

I bring these thoughts to the attention of the Council re. the schedule of beginning, the office and parsonage;

1. The request was made for the Nov. 15th beginning with the following thoughts in mind - After counselling with our daughter on our return home and in giving the matter careful consideration, we felt that after the furniture was in place in our new home, I would be impatient to get to work at the office in the church, getting all in readiness for business and making first beginnings in the study of the situation and first plans for action. My family felt I would not be content to depart on a vacation, and I suppose they are right. They know me pretty well. Thus the request for the earlier time of beginning.

I would desire that the plans for the services remain virtually the same as arranged when we were with you - - that Dr. Lehmann would have the services and messages on Sunday, Nov. 19th, we not even being there that Sunday but running down to Washington for a few days respite! Then, if this meets with your approval, I would have my first services on Nov. 26th, with the suggestion that Dr. Lehmann be present for the Totenfest (Memorial) ceremony since he is conversant with the procedure and personally was associated with the families at the time of sorrow. We can work out the details of these services after my arrival. Further then, according to the original plans, the Installation service would be later on in the day of the 26th, at the hour you suggest. Please feel free to give further suggestions covering this if these plans do not seem feasible.

2. Would it be possible to change the offices - to move the church business office (together with buzzers) into what is now the sacristy, where the wall cabinets could be used for office needs and, above all, permit the continuous storage of the communionware in the spot it now occupies. I am a bit worried about putting this elsewhere, in a hall, etc., where it would be less safe, and less convenient for useage.

My office could then be located in the room which is now the present office. This would give me the privacy desired, as the room that would be the business office would be at the head of the stairs and in direct line of access for all folk coming to the offices. This would be splendid, for I would desire the church secretary to serve as reception secretary for all coming to the church, sending to me only those who particularly desire to meet with me.

If this plan seems feasible, then the requested book cases could be built along the wall where the safe now stands, it being moved to the other office.

3. Would you please provide for my office a standard Underwood typewriter and a typewriter stand, the kind with 4 wheels which can be locked in position.

4. As to the matter of telephones, it will probably be necessary for a technician from the company to study our problem, for we will be wanting a system which gives us the following:

a) a method by which the secretary can ring me when the call is for me, otherwise the phone remaining silent

b) a method by which I can talk with the secretary, if desired, an inter-com. type of arrangement

c) facilities by which I can take calls at my office when the secretary is gone.

d) facilities by which communication can be had with the parsonage if I am needed there.

e) a method by which all calls can be taken at the parsonage after office hours and in the evening, i.e., the office number being integrated with the phone in the home for after-office hours.

5. Our daughter feels she would prefer a lavender color in her room rather than the blue we had selected. Mrs. Raschey will secure a sample of the color and send same on within the near future.