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From: Membership/Stewardship Committee

Date: Saturday, 17 June 1978

Time: 11:00 AM to 12:30 PM

Place: Church Office

Present: Esther Leader, Joan Hoffman, Louis Oberlander, William Voelker and
J. Edwin Myers

Absent: Dolores Canoles and Paul Bauersfeld

I - A review of the Church records were made and the following was resolved:

- 1 - Transfer attendance cards and inactive family records to the archives
- 2 - Transfer old financial records to archives, but before doing so make sure they are properly sealed
- 3 - Index cards in file above locked cabinet, compare with current records and then destroy
- 4 - The following were considered to be permanent records and should be maintained
 - a - "Active" rolladex, in the Pastor's Office and Church Office
 - b - "Active" family records
 - c - Addressograph plates
 - d - Lined file cards of people who signed themselves "members" and etc.

II - The following to be presented to the Church Council for final action:

- 1 - Family records to be tabed with regards to contributing members
- 2 - In the family records, where "adopted child" or "illegitimate child" appears, should be stricken from the records and in the future no reference to such is to be made.
- 3 - It is recommended that the attendance cards be filled out each time a person attends Church.
REASON: In reviewing the records no record is kept of attendance of Church goers.

III - A letter, copy attached, to be sent to the people on the constituency mailing with regards to Church attendance from Easter to Pentecost except those who attended Church during this period and also the shut-ins.

IV - Discussion on visitation cards, but no action taken at present time.

MEMBERSHIP LISTS

Considered "Active" - Rolladex

"Active" contributors - Cabinet on top of Safe - Key #37

"Active" Family Records - Drawers on top of file cabinet - Key #22

Mailing list addressograph plates - on top of small safe

Bottom shelf of locked cabinet - lined file cards of people who signed themselves "members" - Key on nail in closet.

UNITED EVANGELICAL UNITED CHURCH OF CHRIST
East Avenue and Dillon Street, Baltimore, Maryland 21224

May, 1978

Dear Members and Friends:

From Easter to Pentecost this year we conducted an attendance project during our worship services. It was intended to help fulfill our goal as a congregation for "increased attendance and active participation in (our) worship services", a goal established in April, 1977 to extend until 1980. This goal was reaffirmed at the Annual Congregational Meeting in January, 1978.

According to our records in the Church Office you have not participated in any of the worship services during the period of this attendance project. We want to help you correct this unchristian situation. Perhaps you were here and did not sign an attendance card to help us with our records for this project. If so, please call the Church Office to bring our records up-to-date (276-0393). But if, on the other hand, our records are correct then you need our help to attend worship on a regular basis and to receive the Sacrament of Holy Communion.

If you are unable to attend worship for health or transportation reasons, then we should know that fact so we can include you on our Responsibility List for personalized pastoral services for you at your home. We, as your Pastor and members of the Membership and Stewardship Committee, want to do all we can to assist you in providing for your spiritual and church membership needs. We want you to know that we care about you as a Christian person.

But if you are able to attend worship and participate regularly with us in our ministry for Jesus Christ and His Church, then we encourage you to change this bad condition. If you are attending regularly elsewhere, please let us know. If you are not worshipping regularly, except perhaps at home, then please inform us how we can change to make worship here more attractive or meaningful for you. We are constantly seeking ways to improve our worship experiences. By your absence you have put yourself out of communication with us as a concerned congregation of Christian people. And we are concerned enough to help you change for the better.

People come to worship for different reasons. And people do not come to worship for different reasons. We want to help you avoid all the wrong reasons for coming or for not coming. Jesus Christ, by His life, death and resurrection, has opened up a totally new future for all of us. By the gift of the Holy Spirit, received by each of us at our baptism and confirmation, that new future begins to happen in each of our lives in meaningful ways. We urge you to help us celebrate those "happenings" together at worship on Sunday mornings. We know your life will be enriched. We want that to happen for you. If there is more we can do to help you become more active in the ongoing life of this congregation, please let us know by calling the Church Office (276-0393)

Sincerely yours,

Rev. W. Scott Hengen III
Rev. W. Scott Hengen, III - Pastor

J. Dillon Hengen
Chairperson
Membership and Stewardship Comm.