

June 11, 1974.

MRS. MARY-ELLEN KITCHEN
P. O. BOX NO. 75
ECKHART, MARYLAND. 21528.

Acceptance attached per
Mrs. Kitchen's letter of 6-15-74

Dear Mrs. Kitchen,

I am happy to be able to tell you that, at a Special Congregational Meeting on Sunday, May 12, 1974, our members voted by a very large majority to call you to the service of our Congregation in the capacity of full-time Associate Pastor. On Tuesday, June 4, 1974 you appeared personally before the regular meeting of our Church Council with certain requests. By formal vote our Church Council approved these requests and they are incorporated in this Letter of Call which I as President of our Church Council, formally extend to you.

Our understanding of the terms and conditions of this call are as follows:

1. The compensation to be paid to you is as follows:

- a. An annual salary of \$7,050.00 to be paid to you in equal instalments at such regular intervals as you may wish.
- b. No housing allowance because your husband's employment provides him and you with housing in Baltimore.
- c. Should your position change so that you require housing in Baltimore, we will then pay you an annual salary of \$6,000.00. In addition we will provide a housing allowance not to exceed \$175.00 per month. In such an event you will select the apartment you desire and United Evangelical Church will then sign the lease and pay the monthly rental directly to the apartment owner.
- d. An amount equal to 11% of your base cash salary (\$7,050.00 or \$6,000.00) to be paid in accordance with the pension program of the United Church of Christ.
- e. An automobile allowance of \$1,000.00 per year to be paid to you in equal instalments at such regular intervals as you may wish.
- f. One-half of the health insurance premiums for the insurance program carried by the Synod not to exceed \$252.00 per year.
- g. You are to have four weeks annual paid vacation after you have been with us for one year and four weeks each year thereafter. The exact date or dates of this vacation will be arranged between you, the Senior Pastor and the Church Council.

2. With regard to your work, our understanding is as follows:

- a. Your full working time will be devoted to this Congregation. You will not engage in any other compensated employment without the specific approval of the Church Council.

Page 2 of letter of June 11, 1974 to
Mrs. Mary-ellen Kitchen, P.O. Box No. 75, Eckhart, Maryland. 21528.

- b. All phases of your work will be formulated through constant and regular consultation with the Senior Pastor in co-operation with the Church Council and Specifically the Spiritual Committee. Your work will encompass the entire scope of the pastoral ministry. The majority of your time is to be spent, however, in working with our youth and in the area of Christian Education and pastoral visitations. You will have a special concern with visiting our church families in terms of upbuilding their relationship with the Church. You will have the same concern in relation to calls upon the families of those allied with our Church School.
 - c. You and the Senior Pastor will work together in all the areas of the life of the Church---in preaching, teaching, work with the organizations, consultative work, pastoral acts(weddings, funerals, baptisms and confirmation classes). It is anticipated that you will preach on a regular basis.
 - d. A plan of spiritual administrative procedure will be worked out between the two clergy with the general superintendence of the Church Council. The chief responsibility for spiritual administration will remain with the Senior Pastor.
 - e. You will keep the Senior Pastor alerted as to your ongoing work and accomplishments and you will submit a report each month at its regular meeting to the Church Council as to your activities in the work of the Church during the preceding month.
 - f. All fees and honoraria received by you will be turned over to the Church upon receipt.
 - g. In the absence of the Senior Pastor, you will assume and perform all of the duties that are required of his position.
 - h. In the event of disagreement between you and the Senior Pastor which you and he are unable to resolve privately you are to approach the Chairman of the Spiritual Committee or any other member of the Church Council.
 - i. Should either you or the Congregation wish to terminate your services, 90 days written notice must be given to the other party. During any such period, the terms of this agreement will remain in full effect.
3. It is understood that if this proposal is acceptable to you, you will be prepared to begin your services on July 1, 1974.

Page 3 of letter of June 11, 1974 to
Mrs. Mary-Ellen Kitchen, P. O. Box No. 75, Eckhart, Maryland. 21528.

I express my personal gratitude to you for having come to meet with us. I assure you that all the members of the Church Council, Pastor Rasche and I join together in wishing you success in our new relationship. We are optimistic and hopeful that our new relationship will be mutually rewarding and of great benefit to our membership and to the Church at large. We look forward to hearing from you and to receiving your letter of acceptance.

Cordially yours,

UNITED EVANGELICAL CHURCH

By: _____
George A. Tuerk, Jr., President,
Church Council.

May 19, 1974.

MRS. MARY-ELLEN KITCHEN
P. O. BOX NO. 75
ECKHART, MARYLAND 21528.

Dear Mrs. Kitchen,

I am happy to be able to tell you that, at a Special Congregational Meeting on Sunday, May 12, 1974, our members voted by a very large majority to call you to the service of our Congregation in the capacity of full-time Associate Pastor. As President of our Church Council, I formally extend that call to you.

Our understanding of the terms and conditions of this call (resulting from our several meetings) are as follows:

1. The compensation proposed to be paid to you is as follows:
 - a. An annual salary of \$6,000.00 to be paid to you in equal instalments at such regular intervals as you may wish.
 - b. An automobile allowance of not more than \$1,000.00 per year to be paid upon the presentation of monthly statements for actual operating and maintenance expense incurred as a result of use for Church business.
 - c. One-half of the health insurance premiums for the insurance program carried by the Synod not to exceed \$252.00 per year.
 - d. An amount equal to 11% of your base cash salary (\$6,000.00) to be paid in accordance with the pension program of the United Church of Christ.
 - e. A housing allowance not to exceed \$175.00 per month. You are to select the apartment you desire and United Evangelical Church will then sign the lease and pay the monthly rental directly to the apartment owner. We note that you have expressed a wish to live as near to the Church as is practicable and we hope you will locate in the eastern part of Baltimore.
 - f. You are to have two weeks annual paid vacation after you have been with us for one year and two weeks each year thereafter. The exact date or dates of this vacation will be arranged between you, the Senior Pastor and the Church Council.
2. With regard to your work, our understanding is as follows:
 - a. Your full working time will be devoted to this Congregation. You will not engage in any other compensated employment without the specific approval of the Church Council.

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3. It is understood that if this proposal is acceptable to you, you will be prepared to begin your services on or before July 1, 1974.

I express my personal gratitude to you for having come to meet with us. I assure you that all the members of the Church Council, Pastor Rasche and I join together in wishing you success in our new relationship. We are optimistic and hopeful that our new relationship can be mutually rewarding and of great benefit to our membership and to the Church at large. We look forward to hearing from you with what we hope will be an acceptance.

Cordially yours,

UNITED EVANGELICAL CHURCH

By: _____
George A. Tuerk, Jr., President,
Church Council.

P.S. Should you have any suggestions additional to the above, please feel free to give them to us.