

UNITED EVANGELICAL CHURCH
(United Church Of Christ)
East Avenue and Dillon Street
Baltimore, Maryland 21224

October 3, 1984

Greetings from Baltimore Pastor Fair:

I have been requested by our Church Council, whom meet on the first Tuesday of each month, to mail as much literature as I have available on United's activities, past and present. Also, I am to mail to you a copy of the Hymnal that we use on Sunday morning. That I will be mailing under separate cover.

You and I know that I have begun mailing to you copies of our Sunday Bulletin and our newsletter, "The Endeavor".

As per our teleconversation on September 27, I will need from you "a Pastor's Page" for the next Endeavor which I hope to have mailing in our Congregation's homes by the first week of November. That issue is a usually full issue and it includes our Advent Coin Folder, copy of which I have included in this mailing and I have marked it "A".

The last Sunday of the Church Year we call our "Memorial Sunday". On that Sunday, we remember all of the people for whom the pastor has conducted funerals for in the current year. We also publish a "Memorial Booklet" wherein members remember their loved ones regardless of when they passed away. In this booklet, the Pastor usually writes a message. I have included this booklet also and have marked it "B". I will need something similar from you, if possible, by November 9.

We have a Christmas Eve Family Service, time or times to be decided mutually by the Pastor and Council. At that time a special Bulletin is used and there again we have a Memorial Booklet, which includes a message from the Pastor. I have marked that item "C". I don't need that message until about the second week in December and by that time you will be here.

Extra items I have included are:

- "D" - Monthly Income and Expense Report
- "E" - Our 100th Anniversary Booklet printed in 1973
- "F" - Congregational Profile
- "G" - Annual Activities and Financial Reports

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- "H" - Copy of the "Upper Room" which is mailed out to shut-in members every two months
- "I" - Services of the Church Booklet wherein prices as established by the Council for services rendered, i.e., baptisms, weddings and funerals.
- "J" - Copy of the 1984 Council Committees List - this is changed the beginning of each Calendar year when new Council members are installed
- "K" - Raffle Book - We started this last year for the first time and made a profit of \$2,610. which was used for the Heat Fund. We are doing it again this year and of course, profit is unknown at this time. Our members have greatly responded.
- "L" - Copy of our Constitution and By-Laws Booklet
- "M" - Flyer on our Annual "Tinsel Day" Sunday which is self-explanatory. This year Tinsel Day will be Sunday, December 16.
- "N" - Copies of our Baptism, Weddings and Funerals Memorandums. When someone calls into the Office to make arrangements for one of the above services, pertinent information is noted on these memorandums and then turned over to the Pastor for his introduction. After the services are completed these Memorandums are returned to the Church Office Secretary wherein the information noted thereon is entered into the permanent Church Records.
- "O" - Copy of the Registration of Attendance Card - copy of this is included each week with the Bulletin. Members of the congregation fill them out and they are returned to the Church Office and the Office Secretary posts them every Monday.
- "P" - Copy of the Financial Record - each member is assigned a box of Offering envelopes each year. On Sunday mornings after the worship service, Council members remove the money and envelopes are returned to the Church Office for posting by the Secretary (usually are posted on Monday mornings).
- "Q" - Copies of past Christmas letters. I will need from you a message of Christmas cheer. This letter is usually mailed to all names on our mailing list (524) usually the second week in December.
- "R" - Memorial Card - sometimes (many times) in lieu of flowers in the event of a death, people purchase memorials (no set fee) and the memorial card is taken to a funeral home. The next Sunday the memorials are listed in our bulletin. This has been quite successful. A nearby funeral home which many of our members use, also has a supply of these cards on hand and they issued them when someone comes into view the body. After a funeral, the funeral director returns the used envelope which contains the monies back to the Church Office.

I'm sure there is other pertinent information that should be made available to you but I can't think of any at this time. When I do, I will mail them to you.

Our Financial Secretary, Miss Ruth Beckwith, called this morning and advised that she will be bringing me copies to mail to you of the 1984 monthly financial reports as well as a copy of the 1984 budget. The proposed 1985 budget has not yet been prepared.

Our United Endeavor is published four times annually - just before Lent, just before Pentecost, fall issue and the Advent issue.

Scheduled Meetings:

- Church Council - first Tuesday of the month
- Ladies Aid Society - first Wednesday of the month for a noon luncheon except July and August
- Women's Guild - third Wednesday evening of the month with the exception of July and August
- Sewing Group - every Tuesday morning at 10 a.m., May through October, with the exception of June, July and August
- Church School - every Sunday morning at 9 a.m.
- Adult Bible Study Group - every Sunday morning at 9:15 a.m.
- For Widows and Widowers Only noon covered dish luncheon the second Sunday of the month except July and August
- Senior Choir - Thursday evenings at 7:30 p.m. from August through June
- Senior Citizens - every Monday morning at 10 a.m. year 'round - open to the community
- Dieter's Unite - every Thursday evening at 7:30 p.m. year 'round - open to the community
- Boy Scouts - every Wednesday night at 6 to 9 p.m.
- Girl Scouts, Brownies and Webelos - Monday and Tuesday - 3:30 p.m. to 8 p.m.

In the spring of each year, the Ladies Aid Society has a dinner and tickets are sold to the public.

The Women's Guild has a Flea Mart in May each year, as well as a Mother and Daughter Banquet. Tickets are sold for the Banquet. In July they have a Crab Cake Supper and tickets are sold to the public. In October every year we have the ALL CHURCH SOUR BEEF AND OYSTER SUPPER. We normally sell about 1200 tickets for this affair. The community looks forward to this. All the cooking is done by the people of our Church. The Women's Guild has a Christmas Bazaar, open to the community, in November. Tinsel Sunday each year is a Church Social Day for the families of the Congregation and Church School. Dinner is free but a free-will offering is encouraged.

At the end of each Calendar year, the Church Office Secretary compiles the offerings record of each contributor and these are mailed to the families for tax purposes.

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A little about me. I have been employed by the Church since March 24, 1975. Formerly I was an executive secretary for Crown Cork & Seal Co. My normal office hours are 8 a.m. to 3 p.m. but I don't work by the clock. Most mornings I am in at 7 and particularly in the months of October, November and December it is necessary for me to stay later in the evenings and I have had to come in on Saturday's to get "caught up". I have made my telephone number available in the last 9 months since we did not have a permanent pastor available on the premises, for emergency calls. I am a member of United.

I didn't mean for this to be an 'epistle' but I wanted to get as much info to you as possible.

If there is anything further I can do for you on this end, please don't hesitate to call.

Respectfully,