and does not include all the benefits or limitations found in the policy.

Property Insurance

Coverage Terms

"All Risk Coverage" — Church property - buildings and contents - are protected against all risks besides those specifically excluded, such as flood & earthquake.

Replacement Cost — Church property is protected on a replacement cost basis (i.e., depreciation is not applied to the cost of repairing or replacing damaged property).

Blanket Coverage — Each church is covered for one limit of liability for all buildings and their contents. Individual building limits do not apply.

Ordinance Protection — For churches that own their church buildings, the policy offers coverage for contingent liability, demolition and increased costs of construction. During repair or replacement of severely damaged property, local building ordinances (municipal, city or state) may require demolition of a partially damaged structure, the installation of a sprinkler system or other safety features not previously required, nor planned into your budget. Your UCC* IAB insurance policy covers these contingencies, subject to the policy limits, which are typically greater than most policies' limits.

Fine Arts — Valuable items such as organs, gold and silver may be specifically scheduled on the policy.

Deductible — The standard deductible is \$250 per loss. Higher deductibles are available. There is no deductible for liability claims.

Additional Specific Coverages

Water Backup — Covered to limits of the policy for water backup caused by sewer, storm drains, flat roof pooling and sump pump failure.

Exterior Signs and Fences — Blanket limit.

Stained Glass — Included in blanket glass coverage in building limits.

Newly Acquired Property — \$1,000,000.

Personal Property of Clergy and Officers — \$25,000*.

Valuable Papers and Records — \$25,000*.

Accounts Receivable — \$25,000*.

Property in Transit — \$25,000*.

Business Income — \$25,000*.

Extra Expense — \$25,000*.

Trees, Shrubs and Plants — \$1,000* per item, \$10,000* per occurrence.

EDP — \$25,000*.

* Higher limits available upon request

Liability Insurance

\$1,000,000 limit for each church plus \$50,000,000 Umbrella, as explained below.

Comprehensive General Liability — Covers injury to persons or damage to property of others on or off church premises for which the church is legally responsible, and includes:

Products and Completed Operations — Covers injury or damage when the church is responsible (e.g., food poisoning at a church potluck causes wrongful death).

Slander, Libel, Defamation of Character, False Arrest, Invasion of Privacy

Blanket Contractual — Covers the church when it has assumed the liability of a third party (e.g., if church leases a hall, hall owner can be indemnified by the church).

Liquor Law Liability — Covers the church when it is found responsible for damage or injury as the result of alcohol consumption.

Additional Interest of Employees, Volunteers and Church Members — Covers the employees, volunteers and church members when they are found responsible for damage or injury arising out of their activity as employees, volunteers or members.

Teachers Liability and Corporal Punishment — Covers the church and its teachers for liability claims.

Nursery School and Day Care Liability Coverage — Covers the church for liability and accidents at church owned and operated nursery and day care facilities.

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Medical Payments — Covers medical payments to persons injured during church activities on or off church premises. Limit: \$15,000 per person.

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Clergy Professional Liability

Directors' and Officers' Liability — Covers the church and its officers and directors for claims alleging wrongful acts by the officers or directors.

Cemetery Liability — Covers the church when it maintains a cemetery.

Sexual Misconduct Liability

Umbrella Liability — \$50,000,000 limit group occurrence and annual group aggregate excess over Comprehensive General Liability, Automobile Liability, Clergy Professional Liability, Directors' & Officers' Liability, Cemetery Liability and \$35,000,000 group occurrence and aggregate for Sexual Misconduct.



*Conferences of the
United Church of Christ
Insurance Advisory Board*

East Coast: 6001 Montrose Road, Suite 700 • Rockville, MD 20852
West Coast: 1261 E. Hilldale Blvd. • Foster City, CA 94404

Should you have any questions please contact:

UCC* IAB

800-437-8830

or

Marsh & McLennan, Incorporated

800-843-7695

or

The Conference Agent

Summary of Insurance Program

This summary is intended to facilitate your understanding of the UCC*Insurance and DISCIPLES*Insurance Programs managed by the Conferences of the United Church of Christ Insurance Advisory Board (IAB). It does not replace or supersede the insurance contract and does not include all the benefits or limitations found in the policy.

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Coverage Terms

"All Risk Coverage" — Church property - buildings and contents - are protected against all risks besides those specifically excluded, such as flood & earthquake.

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Blanket Coverage — Each church is covered for one limit of liability for all buildings and their contents. Individual building limits do not apply.

Ordinance Protection — For churches that own their church buildings, the policy offers coverage for contingent liability, demolition and increased costs of construction. During repair or replacement of severely damaged property, local building ordinances (municipal, city or state) may require demolition of a partially damaged structure, the installation of a sprinkler system or other safety features not previously required, nor planned into your budget. Your UCC*LAB insurance policy covers these contingencies, subject to the policy limits, which are typically greater than most policies' limits.

Fine Arts — Valuable items such as organs, gold and silver may be specifically scheduled on the policy.

Deductible — The standard deductible is \$250 per loss. Higher deductibles are available. There is no deductible for liability claims.

Additional Specific Coverages

Water Backup — Covered to limits of the policy for water backup caused by sewer, storm drains, flat roof pooling and sump pump failure.

Exterior Signs and Fences — Blanket limit.

Stained Glass — Included in blanket glass coverage in building limits.

Newly Acquired Property — \$1,000,000.

Personal Property of Clergy and Officers — \$25,000*.

Valuable Papers and Records — \$25,000*.

Accounts Receivable — \$25,000*.

Property in Transit — \$25,000*.

Business Income — \$25,000*.

Extra Expense — \$25,000*.

Trees, Shrubs and Plants — \$1,000* per item. \$10,000* per occurrence.

EDP — \$25,000*.

* Higher limits available upon request



*Conferences of the
United Church of Christ
Insurance Advisory Board*

East Coast: 8001 Montrose Road, Suite 700 • Rockville, MD 20852
West Coast: 1261 E. Hillside Blvd. • Foster City, CA 94404

Should you have any questions please contact:

UCC*IAB

800-437-8830

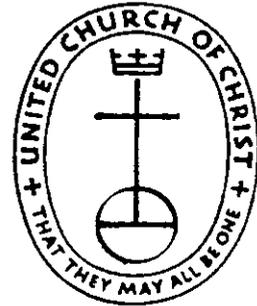
or

Marsh & McLennan, Incorporated

800-843-7695

or

The Conference Agent



**A Comparison of
Occurrence &
Claims-Made
Insurance**

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**MARSH &
MCLENNAN**

is reported during the coverage period or any extended reporting period. (A claim is "made" when you receive a written claim from a claimant or when you report an incident to the insurer.)

- **Retroactive Dates** are set to avoid duplication of coverage when claims-made coverage replaces occurrence. Claims for events which occurred before the retroactive date are covered by the previous insurer, i.e., Atlantic. Claims for events which occurred after the retroactive date are covered by Continental, so long as Continental's coverage remains in effect.
- **Extended Reporting Period** extends the timeframe for reporting claims when claims-made coverage is not replaced. All of Continental's claims-made coverages provide 12 months of extended reporting for no additional charge following any cancellation other than for non-payment.

Did Atlantic provide any claims-made coverages, and who will cover claims now?

Yes, Atlantic used claims-made coverage for Directors' & Officers' Liability and for some churches' Pastoral Liability.

Continental is also providing claims-made coverage for these areas and following insurance industry protocol, will honor any retroactive dates in Atlantic's policies. Therefore, while Continental's claims-made coverage is in force, Continental will insure any previously unreported claim which would have been covered under Atlantic's claims-made coverage forms, regardless of the date of the event.

Does the new policy replace any occurrence coverage with claims-made coverage? Who will cover claims?

Yes, the following coverages changed from occurrence to claims-made:

- Cemetery Liability
- Sexual Misconduct
- Pastoral Liability (for most churches)

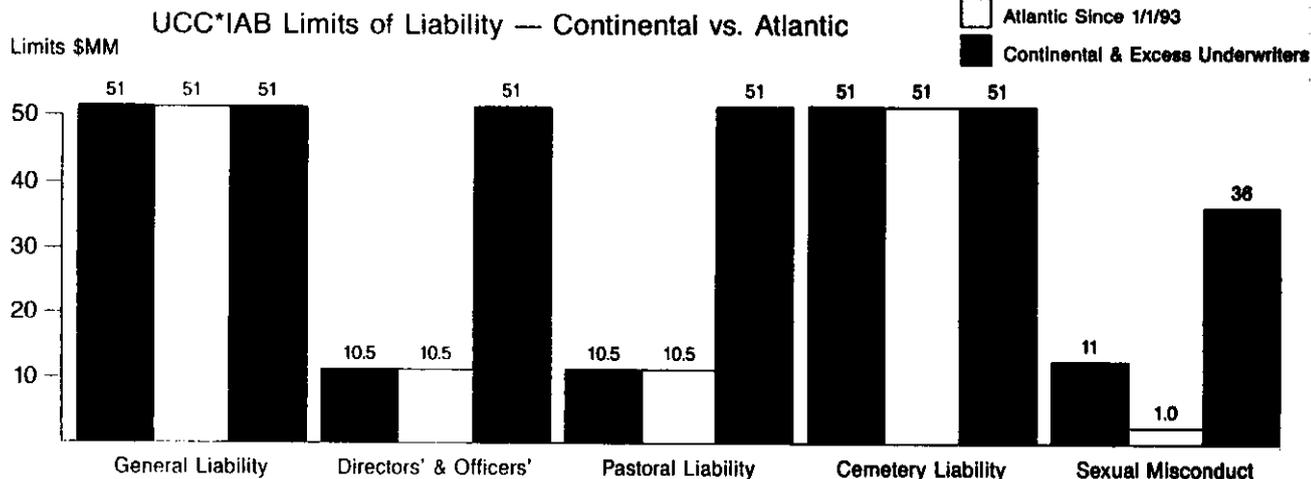
Atlantic provides coverage for events which occurred prior to January 1, 1993, regardless of when a claim is made. Continental provides coverage for events after January 1, 1993 which are reported while the policy, its renewal coverage or an extended reporting period is in force.

Why was claims-made chosen for Cemetery Liability, Sexual Misconduct and Pastoral Liability?

We chose to adopt the claims-made form so that significant limits could be offered at reasonable cost.

What were the limits of liability with Atlantic, and what are the new limits with Continental and other excess insurers?

The table below compares the discontinued program, the current Atlantic program and the new program.



Do churches that choose to remain with Atlantic have any limit of liability problems?

Yes. This year Atlantic did not renew even the relatively low limits of last year. Their coverage limits are now significantly lower than those on the new Continental program.

Furthermore, since Atlantic's limits on claims-made coverages such as Directors' and Officers' are now lower than during previous policy periods, all claims will be subject to the lower limits unless the churches obtain, for additional premium, a discovery clause for those limits. The discovery clause would only maintain the integrity of the previous limits for events which occurred during that earlier portion of the coverage period.

Churches insured with Continental do not have this problem. Continental is honoring Atlantic's retroactive date and the limits provided in prior year's claims-made policies. Going forward, Continental has increased limits as shown in our chart.

*Has the change in insurers resulted in any alterations in coverage which should be of concern to churches that choose to remain in the UCC*IAB program?*

No.

Under claims-made coverage, what happens when a pastor moves to another church?

The church's coverage is not affected by the relocation of a pastor. Coverage for a pastor is provided by the policy of the church at which the pastor ministered when the event took place, and all claims associated with this church are covered by its policy, regardless of a pastor's new location.

What happens to the claims-made coverage of a church which elects to leave the program?

If claims-made coverage is replaced by occurrence, insurance industry protocol dictates that the new insurer and agent are to make certain all claims are covered. The new insurer typically insures all losses regardless of when they occur or when the claim is made.

Regarding the above, what if the new insurer refuses to cover all losses regardless of when they occur?

In the unlikely event this should occur, if the church still wishes to change insurer, the church can request extended terms from the current program insurers based on the new insurer's refusal to provide coverage. Continental and the excess insurers have agreed to consider each case individually should this occur.

What would happen if Continental decided not to offer a claims-made policy for a coverage such as Sexual Misconduct?

Most likely, the UCC*IAB would select another insurer for the coverage. If no other insurer offered the coverage, group self-insurance would be the likely alternative. (Group self-insurance can only be accomplished through participation in a national program like that of the UCC*IAB.)

Which is better, occurrence or claims-made coverage?

Each has its benefits and drawbacks, but the complex issues arise when one is substituted for the other. It is the insurers' and agents' obligation to manage this change without a loss in coverage.

If your previous insurer becomes insolvent and a claim is made for an event which occurred during that insurer's coverage period, a claims-made policy is more advantageous because your current insurer, not the past insurer, covers the claim. With occurrence coverage an insolvent insurer would leave the church without coverage.

If coverage for a particular liability were to become unavailable, an occurrence policy would be more advantageous. Occurrence coverage remains in place for the period insurance is in force. Claims-made coverage ceases entirely when insurance becomes unavailable. Neither occurrence coverage nor claims-made would provide coverage for events which took place after the loss of insurance.

Claims-made and occurrence policy conditions are complex and subject to judicial interpretation. Law and precedent-setting court decisions vary from state to state; therefore, each situation and claim must be reviewed independently. If you have a particular concern, please call UCC*IAB, your agent or Marsh & McLennan.

PACT (PARENTS AND CHILDREN TOGETHER)

REFERENCES:

Lillian Augustus
Childcare Administration
2701 N. Charles St. (3rd Floor)
Baltimore, Maryland 21218
Telephone No. 554-0457 or 554-0480

Carolyn Awata, Director
(Technical Assistant)
Baltimore City Childcare
1401 Mt. Royal Avenue
Baltimore, Md. 21217 (In AAA Building)
Telephone No. 728-8844

Ethel Robinson, Center Coordinator
Address above

The Rev. Robert M. Armstrong
UNITED EVANGELICAL CHURCH
945 S. East Avenue,
Baltimore, MD 21224
(410) 276-0621

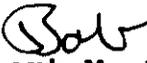
June 14, 1994

TO: G. Hammerbacher, President, C. Rowell, Vice President,
H. Jacob, Financial Secretary, W. Voelker, Treasurer,
J. Talagsen Property Manager, and C. Young Secretary

Our meeting with Concetta Clark to consider the Pre-School Project will take place on June 16, 1994 at 4:00PM. I have talked with Ben Long about moving the Boy Scouts. This is a major item of consideration since our church has sponsored Scouts for about 50 years. Ben understands that Council is trying to make better use of our building. In these days when young boys need the guidance of the church in forming their character, we must support this troop with care.

Attached you will find some items which need to be looked into as we consider this project. There may be some others after we talk to Mrs. Clark. Most of these are our problems and do not need to concern Mrs. Clark at this time. John Strong will be here to let us into the various rooms including the Scout storage room.

Kindest Personal Regards,


Robert M. Armstrong
Pastor

cc: John Strong

PRE-SCHOOL CARE PROJECT

June 14, 1994

The exploration of this project was approved by our Council at its meeting of June 5, 1994. The program is run by Concetta Clark (995-0118) who has been leading Pre-School programs in our community for 27 years. The program has been held at Public School #230 for the last twelve years. Concetta holds two sessions, one in the morning and one in the afternoon, and operates during the school year. Mothers volunteer to help work with the children so Concetta needs space to work with the mothers.

MISSION OF THE CHURCH

Our Church needs to attract Young Adults between the ages of 20 and 45. We recognize that new people in our neighborhood are young adults with young children. Many of these adults have to work and need a safe place to place their children. This project fits our mission objective.

ITEMS NECESSARY TO DEVELOP THIS PROGRAM:

1. Council has felt that the program should take place on the second floor. The Scouts would then move to the 4th floor. The idea is to begin to make more effective use of our building and to try to meet a need for pre-school child care for working mothers. The large area used by Scouts would have to be redesigned and painted with some nice bright colors similar to that of the Child Care Room developed by Carol Borkman. The kitchen would also be an asset if it were painted and cleaned up. This floor also has a toilet in the Library. Concetta has equipment for operating the school which she would bring with her.
2. We may need a panic bar on the door to the Gym or Fellowship Hall. That will enable us to keep that door locked at all times.
3. We need an electric lock on the East Ave Entrance and a speaker system so that the Pre-School can identify when mothers come to serve and control admissions to the building. At night the Scouts need to control the front door and admit members of the troop.
4. We need the tiles replaced on the 4th Floor so the Scouts can more comfortably use the room. The old tiles and trash need to be removed from the 4th floor to make the room usable.
5. The Scout Storage room needs to be cleaned out but the equipment can remain there for now since that space is not necessary for the Pre-School project.
6. Harvey has explored the insurance question and will have a report to make later in our negotiations.

Cass

The Rev. Robert M. Armstrong
UNITED EVANGELICAL CHURCH
945 S. East Avenue,
Baltimore, MD 21224
(410) 276-0621

June 14, 1994

Lillian Augustus
Childcare Administration
2701 N. Charles St., 3rd Floor
Baltimore, MD, 21218

Dear Ms. Augustus:

Attached you will find our Notice of Intent which you requested along with a drawing of the proposed facilities. Note the approximate room measurements. Concetta Clark, our Director, will be back in town on July 20th.

Should you have any questions concerning this submission, please feel free to call me at the Parsonage at 276-9621 or the church at 276-0393.

Kindest Personal Regards,


Robert M. Armstrong
Pastor

cc: C. Clark
Council

MARYLAND DEPARTMENT OF HUMAN RESOURCES
Child Care Administration

NOTICE OF INTENT TO OPERATE A NEW CHILD CARE CENTER

Complete all information and submit to the regional Child Care Administration Office before making application to the local jurisdiction for any required construction or occupancy permits or with the application at least 60 days before the center's proposed opening date if no permits are required.

This form must be accompanied by a site plan and a floor plan of the center that are drawn to scale. The site plan should indicate the location of the playground, parking areas, roads and adjacent buildings in relation to the center. The following items should be indicated on the floor plans: architectural details such as columns, built-ins, etc., the relation of the space to ground level; room numbers, if available; ages of children who will occupy rooms, if known; corridors or walk ways; walls or partitions; doors and door swings; windows; stairways; restrooms with fixtures; food preparation area with equipment; storage areas; office areas. The plan should indicate if any changes are being made to the facility-i.e., addition of toilets, sinks, drinking fountains, walls, etc. If the room is a large open space, then the plan must indicate how the space will be used if more than one group of children will be accommodated.

PLEASE NOTE THAT SUBMISSION OF THIS INFORMATION DOES NOT INDICATE THAT THE CHILD CARE ADMINISTRATION APPROVES OF THESE PLANS. THIS INFORMATION IS REQUIRED TO HELP YOU THROUGH THE PROCESS OF LICENSING.

NAME OF CENTER: Parents and Children Together (PACT)

ADDRESS: 3200 Dillon Street

Street

Baltimore

City

21224

Zip Code

Maryland

County

NAME OF OPERATOR: United Evangelical Church

CONTACT PERSON: Concetta Clark 955-0118

Name

Telephone Number

ADDRESS: 5317 Night Shade Court

Street

Columbia

City

Md.

21045

Zip Code

County

RELATIONSHIP TO CENTER: Sponsor PROPOSED OPENING DATE: Sept. 1, 1994

PROPOSED BUILDING

1. Will the center be housed in an existing building? YES NO

If YES, describe the building's previous and/or current use: Christian Education

Date of construction (if existing building): 1957

2. Is building now or will it become a multi-use building? YES NO

If YES, describe all other uses: Church School (Sunday) - Boy Scouts - Adult

Classes

3. Type of construction: Brick/Masonry Reinforced Concrete
 Structured Steel Wood Frame

4. Type of Heating System: Electric Boiler (inspection report required)
 Gas Heat pump
 Oil Other (specify)

PROPOSED BUILDING: (CONTINUED)

5. Type of water supply: Public Private
6. Type of sewage disposal: Public Private
7. If existing building, will any alterations or additions be made to the building's structure? YES NO
If YES, describe: Painting
8. List all permits that will be obtained from local jurisdiction (building, alteration, plumbing, etc.)
None
9. Is there a swimming pool on the premises? YES NO
If YES, describe: _____
Has this pool been inspected by the local jurisdiction? YES NA NO

PROPOSED SCOPE OF SERVICE

1. Describe type of Center: (See attached letter)
2. Months of operation: 9 month - September - May
3. Days of operation: (See attached letter)
4. Hours of operation: (See attached letter)
5. Ages to be served (be specific): (See attached letter)
6. **Capacity** (Note: This is established by the Office based on available space, staff, equipment, and sanitary facilities. The capacity at opening may be set lower than what the building can accommodate, but the capacity will be increased as staff and equipment are added. It is important at this time to have the building approved by the local jurisdiction for the maximum number of children that can be served.)
Total planned capacity: 42 Proposed capacity at opening: 42

PROPOSED FOOD SERVICE

1. Type of Food Service: Carried lunch Catered
 Lunch prepared at center Snacks prepared at center
 Other, explain None
2. If a kitchen currently exists, describe existing equipment and fixtures: Kitchenette available to
Program

The Rev. Robert M. Armstrong
UNITED EVANGELICAL CHURCH
945 S. East Avenue,
Baltimore, MD 21224
(410) 276-0621

June 20, 1994

Lillian Augustus
Childcare Administration
2701 N. Charles St., 3rd Floor
Baltimore, MD, 21218

Dear Ms. Augustus:

On Friday, June 17, 1994, Concetta Clark telephoned asking for direction in getting our parent child involvement program operational by September of this year. As requested a plan for that program was submitted to me and we forward it to you for your information and review so that we can determine what we need to do to come into compliance with your regulations.

Program for Two Year Olds:

These children attend with a parent who remains on site. Their session meets on Tuesday morning for one and a half hours. There will be no more than twelve children enrolled in this group. The parent's discussion/support group meets in a room adjacent to the children's room. Two rotating parents and a paid adult will stay in the room with the children and conduct the program.

Program for Three Year Olds:

On Monday morning these children will come with their parents who also participate in a discussion/support group on site. This session is two hours long. There will be no more than fifteen children enrolled in this group. Two rotating parents and a paid adult will stay with the children and conduct the program.

On Thursday morning these children will return for another two hours. Two paid adults and one rotating parent will help with the children's program.

Program for Four Year Olds:

The four year olds will meet on Monday, Tuesday, and Thursday afternoon for two hours each day. There will be no more than fifteen children enrolled in this program.

On Monday the children will attend with their parents who stay on site for their support/discussion group. Two rotating parents and one paid adult will stay with the children and conduct the program.

On Tuesday and Thursday afternoons the children return for

additional sessions. On these days two paid adults and one rotating parent will stay with the children.

Facility Description:

The facility includes a large room for the children, a kitchenette, and a large indoor play area which will be furnished with gym equipment, and a separate room equipped with visual aides and a blackboard for the parent\support discussions.

Because we want to prepare for opening this service in September, time is of the essence. Because of the large group of young adults who are moving into Canton with young children and also those who are starting new families, we are anxious to hear from you soon so we can make any changes necessary to meet your regulations and plan our promotion of this opportunity for the people in our neighborhood. We look to hear from you soon.

Kindest Personal Regards,

Robert M. Armstrong
Pastor

60 Ft.

oor

Gym

First Floor

75 Ft.

Door

Door

12 Ft.

Sink

Door

GIRLS

T

O

I

L

E

T

S

12

Ft.

Toilet Rooms - 1st Floor

Sink

Door

BOYS

T

O

I

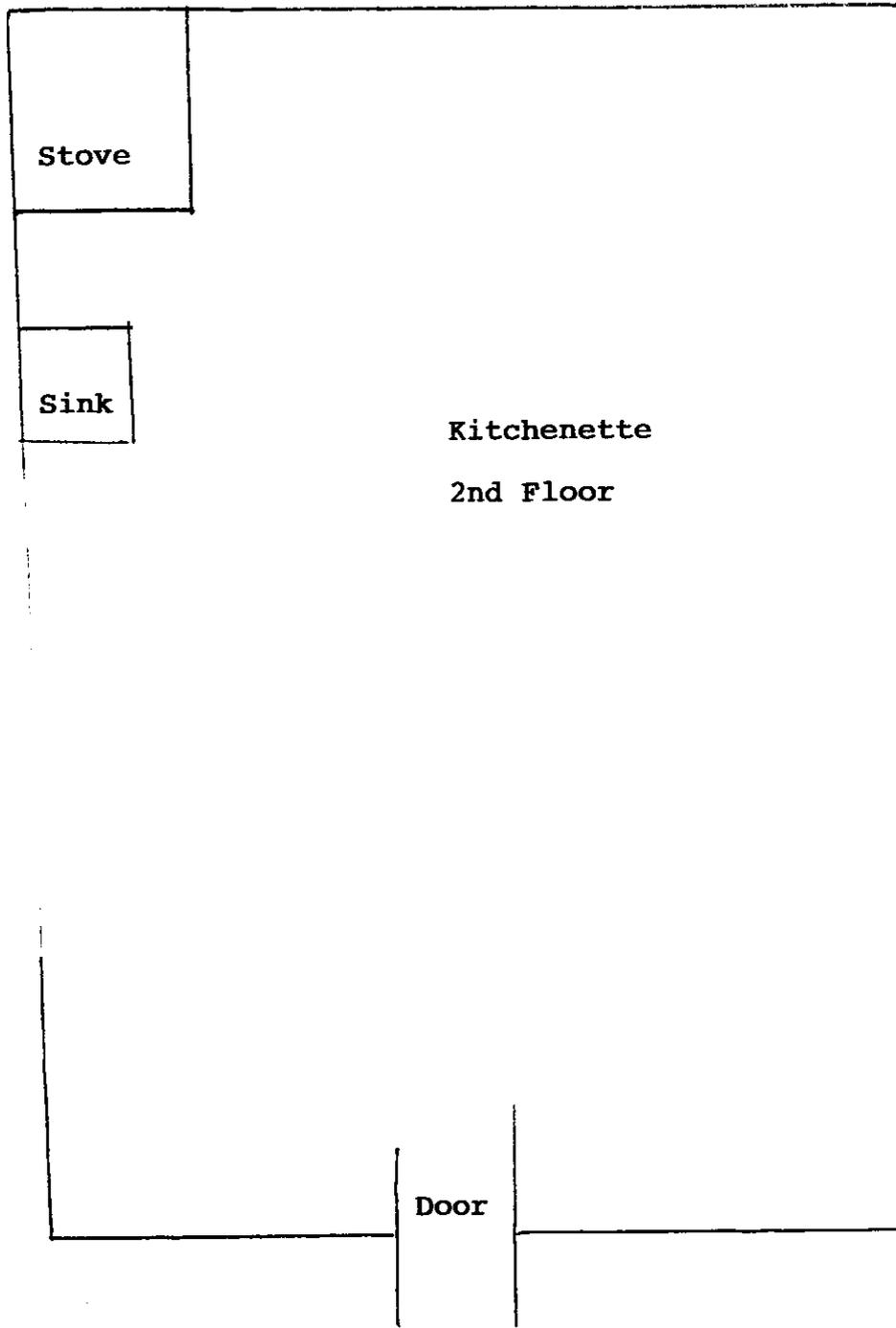
L

E

T

S

9 Ft.



Kitchenette

2nd Floor

17 Ft.

Door

United Evangelical Church
3200 Dillon St. City 21224

7/14/94

60 Ft.

Door

PACT PROGRAM ROOM FOR CHILDREN

2nd Floor

60
Ft.

Door

United Evangelical Church
3200 Dillon St., City 21224

7/14/94

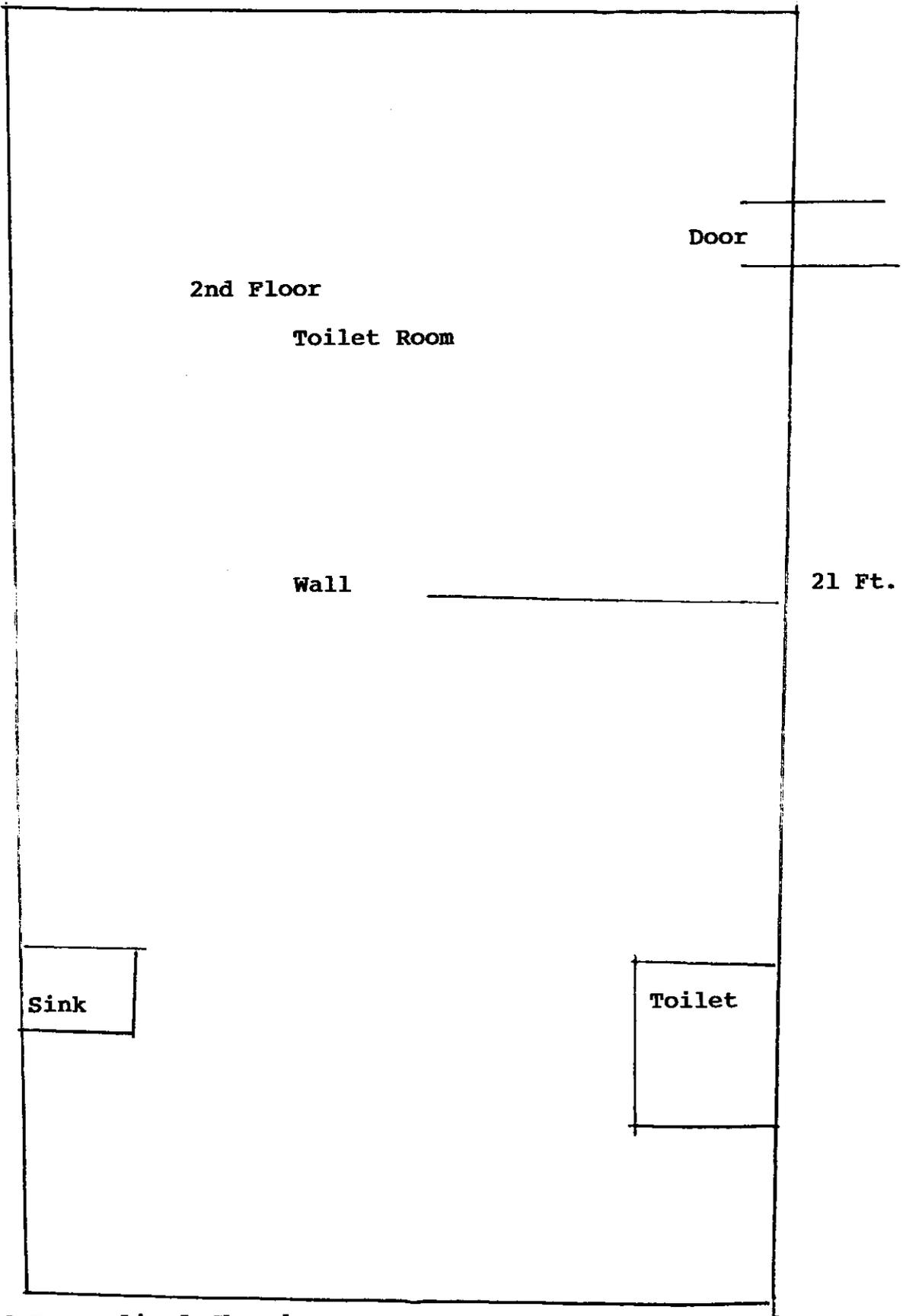
24 Ft.

Conference Room
Parent Support Group
2nd Floor

30 Ft.

Door

9 FT.



2nd Floor

Toilet Room

Door

Wall

21 Ft.

Sink

Toilet

United Evangelical Church
3200 Dillon St., City 21224

7/14/94 *

Cass

TO: G. Hammerbacher, President

FROM: Pastor

DATE: 7-14-94

SUBJECT: PACT

Concetta and I will be attending the orientation program on Friday, August 12, 1994 (see attached letter from Lillian Augustus) at 1:00PM. Would you like to come? It would be good if we could have one or two people to join us. Perhaps Cass, Jim Talagsen, George Finnerty to name a few. It would be good for the orientation of the Council.

cc: C. Clark

June 28, 1994

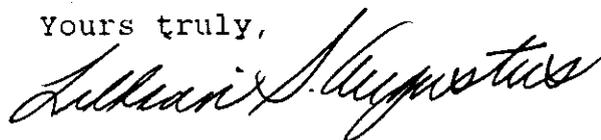
Reverend Robert M. Armstrong
United Evangelical Church
945 S. East Avenue
Baltimore, Maryland 21224

Dear Reverend Armstrong:

In response to your June 20, 1994 letter, I have enclosed (as per my conversation with Concetta Clark on June 28, 1994) a Notice of Intent to operate a new child care center. Upon receipt of this completed form, the licensing process for your proposed child care service will begin. You will receive an acknowledgement of the receipt of your Notice of Intent along with instructions for the next step and the name of the Licensing Specialist who will be working with you during the initial licensing process.

As discussed with Ms. Clark, the normal procedure is that anyone interested in operating a new child care program first attend an orientation meeting. The purpose of the meeting is to share information that will help prospective child care operators understand the licensing process. However, because of the short time frame before your proposed opening date, I will allow the licensing process to begin. You and Ms. Clark have been scheduled to attend an orientation on Friday, August 12, 1994. The appointment letter is enclosed. Also enclosed you will find a copy of the child care center licensing regulations.

Yours truly,

A handwritten signature in cursive script that reads "Lillian S. Augustus".

Lillian S. Augustus
Regional Manager

Enc.

LSA/mlp

June 28, 1994

Dear Reverend Armstrong

Thank you for your interest in obtaining a Child Care Center License. To begin the application process, we require that you attend an orientation meeting.

The next orientation meeting will be held on Friday, August 12, 1994 at: Child Care Administration
North Charles Building
2701 North Charles Street, 3rd Floor

The meeting will begin promptly at 1:00 p.m. and will last for about three hours. YOU MUST BE ON TIME. CHILDREN AND VISITORS WILL NOT BE ALLOWED. YOU MUST BRING THIS LETTER WITH YOU!

We look forward to meeting with you on the above date. If you are unable to attend this meeting, please call us for another date.

Sincerely,

Lillian S. Augustus
Lillian S. Augustus
Regional Manager

LSA/lc

THE MTA BUS LINE TO THE NORTH CHARLES BUILDING IS #3.

UNITED EVANGELICAL CHURCH
3200 DILLON STREET,
BALTIMORE, MD, 21224
(Tel No. 410-276-0393)

REPORT TO THE COUNCIL ON THE PARENT CHILD INVOLVEMENT PROJECT
June 16, 1994

BACKGROUND:

The exploration of this project was approved by our Council at its meeting of June 5, 1994. The program is facilitated by Concetta Clark (995-0118) of 5317 Night Shade Court, Columbia, MD 21045. She has been leading parent-child involvement programs in our community for 27 years. The program has been held at Fortview Recreation Center adjacent to Public School #230 for the last nine years. It currently serves children from 2 to 4 years of age. Concetta holds three classes with no more than 15 children in each class. Classes serve (12) two year olds, (15) three year olds and (15) four year olds and their parents for a total maximum capacity of 42 children. Parent participation is mandatory. The classes operate during the school year on Monday, Tuesday, and Thursday. The key to this program is that mothers and fathers volunteer to help work with the children so Concetta needs space to work with these parents. While the program has a Director and an Assistant, it is basically a parent support group with children's programming.

MISSION OF THE CHURCH:

Our Church needs to attract Young Adults between the ages of 20 and 45. We recognize that the new people coming into our neighborhood are young adults with young children and many of them are single parents. Many of these adults lack training in parenting. Most mothers have to work. Like many parents today, they need help and support in raising their children. They also need a safe place to help prepare their children for the demanding pace of the modern school. This project attracts parents who are willing to work in the program and to help finance the school. This project is a self supporting self-help program and fits into our mission objectives of helping parents and children to grow in character reflective of the caring values of a church. Concetta Clark is an experienced parent educator and child care expert. She has an excellent reputation in our community. We believe our objectives and those of the Director and participating neighborhood parents are similar.

SUMMARY:

On Thursday, June 16, 1994, Clarence Rowell Vice President, Bill Voelker Treasurer, Harvey Jacob Financial Secretary, Cass Young, Secretary, and Bob Armstrong, Pastor (Council Members) met with representatives of the Parent Child Involvement Program to review the project and look at the second floor as a potential place to service this program.

Due to a previous engagement, George Hammerbacher, our President was unable to be with us. Jim Talagsen, Property Manager, was on vacation and so unable to be present at this meeting. John Strong was present to help us get into any rooms in the building which might be necessary to exploring this site.

Concetta Clark, facilitator of the Program was present along with parents Tomothy P. O'Meally of the Gartland & Co. Insurance, 803 Sharp St., P.O. Box 88 Baltimore, MD, 21203 Tel No. 837-0574, Donna Pate (member of United), and Janice Jackson (member of United)

ITEMS NECESSARY TO DEVELOP THIS PROGRAM:

1. Council felt that the program should take place on the second floor to make it accessible to the children. The Scouts would then move to the 4th floor. The large area used by Scouts would have to be redesigned and painted for the children with some nice bright colors similar to that of the Child Care Room developed by Carol Borkman. The kitchen would also be an asset if it were painted and cleaned up. This floor also has a toilet in the Library. Concetta believes that we may be asked to put an additional toilet in this space and possibly move the sink to make it accessible to the children. The parents have equipment for operating the Program which would be brought to the site. Under consideration is the possible use of the gym on the first floor for large muscle activities. This equipment would be put away after each session.
2. We may need a panic bar on the door to the Gym or Fellowship Hall. That will enable us to keep that door locked at all times.
3. We need an electric lock on the East Ave Entrance and a speaker system so that the Program can identify when parents come to serve. It will also give the school control over admissions to the building. At night the Scouts need to control the front door and admit members of the troop.
4. We need the tiles replaced on the 4th Floor so the Scouts can more comfortably use the room. The old tiles and trash need to be removed from the 4th floor to make the room usable.
5. The Scout Storage room needs to be cleaned out but the equipment can remain there for now since that space is not necessary for the Parent Child Involvement Program.
6. Harvey Jacob has explored the question of insurance and will have a report to make later in our discussions. He will review these questions with the United Church Insurance Advisory Board and with Timothy O'Meally who is familiar with

insurance questions involving schools. One key is to focus on the definition of this program as being a self financed parent child involvement program.

NEXT STEPS:

1. Have Concetta submit a proposal to the licensing agency for their review and then set a date for our review of the site with the representative of the licensing/approving agency. Jim Talagsen, as Property Manager, should be involved.
2. Get information regarding insurance options for presentation to the Council in its meeting of July 5th. Harvey Jacob, Financial Secretary, will follow up on this.
3. Get a list of costs necessary to properly discuss this option at our next Council meeting on July 5th and so that a decision can be made regarding this program at this time. If we are to sponsor this program, time is of the essence since the program must be promoted for a September date.
4. Present a proposal for review by the Council at its next meeting on July 5th. Concetta Clark will prepare this.

cc: Council, C. Clark