

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

February 11, 1993

Dear Colleague:

Planning for Lent has started. On Tuesday February 23rd at 12:15 we are convening a meeting of our THINK TANK to coordinate our customary cooperative Lenten events. These include:

BLESSING OF THE PALMS: Sunday, April 4th at 10:00AM at O'Donnel Square. We will create the order of worship together. Following the service we will march to our various churches singing a hymn which all of us will participate in selecting. Last year this was a very successful event doubling the attendance in the previous year. It has been the custom that the event is led by Holy Evangelists and Messiah Lutheran Churches.

PROCESSION OF THE CROSS: This event was a special Holy Week event. It took place for the first time on Good Friday last year. The event was led last year by St. Brigid's. We meet at St. Brigid's at 11:15AM. It involves carrying a large wooden cross to each church in the neighborhood and learning about the history of that church. We then pray for the church and the Pastor. At noon time the cross is erected at St. Brigid's in a brief service of worship. Those who participate learn something about the joint mission of all our churches in the area but more importantly learn how heavy was the cross which our Savior carried for us and on which he died. It takes six persons to carry it. The Processional will take place on April 9.

At our meeting on February 23rd St. Brigid's will prepare luncheon at 12:15. We hope to be finished with this meeting by 1:30PM.

Through these events, our Canton Churches hope to tell the story of our mutual commitment to the Gospel, our friendship and our mutual support of our various missions.

If you have not already indicated your ability to attend, please call my office at the parsonage so we can plan for luncheon on the 23rd of February.

Keep the Faith,


Robert M. Armstrong
Pastor

CC: C. ROWELL
~~H. JACOBS~~

D.C. IMPACT Self Defense
701 Richmond Ave.
Silver Spring, MD 20910-5225
(301) 589-1349

February 9, 1993

Pastor Robert Armstrong
United Evangelical Church
East Avenue & Dillon Street
Baltimore, MD 21224

Dear Pastor Armstrong:

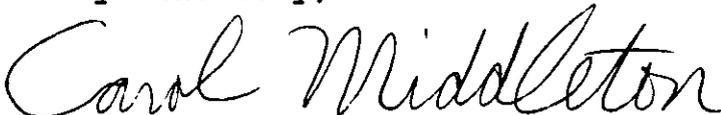
We are excited to have the opportunity to bring D.C. IMPACT Self Defense to the Baltimore area. It's thanks to people like you and Terri Diener who have helped make it happen.

This letter is to confirm that we will be renting space on May 2, 9, 16, 23 and 30 from 1:00 p.m. to 8:00 p.m. for \$15.00 per hour.

Enclosed is a copy of our certificate of insurance. It expires this month, so I will send you a copy of the renewal as soon as we receive it.

Again, thank you and we look forward to working with you.

Very sincerely,



Carol Middleton
Director

HUNTINGTON T. BLOCK
INSURANCE

2101 L STREET, N.W.
WASHINGTON, D.C. 20037-1585

LLOYD'S OF LONDON
FACILITIES

Certificate of Insurance

Pending issuance of the Policy/Endorsement

TELEPHONE: (202) 223-0873
TOLL FREE: (800) 424-8830
FAX: (202) 331-8408
CABLES: HUNTBLOCK
TELEX: 892996

D.C. Self Defense and D.C. Impact
701 Richmond Ave.
Silver Spring, MD 20910

Date: February 14, 1992

Effective Date: February 13 19 92 At 12:01 a.m.
AM PM

Insurance Carrier(s): Scottsdale Insurance Company

YOU ARE FULLY PROTECTED SUBJECT TO THE TERMS OF THE INSURANCE. THE POLICY/ENDORSEMENT WILL BE MAILED TO YOU UPON RECEIPT FROM THE INSURANCE CARRIER.

It is hereby understood and agreed that General Liability policy #GLS288680 is continued in force as expiring pending receipt of the renewal policy.

HUNTINGTON T. BLOCK INSURANCE

By: Barbara A. Max
Barbara A. Max, Account Executive



UNITED EVANGELICAL CHURCH

(UNITED CHURCH OF CHRIST)

CHURCH OFFICE
3200 DILLON STREET
BALTIMORE, MARYLAND 21224
PHONE 276-0393

ROBERT M. ARMSTRONG, PASTOR
PARSONAGE: 945 S. EAST AVENUE
BALTIMORE, MARYLAND 21224
PHONE: 276-0621

March 26, 1993

Dear Confirmand,

We are sending this letter to you as a reminder of the things to come in the next several weeks which we want you to be a part of:

PALM SUNDAY - THE BLESSING OF THE PALMS - Come in your Confirmation Robes at 9:30 a.m. We will march from the Church to O'Donnell Square for the blessing of the palms. We will march around O'Donnell Square and then will come back to our Church for the Rite of Confirmation at 10:30 a.m. Your family and friends are invited to be a part of the processional.

PROCESSION OF THE CROSS - This will take place on Good Friday. We will meet after our 9:00 a.m. Worship Service. We will go to St. Brigid's at 11:15 a.m. A large wooden cross will be carried to various churches in the area. The procession will end up back at St. Brigid's where the cross will be erected at noon.

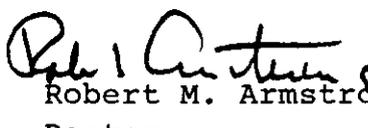
EASTER SUNDAY MORNING - Wear your Confirmation Robes. The Confirmands should be here at approximately 9:45 a.m. for the Service at 10 a.m. You will receive your First Holy Communion at this service.

SUNDAY, APRIL 25TH - CONFIRMATION REUNION SUNDAY - We ask that again you wear your Confirmation Robes. You will be a part of the processional at the 10:30 a.m. Worship Service honoring our 50 year Confirmands. After the Worship Service, please bring your robes to the Church Office so they can be returned to the Rental Company. There will be a reception in Friendship Hall and you, your family and friends are invited to participate.

Don't forget Thursday, April 1st, 7 p.m. we will go over our plans for the Rite of Confirmation.

If you have any questions, call the Church Office, 276-0393 or the Parsonage, 276-0621.

Keep the faith,


Rev. Robert M. Armstrong
Pastor

Rev. Robert M. Armstrong
UNITED EVANGELICAL UNITED CHURCH OF CHRIST
945 S. East Avenue,
Baltimore, Maryland 21204
(301) 276-0621
March 24, 1993

Dear Colleague:

On February 23rd our THINK TANK met and agreed to sponsoring the following events. I am sending you this letter as a reminder.

PALM SUNDAY BLESSING OF THE PALMS

You have received a letter from Carol Flanagan of Holy Evangelists describing this event. We will meet at 9:45AM at O'Donnell Square on Palm Sunday April 4th. As Carol made clear in her letter of March 3rd, every participant should bring psalms, processional crosses, banners, torches, etc. along with as many people from our congregations as would like to participate.

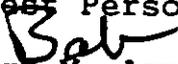
PROCESSION OF THE CROSS

This event will take place on Good Friday, April 9, 1993. Participants will meet at St. Brigid's Church at 11:15AM. Under the leadership of Father Joe we will carry the cross to various churches in the area. We ask you to join us and be prepared to speak to the mission of your church when we come to visit. We will pray for each participating church and sing a hymn. The procession will end at St. Brigid's where during the noon hour we will erect the cross. This is an exciting event so we ask you again to bring processional crosses, banners, torches, and other materials identifying your church. Again, come with as many people from your congregation as would like to participate. This is a moving event for all participants. It takes six people to carry the cross which Jesus carried on that fateful day. Children and Young People really like this event.

THE MAN OF SORROWS

Recently we received an invitation from Bill George to this program at Patterson Park Baptist Church. Perhaps you too got an invitation. It takes place on Sunday evening April 4th at 7:00PM. It will feature Mr. Ken Hudler, a Christian artist and lay speaker who will share the life and ministry of Jesus through his paintings and is an excellent way for the Christian community to refocus and reflect on the journey that leads us to Maundy Thursday, Good Friday, and Easter. .

Kindest Personal Regards,


Robert M. Armstrong,
Pastor

cc:C. Rowell, H. Jacob, M. Slechta, C. Young

TO: Council

FROM: Pastor

DATE: 8-13-93

SUBJECT: WIC Program

Here is material describing the program. The Program we would house will serve ZIP codes 21224 and 21231. Our work would be under the supervision of the Maryland Food Committee. We would be one of their two sites. On Tuesday, August 17, 1993 at 10:00AM Bucky Carrigan, George Finnerty, Harvey Jacob and I will observe the program at Urban Center #7 at 2638 Fait Avenue. Let me know if you have any questions regarding this matter.



Maryland Food Committee

2521 N. Charles St., Baltimore, Maryland 21218 / 410-366-0600

August 12, 1993

Robert M. Armstrong
Pastor
United Evangelical Church
3200 Dillon Street
Baltimore, MD 21224

Dear Reverend Armstrong,

Enclosed please find some background material on the federal WIC program as well as the Maryland Food Committee's original proposal to manage two of the Baltimore City WIC clinics.

I hope this information is useful to the Council in reviewing our proposal to use space in your facility for the WIC clinic. I look forward to seeing you at the clinic on the 17th. Please let me know if you need any more material or information.

Sincerely,

Sally Dailey
Director of Direct Services

MARYLAND FOOD COMMITTEE WIC PROJECT PROPOSAL

SEPTEMBER 30, 1992

This proposal outlines the terms under which Maryland Food Committee (MFC) enters into a cooperative agreement with the Baltimore City Health Department Women, Infant, and Children Supplemental Food Program (WIC) to assume the management of two Baltimore City WIC clinics. MFC will provide services to eligible clients at two existing clinics; Fait Avenue (#7) and Mt. Zion Baptist Church (#15).

MFC was approached by BCHD WIC and asked to examine the possibility of entering into a cooperative agreement. BCHD WIC is interested in utilizing community resources to expand the delivery of services to the growing WIC client population and to increase the capabilities of the BCHD WIC limited staff. MFC is interested in entering into such an agreement both for the aforementioned reasons, and also so that we may provide employment opportunities to former or current WIC recipients, many of whom have volunteered at Baltimore City WIC clinics through efforts coordinated by MFC. MFC believes that the quality of services can be improved by using trained WIC clients, and that such utilization of clients will make the delivery of services more sensitive to the clientele being served.

MFC intends to operate the clinics in accordance with federal, state and local regulations. This proposal may not specifically allude to all federal, state or local policies, procedures or regulations. The omission of such plans may be due to MFC's lack of awareness of certain policies, procedures, or regulations. Or such omissions or deviations may stem from our interest in operating the clinics in a slightly different manner. Whichever is the case, efforts will be made to resolve problem areas.

TRAINING:

MFC will require that all project employees participate in a three month training period. There will be an initial one month training period prior to working in clinics. This training will begin October 19th. After one month, MFC staff will begin working in the clinics. The training period will continue for two more months during which time at least one WIC staff member will be present at all times that MFC staff is in the clinics. Thereafter, employees will receive training on an ongoing basis eight hours per month. Some of this training will be provided by MFC staff, but the majority of training will be provided by a WIC certified CPA. MFC is willing to assist with the coordination and facilitation of the training done by WIC personnel as requested by the WIC CPA. The training to be provided by MFC and BCHD WIC, respectively, is as follows:

TRAINING PROVIDED BY MFC:

- > Basic Clerical Skills and Office Protocol
- > Employee Relations and Effective Communication
- > Cultural Diversity
- > Conflict Management and Resolution
- > Interviewing and Counseling Skills

TRAINING PROVIDED BY BCHD WIC:

- > WIC Regulations and Administrative Procedures
- > Health Assessment Procedures
- > Voucher Distribution
- > Determination of Eligibility and Certification Procedures
- > Confidentiality of Participant Information
- > Breastfeeding Information and Promotion Techniques
- > Smoking Cessation Interventions
- > Referral Procedure and Available Resources
- > Civil Rights
- > WICNET Computer Training
- > Dietary Intake and its Relation to Nutrition
- > CPPA Modules: Will be partially completed during initial training period, and continued at the rate of eight hours per month. All project employees will complete CPPA modules within 6 months of start date. MFC is willing to assist in the modification of the modules as deemed necessary to meet the needs of the trainees. Any modification of the modules would not change the fact that they are available for anybody's use.

STAFFING:

- 1 Office Assistant
- 2 Nutrition Aides
- 1 Nurse (Provided by BCHD)
- 1 Coordinator

The full time equivalency for all 5 of these positions is 100%.

MFC will hire 2 Nutrition Aides and 1 Office Assistant for each clinic. Each clinic will be open two days per week, and employees will work 8 hours per day. Employees will either be hired to work 40 hours per week (2 days at each clinic) or 24 hours per week (two days at one clinic). In addition, each employee will have one day to do paper work and other administrative duties. The hiring decisions will be based on the needs of the clinics as well as the availability of the best qualified applicants. In addition, one MFC staff member will coordinate the project on a full time basis. The coordinator will be at the clinics to troubleshoot, handle difficult situations, research problems, cover staff absences, assist when there is a high volume of clients, complete and respond to required reports and oversee general administrative procedures. The coordinator will be responsible for efficient, rapid delivery of services by clinic staff.

A WIC certified CPA (nurse) will be provided by BCHD to work at the MFC managed WIC clinics. The CPA will be present at all times the clinics are open (32 hours per week). The CPA will be responsible for the following duties:

- > Perform finger sticks
- > Perform health assessments
- > Plan, conduct and evaluate monthly nutrition education sessions
- > Authorize non-standard infant formula
- > Make home visits
- > Manage high risk cases
- > Authorize certain risk codes for nutritionally significant conditions
- > Authorize special food packages
- > Provide ongoing training needed for completion of CPPA modules (8 hours per month)
- > Review all certifications completed by non-CPPA's and a percentage of certifications (as required by regulations) completed by CPPA's

Any employee that regularly works over 30 hours per week will receive health insurance through MFC. All employees will receive paid holidays, sick leave, vacation leave and personal leave.

All employees will be required to have either a high school diploma, GED or relevant work experience. Nutrition Aides will preferably have additional training or experience in the medical or nutrition field.

MFC's general liability insurance plan does not cover medical procedures, such as finger sticks, that are performed at WIC clinics. BCHD will provide MFC with an insured BCHD employee to perform finger sticks and health assessments for the duration of the contract (through June 30th, 1993).

No MFC employee working on the WIC project will participate in lobbying efforts related to WIC. If MFC WIC project employees do engage in lobbying activities that are unrelated to WIC, all employees will abide by reporting procedures as required by state or federal regulations.

LOGISTICS:

BCHD will provide the following to MFC:

- > Administrative oversight
- > Technical Assistance as requested
- > 2 day-long staff development sessions per year. The first will be on October 30th, and the second will be approximately 6 months later.
- > Monitor provision of services on a quarterly basis using same format used to monitor other Baltimore City WIC clinics
- > House and archive files of terminated clients
- > Provide office, medical and educational supplies as requested
- > Arrange for pick-up of infectious waste as requested

- > Arrange courier services
- > Provide services for large quantity xeroxing and/or printing
- > Provide services for mass mailings
- > Telephone expenses
- > Pay rent for the two clinic sites and manage contracts with site owners that includes proper cleaning and maintenance of facilities
- > The following equipment will be in each of the clinics and in working order at the time MFC assumes management of the clinics: adult scale, infant scale, infant measuring board, hematocrit equipment, phones, file cabinets, locked closet or cabinet, and computers within 6 months
- > Repair and/or replacement of equipment as needed
- > Complete copy of modules and all policy manuals
- > Include MFC WIC project employees in all in-service trainings, conferences and coordinators meetings

MFC will be responsible for the following:

- > Determining eligibility and certifying clients
- > Performing health assessments (with the exception of finger sticks if MFC is not provided with adequate insurance coverage)
- > Distribution of vouchers
- > Preliminary nutrition education contacts including providing appropriate, practical and accurate nutrition education messages to low risk participants
- > Making appropriate referrals
- > Scheduling clients
- > Performing certification and voucher audits
- > Carefully handling equipment
- > Participating in 2 day-long staff development sessions provided by BCHD WIC Program
- > Maintaining required logs. Including, but not limited to: voucher courier delivery log, voucher issue register, missing food instrument log, and verification of certification card log
- > Generating required reports on required schedule. Including, but not limited to: Dual participant reports, required budget materials, no-show report forms, certification reviews and program evaluation self review
- > Completing time studies. The first study will be completed in April 1993. Should the contract be renewed, the next time study would be completed by October 1993 and time studies would, thereafter, be completed on an annual basis
- > Meet agreed upon performance standards. Will reach target participation rate within 5 percentage points by April 1, 1993. Thereafter MFC will continue to meet target participation rate within 5 percentage points which will be monitored by BCHD WIC Program on a quarterly basis. If MFC exceeds the target participation rate, MFC will be reimbursed at the rate of \$6 per month per participant over target participation goal. BCHD receives this money from the state and will pass it on to MFC.

UNITED EVANGELICAL CHURCH
3200 Dillon Street
Baltimore, Md. 21224

July 29, 1993

Mr. Clarence Rowell
9 Weyburn Court
Baltimore, Maryland 21237

Dear Clarence,

Here is a possible project which we could participate in. WIC is the most popular of the Hunger Program in the state of Maryland. It is funded by the Federal Government and administered through the state and the Maryland Food Committee. Therefore, it is the most solid financially.

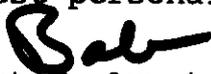
Sally and I looked at the building. She mentions available space on the 2nd floor but we are really talking about space on the 3rd floor, two days a week. The Program is under the supervision of a registered nurse who will need some space for doing health assessments of children and includes the services of two counsellors, three interviewers and two computer clerks. I see the Men's Classroom become the office for the operation.

We need to talk about this at your earliest convenience, decide if we want to do it and come up with a cost which would simply cover the expenses involved in the use of the building (maintenance, heat, light, etc.). If we stick to the principles of not for profit services we should not have a tax problem since this program is also not for profit.

I have reviewed this possibility with Harvey Jacob and Jim Tallagsen. I tried to reach you by phone but was not able to catch you so I decided to send you a copy of the letter I received today (see attached).

Currently the program is located at Urban Center #7 but the state feels the building is too small and too crowded to continue there, therefore they have requested that the Maryland Food Committee move the program to a new location.

Kindest personal regards,


Robert M. Armstrong
Pastor

CC: Church Council Members



Maryland Food Committee

2521 N. Charles St., Baltimore, Maryland 21218 / 410-366-0600

July 28, 1993

Robert M. Armstrong
Pastor
United Evangelical Church
United Church of Christ
East Ave. & Dillon St.
Baltimore, MD 21224

Dear Reverend Armstrong,

The Maryland Food Committee is very interested in making a donation to your church in order to use space for the WIC clinic that the Food Committee is now managing.

We are very interested in using the available space on the second floor. If possible, we would like to use the entire second floor, but we are certainly willing to negotiate the space arrangements. At a minimum we need one large area that will be used as a waiting area, play area and educational area and we also need four rooms that could be used as offices. The office space will be used to house the computer and the two computer clerks, three interviewers, and a room in which health assessments will be conducted by our nutritionist.

This space will also have to be equipped with a phone line and three phones, electrical outlets, air conditioners, six desks, and file cabinets. We are prepared to furnish the telephone equipment and office furniture, although we would gratefully use any of these items that may already be on the premises and available for our use.

The clinic will be open every Tuesday and Thursday between the hours of 8:30 AM and 4:30 PM. On a typical clinic day we see approximately 35 clients. Two days a month we distribute vouchers to clients. On these days we can expect that approximately 200 clients will come to the clinic.

We are interested in occupying the space by September 1st. At the latest, we would like to move in by the end of September. I look forward to hearing from you soon and welcome further negotiations so that we may come to an agreement that will best meet the needs of your congregation as well as the women, infants and children that we serve.

Sincerely,

Sally Dailey
Director of Direct Services

Eastern Shore Office

237 Florida Avenue, Salisbury, MD 21801
410-860-9770

Southern MD/DC Metro Office

1 Maryland Avenue, Suite 3, Gaithersburg, MD 20877
301-670-9344

Western Maryland Office

P.O. Box 188, New Windsor, MD 21776
410-635-8746

For your info

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

August 18, 1993

Dear Colleague:

Fall is approaching and we are planning for the first meeting of the THINK TANK. So that we have a date to start with, I talked with our friends at St. Brigid's and we chose Wednesday, September 8, 1993 at 12:00 noon. We will have lunch together and look at an agenda for the fall. Let Betty Brocato at St. Brigid's know if you can't attend so we can plan for lunch (563-1756).

One major issue for review is the BLESSING OF THE ANIMALS. The experimental program went very well during our Vacation Church School at St. Brigid's so we believe that we will have a substantial response to such a program. The suggested date is Sunday afternoon, October 31 at 5:00 PM at the Canton Waterfront Park. This program would be related to the work of St. Francis and his deep concern for all of God's creatures.

The second issue the AREA CENSUS which we have discussed before and which we need to review.

The third issue is the INTERFAITH MUSIC FESTIVAL on Sunday, December 5th at 2:00PM.

The fourth issue is a proposal that we join a march to affirm the church's support of the people's TAKING BACK PATTERSON PARK and saving it from those who perpetrate violence.

Attached you will find an up-dated mailing list for your information and review.

We look forward to seeing you on Wednesday, September 8th at 12:00 noon at St. Brigid's.

Kindest Personal Regards,

Bob

Robert M. Armstrong
Pastor

MAILING LIST FOR THE CHURCHES IN THE THINK TANK

<u>NAME OF CHURCH</u>	<u>PASTOR</u>	<u>ADDRESS</u>	<u>PHONE</u>
Bethel UCC	Rev. Rodgers	3033 E. Baltimore	484-0431
Canton Baptist	Rev. Spencer	3302 Toone St.	563-1177
Canton United Methodist	Rev. Frye	1000 S. Ellwood	342-8885
	D. Krausz	3113 O'Donnel	522-0711
	Rev. Frye, (home)		247-5641
		5208 Larlin Rd, Arbutus,	21227
Highland Assembly of God	Rev. Rice	3930 Fleet St.	675-5432
	M. Cole, Secretary		
Holy Evangelists	Rev. Flanagan	Potomac & Dillon	732-0718
	Rev. Villar	Potomac & Dillon	732-0718
Messiah Lutheran	Rev. Hudson	Potomac & O'Donnel	342-4543
	Rev. Rosa	Potomac & Dillon	342-4543
Nazareth Lutheran	Rev. Behnke	3401 Bank Street	732-3125
Our Lady of Pompei	Rev. Esposito	3600 Claremont St	675-7790
	Thom Kuhl, Organist		675-7790
Patterson Park Baptist	Rev. George	Eastern & Elwood	675-8309
St. Casimir's	Rev. Grybowski	Kenwood & O'Donnel	276-1981
	S. Hennigan, Organist		321-1984
Sacred Heart	Rev. Foley	600 S. Conkling	342-4336
	G. Daniels, Organist		576-9189
St. Brigid's	Rev. Bochenek	911 S. Ellwood Ave	563-1756
	B. Brocato PA	911 S. Elwood St.	563-1756
	Marianna Gregory, Organist		563-1756
Salem Methodist	Rev. Weber	3403 Gough St.	276-8460
	D. Miller, Organist		276-8460
United Evangelical	Rev. Armstrong	945 S. East Ave.	276-0621
	R. Gundlach, Music Director		
Director, SEEC	W. Gonce	2639 Fait Ave.,	396-9093
PR	Ted Shiller	732 S. Ann Street 21231	732-5734

TO: Council

FROM: Pastor

DATE: 8-13-93

SUBJECT: WIC Program

Here is material describing the program. The Program we would house will serve ZIP codes 21224 and 21231. Our work would be under the supervision of the Maryland Food Committee. We would be one of their two sites. On Tuesday, August 17, 1993 at 10:00AM Bucky Carrigan, George Finnerty, Harvey Jacob and I will observe the program at Urban Center #7 at 2638 Fait Avenue. Let me know if you have any questions regarding this matter.



Maryland Food Committee

2521 N. Charles St., Baltimore, Maryland 21218 / 410-366-0600

August 12, 1993

Robert M. Armstrong
Pastor
United Evangelical Church
3200 Dillon Street
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Sincerely,

Sally Dailey
Director of Direct Services

MARYLAND FOOD COMMITTEE WIC PROJECT PROPOSAL

SEPTEMBER 30, 1992

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TRAINING:

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TRAINING PROVIDED BY MFC:

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- > WIC Regulations and Administrative Procedures
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STAFFING:

- 1 Office Assistant
- 2 Nutrition Aides
- 1 Nurse (Provided by BCHD)
- 1 Coordinator

The full time equivalency for all 5 of these positions is 100%.

MFC will hire 2 Nutrition Aides and 1 Office Assistant for each clinic. Each clinic will be open two days per week, and employees will work 8 hours per day. Employees will either be hired to work 40 hours per week (2 days at each clinic) or 24 hours per week (two days at one clinic). In addition, each employee will have one day to do paper work and other administrative duties. The hiring decisions will be based on the needs of the clinics as well as the availability of the best qualified applicants. In addition, one MFC staff member will coordinate the project on a full time basis. The coordinator will be at the clinics to troubleshoot, handle difficult situations, research problems, cover staff absences, assist when there is a high volume of clients, complete and respond to required reports and oversee general administrative procedures. The coordinator will be responsible for efficient, rapid delivery of services by clinic staff.

A WIC certified CPA (nurse) will be provided by BCHD to work at the MFC managed WIC clinics. The CPA will be present at all times the clinics are open (32 hours per week). The CPA will be responsible for the following duties:

- > Perform finger sticks
- > Perform health assessments
- > Plan, conduct and evaluate monthly nutrition education sessions
- > Authorize non-standard infant formula
- > Make home visits
- > Manage high risk cases
- > Authorize certain risk codes for nutritionally significant conditions
- > Authorize special food packages
- > Provide ongoing training needed for completion of CPPA modules (8 hours per month)
- > Review all certifications completed by non-CPPA's and a percentage of certifications (as required by regulations) completed by CPPA's

Any employee that regularly works over 30 hours per week will receive health insurance through MFC. All employees will receive paid holidays, sick leave, vacation leave and personal leave.

All employees will be required to have either a high school diploma, GED or relevant work experience. Nutrition Aides will preferably have additional training or experience in the medical or nutrition field.

MFC's general liability insurance plan does not cover medical procedures, such as finger sticks, that are performed at WIC clinics. BCHD will provide MFC with an insured BCHD employee to perform finger sticks and health assessments for the duration of the contract (through June 30th, 1993).

No MFC employee working on the WIC project will participate in lobbying efforts related to WIC. If MFC WIC project employees do engage in lobbying activities that are unrelated to WIC, all employees will abide by reporting procedures as required by state or federal regulations.

LOGISTICS:

BCHD will provide the following to MFC:

- > Administrative oversight
- > Technical Assistance as requested
- > 2 day-long staff development sessions per year. The first will be on October 30th, and the second will be approximately 6 months later.
- > Monitor provision of services on a quarterly basis using same format used to monitor other Baltimore City WIC clinics
- > House and archive files of terminated clients
- > Provide office, medical and educational supplies as requested
- > Arrange for pick-up of infectious waste as requested

- > Arrange courier services
- > Provide services for large quantity xeroxing and/or printing
- > Provide services for mass mailings
- > Telephone expenses
- > Pay rent for the two clinic sites and manage contracts with site owners that includes proper cleaning and maintenance of facilities
- > The following equipment will be in each of the clinics and in working order at the time MFC assumes management of the clinics: adult scale, infant scale, infant measuring board, hematocrit equipment, phones, file cabinets, locked closet or cabinet, and computers within 6 months
- > Repair and/or replacement of equipment as needed
- > Complete copy of modules and all policy manuals
- > Include MFC WIC project employees in all in-service trainings, conferences and coordinators meetings

MFC will be responsible for the following:

- > Determining eligibility and certifying clients
- > Performing health assessments (with the exception of finger sticks if MFC is not provided with adequate insurance coverage)
- > Distribution of vouchers
- > Preliminary nutrition education contacts including providing appropriate, practical and accurate nutrition education messages to low risk participants
- > Making appropriate referrals
- > Scheduling clients
- > Performing certification and voucher audits
- > Carefully handling equipment
- > Participating in 2 day-long staff development sessions provided by BCHD WIC Program
- > Maintaining required logs. Including, but not limited to: voucher courier delivery log, voucher issue register, missing food instrument log, and verification of certification card log
- > Generating required reports on required schedule. Including, but not limited to: Dual participant reports, required budget materials, no-show report forms, certification reviews and program evaluation self review
- > Completing time studies. The first study will be completed in April 1993. Should the contract be renewed, the next time study would be completed by October 1993 and time studies would, thereafter, be completed on an annual basis
- > Meet agreed upon performance standards. Will reach target participation rate within 5 percentage points by April 1, 1993. Thereafter MFC will continue to meet target participation rate within 5 percentage points which will be monitored by BCHD WIC Program on a quarterly basis. If MFC exceeds the target participation rate, MFC will be reimbursed at the rate of \$6 per month per participant over target participation goal. BCHD receives this money from the state and will pass it on to MFC.

REPORT OF THE COMMITTEE ON THE WIC PROGRAM

9-28-93

MEMBERS: Bucky Carrigan, George Finnerty, Harvey Jacob, Pastor

BACKGROUND:

For a number of years the Church has been concerned about the use of the Christian Education Building. Two questions are involved. Are we using this resource to its maximum to serve the mission of the Church? Is there a way to use this part of our plant to produce income for the Church and at the same time advance its mission? In the past a number of options for the use of the Christian Education Building have been considered. One of them was the use of the building for a housing project for the elderly. This was proved not feasible because of the size of the plant and various construction problems which were highlighted in the review.

At our Council meeting on August 7th, we voted to appoint this Committee to review the WIC program and to have the Committee observe the WIC Program at its present location at the John Ivanco Center at 2638 Fait Avenue and report back a recommendation to the Council at its next stated meeting.

At this meeting of the Council on Tuesday, September 7th, and after extensive discussion, by a vote of 8 to 3, Council voted to approve this program and requested the Committee to negotiate an agreement with the Maryland Food Committee to house WIC in the Christian Education Building two days a week on Tuesday and Thursday. Further approval would be contingent to a review of the the terms and conditions including the size of the donation from WIC and the cost of operating the third floor of the building for this program. The Committee was instructed to report its results and recommendations to the Council for action in the Council's October 5th meeting.

WHY THE WIC PROGRAM:

Our neighborhood includes an increasing number of young single mothers in the age group 15-40 who are having babies. This trend is reflected in the larger numbers of baptisms currently experienced by the Church. Some of these mothers are living with men who function in the role of father but because of the youth of these unmarried young men and women and the current recession many of these family units are unstable. This places many of the children at risk of not getting proper nutrition. This WIC program through its certificates

*enables the mother to purchase approved food to supplement the family's nutrition. In one sense it is like a nutritional head start program.

*monitors the health of the children, checks on potential cases of child abuse, and provides counselling and support

for the mothers.

*follows up on clients to insure that food is purchased and used for the purpose for which it was intended.

*is limited to serving mothers and their children under five years of age. It is further limited to persons in Zip codes 21224 (our area) and to 21231 (Fells point).

*employs a Social Work Director and Coordinator, a Nutritionist to do health Assessments, three Counselors, and two secretary computer operators.

*serves 35 persons each Tuesday and Thursday and processes 200 certificates for food each month. The program serves 800 persons per year.

*the program is one of two such programs supervised by the Maryland Food Committee and is considered to be one the best run and financed programs to combat hunger in the State of Maryland.

WHY SHOULD THE CHURCH SUPPORT THIS SERVICE IN OUR BUILDING?

As presented to the Council, the reasons for the church taking on this program are four.

*the church is not primarily a social club. It's role is to preach the gospel and to meet human need. As Jesus said "feed my sheep" and "In as much as you have done it unto the least of these my brethren, you have done it unto me", and again "let the little children come unto me for of such is the kingdom of God". What is the mission of our church?

*the neighborhood church in its ministry is truly alive when we meet the needs of those who live in our neighborhood i.e. when faith meets need.

*programs such as WIC give us an opportunity to say to young people in the 15-40 age group in our neighborhood that we care about them in their struggle to finance and feed their families and want to participate in their salvation, healing, and well being. Many of these persons are looking for churches which have an integrity about their ministries. One of the WIC counselors is a new member of our church and two WIC counselors have come to their positions through our SUPERPANTRY program. One additional new member of our church has come through the SUPERPANTRY program. Sally Daily, the Director of this program received her training through the SUPERPANTRY program at our church.

*The outreach mission of our church as defined by the Council, is to bring the message of the gospel to young adults 20 to 40 years of age. This program will bring 800 such adults to our building in a single year.

FINANCING THE PROGRAM:

This program can fund \$500 per month as a donation to our operating expense. The entire cost of our oil bill for one year is between \$8000 and \$9000.

OBJECTIONS TO THE PROGRAM:

On Sunday, September 12th, after church a meeting was held with Carol and Herb Borkman, Clarence and Carol Rowell, Ed Meyers, Jim Talagsen, and the Pastor. The chief objections to the program as expressed in this meeting were the use of space in the Nursery and Child Care Room for a desk to interview a mother, and the use of a storage room of the Child Care Room for taking weights, heights, and testing children for anemia. In addition there was an objection to the use of the toilets by program participants, and a concern expressed that this program will expose the church to possible inspection by officials from the state government. In addition, there was a concern for the security of the building when the program is in operation. Consideration was given to presenting this program opportunity to the entire church for a vote.

NEGOTIATIONS REGARDING THIS PROGRAM:

On September 28th, the Committee met with Jan Del Willson of the Maryland Food Committee and WIC. We negotiated a donation of \$500 per month or approximately \$6000 per year for the cost of utilities and maintenance. Harvey Jacob computed the cost of operating our plant and from his study believed that this figure of \$6000 would be satisfactory from a financial point of view. In the negotiations Jan said that her organization wanted to have the program on one floor and would like us to consider that. She felt the use of space which we would share with the child care program could be a problem in the continued operation. This would mean that ideally, to do the program, we would have to move the Child Care Program to the top floor of our building. We indicated to Jan that our Council would have a decision regarding this program by October 5th.

SHOULD WE DO THE PROGRAM?

This is a major opportunity to grow our church. Therefore it must be carefully considered since our policy decision will effect future decisions regarding other options for our buildings.

*In our opinion none of the objections is basic to evaluating the program. Each of these can be overcome.

*The real concern of our Committee is that we support this program only if we believe that it fits into the mission of our church and is a proper instrument for preaching the gospel in our neighborhood.

*To proceed with this program, we must have the support and approval of the Council and members of the church. The program should be presented to Church School teachers for their input and review and possibility to the entire church.

Therefore we recommend that the major focus of our decision in the next meeting of our Council be whether the WIC program fits into our understanding of the mission of United Evangelical Church.

TO: Church School Staff and Council

FROM: Pastor

DATE: 9-21-93

SUBJECT: WALK THROUGH OF CHURCH SCHOOL BUILDING

All of us are very proud of the work done on the Church School Building; work which was donated by Jim Talagsen, Dale Sanders Sr., and Dale Sanders Jr. and other men of the church. Most of us have not really seen the great things God has done right here at United. Therefore, on Thursday evening September 30th at 7:30PM. we will do a walk through and think about sharing this accomplishment with other members of the church. Please try to hold that date and time. Let me know if you have any questions concerning this opportunity. By making this walk through we will save time at our next Council meeting.

The Rev. Robert M. Armstrong
UNITED EVANGELICAL CHURCH
945 S. East Avenue,
Baltimore, MD 21224
(410) 276-0621
October 28, 1993

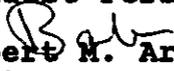
Dear Colleague:

Attached you will find a bulletin insert to announce in your church the THIRD INTERFAITH MUSIC FESTIVAL of churches in the Canton-Highlandtown community. The Festival will take place on Sunday, December 5th at 3:00PM at United Evangelical. Last year we held the Festival at Sacred Heart Church and next year we hope to hold it at another of our churches in the Canton Highlandtown area. The purpose is two fold: The first is to express our mutual thanks to God for sending us His Son Jesus, as we prepare to celebrate Christmas. The second is to raise money to support the SUPERPANTRY PROJECT of SEARCH. This project is designed to assist unemployed persons in building self-esteem as they seek employment, make best use of minimum incomes, get off welfare, and to volunteer in the community. SUPERPANTRY tries to teach participants how to fish rather than just giving them a fish (often in the form of a Christmas basket).

We need your help as a supporter of this event, to announce it in the community, to help sell tickets, and to invite your Choir, Soloist, or Folk Mass Group to participate. Please place the Festival on your Calendar this fall and notify your organist or choir Director to get your selections of Music to the Coordinator of Music ASAP. The Coordinator of Music for this year's event will be Mr. Robert Gundlach, Organist at United Evangelical (Phone 732-6752).

The final coordinating meeting of the THINK TANK for this event will be on Wednesday, at 12:30 Noon November 24th, at St. Brigid's. Luncheon will be served. Choir and Folk Mass Directors will meet at United (to review the program and see where where they will perform) on Thursday evening, November 18th at 6:30PM.

Kindest Personal Regards,


Robert M. Armstrong
Pastor

cc: R. Gundlach, M. Slechta, C. Young
Council

THEME FOR OUR 3RD ANNUAL MUSIC FESTIVAL
WE ARE ONE BODY, THE BODY OF CHRIST AND WE DO NOT STAND ALONE

BECAUSE YOU ASKED:

TICKETS:

Tickets for the Festival cost \$3.00 and are available at participating churches or from the office of the United Evangelical Church (276-0393).

PROCEEDS:

All proceeds should be mailed to The Rev. Jon Spencer, President of SEARCH, c/o Canton Baptist Center, 3302 Toone Street., Baltimore, MD 21224. Please note that checks should be made payable to CANTON BAPTIST CENTER.

LOCATION:

UNITED EVANGELICAL CHURCH is located at at the corner of Dillon Street and S. East Avenue. A handicapped ramp has been installed on the S. East Avenue entrance to the church. Toilet facilities are located on the first floor.

PARKING:

Parking is located directly across the street in the St. Brigid's parking lot or is available in the vicinity of the church.

INSTRUCTIONS TO CHOIRS, FOLK MASS GROUPS AND PERFORMERS:

Participating choirs and Pastors are asked to gather in the auditorium (entrance on S. East Avenue) at 2:30PM. for vesting and for forming the entrance procession. The program will begin promptly at 3:00PM. Seating for all participants and dignitaries will be in the choir loft in the chancel of the church on on the front pews. Clergy and invited guests will be in the processional. Clergy should plan to bring robes for the processional, if it is their custom to wear them.

REFRESHMENTS:

Simple refreshments of punch and cookies will be served in Fellowship Hall of the Church immediately following the Festival so that participants, guest, and friends, can greet one another.

A COMMON WITNESS AT CHRISTMAS TIME:

This event gives us another opportunity as Christians to stand together in this season of Christmas and as brothers and sisters to renew our common commitment to Christ and the Church. Thank you all for your active participation in this event. Should you have any questions, please feel free to contact me or Rob Gunlach, Music Director at United (732-6753).

In Christ,

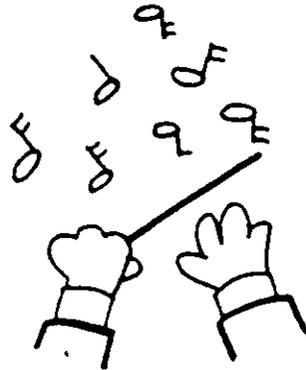
Robert M. Armstrong,
Pastor, United Evangelical Church (276-0621)



3RD ANNUAL
INTERFAITH

MUSIC FESTIVAL

SUNDAY, DECEMBER 5TH 1993 -- 3:00 P.M.



SPONSORED BY

CANTON-HIGHLANDTOWN

AREA CHURCHES

&

S. E. A. R. C. H.

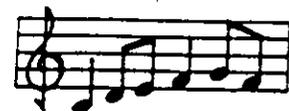
(SOUTH EAST ALLIANCE RESOLVED to COMBAT HUNGER)

TICKET DONATION
\$3.00

FOR TICKETS CALL
276-0393



TO BENEFIT



S U P E R P A N T R Y

HOSTED BY: UNITED EVANGELICAL UNITED CHURCH OF CHRIST
DILLON & EAST AVENUES



UNITED EVANGELICAL CHURCH
3200 Dillon Street,
Baltimore, MD 21224
(410) 276-0393 - 276-0621
October 28, 1993

THIRD ANNUAL CANTON-HIGHLANDTOWN INTERFAITH MUSIC FESTIVAL

(Name of Church - Please Print)

(Contact Person and Phone Number - Please Print)

TITLE OF MUSICAL SELECTION (S):

In order to avoid duplication, we ask that you list the title and composer of your selection(s).

We suggest Advent Music, Christmas Music, or Music encouraging compassion or feeding the hungry. Each church may perform two short selections -- or only one, if a longer piece has been selected. The selection(s) may be performed by an Adult Music Group or Choir, by a Children's Choir if you have one, or by solo performers.

SELECTION #1:

(Title, Composer & Approximate Length of Piece--Please Print)

SELECTION #1:

(Title, Composer & Approximate Length of Piece--Please Print)

Please return this as soon as possible to:
The Rev. Robert M. Armstrong, Pastor
or Mr. Robert Gundlach, Music Director at the above address