

Pastor's Report
May Council 2002

- Settling in
Parsonage
Office
Church
- CAC Annual meeting
delegates
Student in Care
- Office happenings
letter head
phones and lines, email
retirement status
- New members
- Ordination service
pulpit coverage
- Council retreat

Pastor's Report
June Council 2002

- Updates
- Worship life
 - Stewardship Sunday?
 - 11:00 Christmas Eve service?
 - Costs for services
- Pastor's schedule
 - CAC annual meeting
 - Day off
 - Installation
- Office needs
 - Phones
 - Printer
 - Air conditioner
- Future planning

Pastor's Report
July Council 2002

- Worship life
 - Order of Worship - *change worship*
 - Sept. 8th - Rally Day - Children's time in worship, Bible study - *Wed Morning*
 - Worship material for children
 - Sept. 11th - Memorial Service? - *7:00 p.m.*
 - Installation time - 4:00?
- Pastor's schedule
 - Day off
 - VACATION - Aug.*
- Future planning
 - Saving the church?
 - Posture for growth
 - Contacts made
 - Meetings with church school

Pastor's Report
August Council 2002

- Follow up
 - Faith Academy
 - N.A. Groups
 - P.A.C.T.
 - Mob Town Players
 - Performance Workshop Theater Company
 - Community Involvement

- Marketing and growth needs, and the budget

- Future planning
 - Worship times
 - Christian Education

- Pastoral Relations Committee

- Secretarial Search Committee

- Seminary Sunday, Anniversary Sunday

Pastor's Report
October Council 2002

- Follow up
 - Pastoral Relations Committee
 - Monday - day off
 - Worship Changes – time, children, communion bread
 - Performance Workshop Theater Company
 - Secretarial Search Committee
 - Serenity Club of Maryland
- Chesapeake Association Fall Meeting – November 10th – delegates?

Pastor's Report
November Council 2002

- Follow up
 - Pastoral Relations Committee
 - Chesapeake Association Fall Meeting
 - Performance Workshop Theater Company
 - Secretarial Search Update
- CCA Grant for lighting
- New Member Dinner and service/Olde Time Christmas Service
- Sunday December 29th service
- Vacation – December 30th – January 6th

Pastor's Report
December Council 2002

- Follow up
 New Member Gathering/Olde Time Christmas Service
 Secretary Transition – hours Mon-Fri 9:00-3:30
- Missions – history? – future
- Major church events coordination
- Annual Meeting? – reports due
- Sunday, January 19th – Ecumenical Sunday – Max Hoffman will be co-celebrant
- Vacation – December 30th – January 6th – Roy Joellenbeck is covering

2002 Council Committees

Auditing [2001 Books] [Chair and 2 members]

J. Edwin Myers [Chair]
Calvin Gundlach
Sam Jones

Property [Chair, Vice President and 3 members]

John Price [Chair]
Clarence Rowell [Vice President]

Membership [Chair and 4 members]

Catherine Young [Chair]
Harlene

Altar [Chair and 1 council member and volunteers]

Fellowship [Chair and 3 council members and volunteers]

Robert Osburne [Chair]

Spiritual [Chair and 5 members]

George Nassner [Chair]
Olga deBloom
John Williams
Denise Kelly

Music [Chair, organist, Pastor]

Darlene Waters [Chair]
Robert Gundlach
Max Hoffmann

Calender [Chair and Church Secretary]

Kristofer Orendorff [Chair]
Catherine Young
Darlene Waters

Ushering [8:00 a.m.] [Head Usher and 3 assistants]

George Nassner [Head Usher]
Harvey Jacob
John Strong
Art Jones

[10:30 a.m.] [Head Usher and 4 assistants]

John Williams [Head Usher]
Clarence Rowell
Kristofer Orendorff
John Price
Catherine Young

Christian Education [Chair and Organizational Representatives]

Clarence Rowell [Chair]
Bill Raddatz - Senior Choir
Robert Gundlach - Director of Music

Lester Wolf - Boy Scout Troop #19
Darlene Waters - United Endeavor
Olga deBloom - Ladies Organization

PASTORS REPORT - January 2002
Deacon MARY HOFFMANN

Sermons Preached	4
Services Assisted	2
Hospital Calls	1
Shut in Calls	1
Prayers for Congregation	1,266
Counseling	4
Meetings	2
Funerals	5
Phone Contacts	15
Scripture Preludes	3
Home Devotions	8
Contact Possible New Members	3
Miscellaneous Cooperative Efforts with Office Staff	

January was a moment of settling in as to the Daily Functions needing to be maintained between Clergy, Office and Congregation.

Subtle but critical changes are being made to help maintain our worship in a more orderly manner. Additional changes for prayer of the Church being contemplated. Our Prayer Time will become more personal.

United Evangelical P.A.C.T.

Parents and Children Together
3200 Dillon Street
Baltimore, Maryland 21224

Telephone: 410 276-0393

Report on the United Evangelical P.A.C.T. As of November 30, 2001

Opening Balance: November 1, 2001 **2767.84**

Income:

Tuition	2007.50
Raffle Money	1020.00

Total income: **3027.50**

Expenses:

Payroll	1873.11
Cash Gift to church	100.00
Permit Renewal	65.00
Teacher Classes	87.00
Cleaning Services	50.00
Supplies	224.44

Total Expenses: **-2399.55**

Balance:

Closing balance November 30, 2001 3385.79

Total Balance as of November 30, 2001 **3395.79**

P.A.C.T. currently has an active enrollment as follows: Age 2- 12 children
Age 3- 14 children
Age 4- 13 children

United Evangelical, United Church of Christ of Baltimore, Maryland having heard the recommendation of it's search committee has voted to extend to the Reverend Catherine Oatman a call to become it's Pastor effective (date to be determined). In extending this call, the congregation understands that the Pastor will have the freedom of the pulpit in matters of faith and ethics according to the dicates of the word of God, the work of the Holy Spirit, the traditions of the United Church of Christ, and the realities of the world. The congregation agrees to support the Reverend Catherine Oatman with prayers, loving criticism, and stewardship of time and talents.

Base salary and Housing

(Base salary is 130% of base cash salary plus social security offset)

1. United Evangelical church agrees to pay a base cash salary of \$30,000 per annum, paid in 24 regular installments on the 15th and 30th of each month.
2. Provide and maintain a parsonage for the Pastor and pay for the cost of all utilities and repairs, except for personal telephone toll calls.
3. To pay for professional moving expenses of your personal furniture and possessions to the parsonage at South East and Dillon Street.

Related expenses and insurance benefits

1. To pay on your behalf an annual federal social security offset presently equal to 7.65% of your salary.
2. To pay an allowance toward your automobile expenses of \$200 per month. \$2400 per annum
3. To pay into the ministers annuity fund 14% of the base salary per

annum.

4. To pay into a equity fund the amount of \$3,000 per annum. To be paid in 12 monthly installments.
5. To pay health and dental insurance premium in full per annum.
6. To pay 1% of the base salary to Pastor's family protection plan for life and disability insurance per annum.
7. To pay group term insurance premium in full per annum.
8. To pay tentant's insurance premium in full per annum.

Other benefits and support services

1. The Pastor will be given four weeks vacation with pay each year. The church will provide the cost of supply pastor, Pastor to make arrangements for supply pastor.
2. The Pastor will be given 1 week leave and up to \$1000 annually for continuing education, upon approval of church council.
3. Sabbatical leave will be discussed after 5 years of service.
4. Provide reimbursement of professional expenses up to \$200 per annum, upon approval of church council.

This Pastoral relationship may be terminated by either the church or the Pastor by giving 60 days written notice. To review annually this call with, and to make such mutually agreeable adjustments thereto as be determined.

PASTOR'S COMPENSATION

SALARY	\$30,000
SOCIAL SECURITY OFFSET	\$2295
EQUITY FUND	\$3000
PENSION	\$5781
HEALTH INSURANCE	\$5118
DENTAL INSURANCE	\$312
LIFE + DISABILITY INSURANCE	\$413
GROUP TERM INSURANCE	\$50 ?
TENTANT'S INSURANCE	\$300 ?
CONTINUING EDUCATION	\$1000
PROFESSIONAL EXPENSES	\$200
AUTO EXPENSE	<u>\$2400</u>
 TOTAL	 \$50,869

VACATION - 4 WEEKS ANNUALLY

CONTINUING EDUCATION - 1 WEEK

HOUSING - PARSONAGE WITH UTILITIES

MOVING EXPENSES

SABBATICAL LEAVE - OPTION AFTER 5 YEARS OF SERVICE

Pastor's Report February 2002
Deacon MAX HOFFMANN

Sermons Preached	8
Services Attended	11
Hospital Calls	2
Shut-in Calls	17
Prayers	
Counseling	1
Meetings	1
Funerals	1
Phone Contacts	6
Scripture Readings	3
Home Devotions	0
Baptism	1

Changes in the order of worship have been made. Service appears to be more orderly.

Prayers for the people have been met with a very positive response

Two teams have been established for the contacting of shut-ins and nursing homes with communion being administered.

Goal is to contact all shut-ins and nursing home members monthly.

PASTOR'S REPORT - MARCH 2, 2002

SERMONS Preached	13
Services Attended	17
Hospital Calls	8
Shut in Calls	5
Counseling	4
Meetings	3
Funerals	
Phone Contacts	8
Scripture Preludes + DEVOTIONS	10
BAPTISMS	1

It is hard to believe that this will be my last report before your new pastor comes on board May 6, 2002.

I must admit that serving United as your interim has been one of the real pleasures of my life. Each one of you have been kinder to me than I would dream possible. I believe the secretaries and myself have left behind a service format that enables our members to leave worship services on

Sunday spiritually refreshed. I have come to love what more ~~to~~ than I thought possible. I will leave here May 5, 2002 not with a heavy heart, but with a heart filled with joy. I truly pray that I have served this congregation as you were hoping I would. I pray that some of the work I began with the sick and the shut-ins will be concluded in a positive manner. Two or three more volunteers will enable us to make the monthly contact we have dreamed of.

May each of you, my co-workers in Christ, continue to go forward serve our Lord Jesus Christ as He has commanded.

My special prayers to George as he pursues the great calling God has placed upon his heart. God's Spirit be with him
May Hoffman, Deacon

United Evangelical Church School

3200 DILLON STREET
BALTIMORE, MD 21224-5028

FINANCIAL REPORT
Month Ending 31 MAR 2002

GENERAL	INCOME	EXPENSE	YEAR TO DATE	BALANCE
Building Fund - - - - -	\$	\$	\$ -121.38	\$ 0.19
Furniture & Fixtures - - - - -				7.39
Lesson Supplies - - - - -	33.41		106.13	58.24
Miscellaneous - - - - -	17.69	46.80	6.25	352.13
CHOI VAN EASTER EGGS				
Stationery-Printing & Postage - - - - -				44.20
UECS Missions - - - - -	17.70		53.02	148.29
Flower/Refreshment - - - - -				241.36
Sub Total	\$ 70.80	\$ 46.80	\$ 44.02	\$ 1381.80
MISCELLANEOUS SPECIALS				
Christmas Banks - - - - -				91.77
Easter Banks - - - - -				188.67
Renovation Fund - - - - -	20.00		60.00	619.36
HEFFER FUND (ARKS)	44.15		50.75	252.62
POCC #17500 - YOUTH GROUP #437.47				612.47
Sub Total	\$ 64.15	\$ 0	\$ 110.75	\$ 1752.89
SPECIALS				
Canton Happenings - - - - -				161.31
Cradle Roll - - - - -				71.11
Reserve (Dividend) SVGS 12.17 + 267	14.99		28.95	2157.33
Office Fund (Personal) CK 15				59.95
Nursery Department - - - - -				38.77
Bible Memorial Fund - - - - -				470.31
Sub Total	\$ 14.99	\$ 0	\$ 28.95	\$ 2958.83
TOTAL	\$ 149.94	\$ -46.80	\$ 183.72	\$ 6099.52
Net Gain or Loss	-46.80	103.14		
Balance (12/31/01) * 12/31/01		15996.38	5915.80	
GRAND TOTAL	\$ 149.94	\$ 46.80	\$ 6099.52	\$ 6099.52

DISTRIBUTED AS FOLLOWS:
 Checking Account -) PROVIDENT BANK OF MD
 Savings Account -)

\$ 885.02
 \$ 5214.50
6099.52

ATTENDANCE
 4/12 Last Year - 81 = 21 - 236 = 19
 5/13 This Year - 1292 = 26 - 312 = 24

OFFERING
 Last year - 165.01 = 16.26 - 181.08 = 15.09
 This Year - 75.80 = 15.16 - 217.20 = 16.75

Respectfully submitted,

 Treasurer

United Evangelical P.A.C.T.

Parents and Children Together
3200 Dillon Street
Baltimore, Maryland 21224

Telephone: 410 276-0393

Report on the United Evangelical P.A.C.T.
As of March 21, 2002

Opening Balance: January 1, 2002 **2286.33**

Income:

Tuition and Registration	6965.50
Raffle money	1530.00
Interest	9.44

Total income: **8504.94**

Expenses:

Payroll	3742.98
Cash gift to church	300.00
Supplies	313.63
Payout for raffle	750.00

Total Expenses: **-5106.61**

Balance:

Closing balance as of March 21, 2002 **5684.66**

P.A.C.T. currently has an active enrollment as follows
Age 2-13 children
Age 3-12 children
Age 4-13 children

600.

United Evangelical Church School

3200 DILLON STREET
BALTIMORE, MD 21224-5028

FINANCIAL REPORT
Month Ending 30 APR 2002

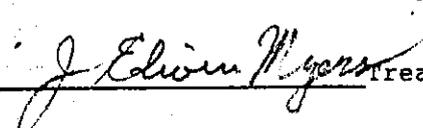
GENERAL	INCOME	EXPENSE	YEAR TO DATE	BALANCE
Building Fund - - - - -	\$	\$	\$ -121.38	\$ 0.19
Furniture & Fixtures - - - - -				7.39
Lesson Supplies - - - - -	37.24		143.97	625.48
Miscellaneous - - - - -	18.68		24.87	370.75
<u>Choc/VAN EASTER EGGS</u>				
Stationery-Printing & Postage - -				44.20
UECS Missions - - - - -	18.62		71.64	166.91
Flower/Refreshment - - - - -				241.36
Sub Total - - - - -	\$ 74.48	\$	\$ 118.50	\$ 1456.28
<u>MISCELLANEOUS SPECIALS</u>				
Christmas Banks - - - - -				91.77
Easter Banks - - - - -				188.07
Renovation Fund - - - - -	15.00		75.00	628.36
REFER FUND (A B)	31.65		32.40	284.27
POOR 3:15 - YOUTH GROUP 4:37-47				612.47
Sub Total - - - - -	\$ 46.65	\$ 0	\$ 157.40	\$ 1805.54
<u>SPECIALS</u>				
Canton Happenings - - - - -				161.31
Cradle Roll - - - - -				71.11
Reserve (Dividend) <i>Sup 13.52 2.17</i>	13.69	.01	42.63	2171.61
Office Fund (Personal) - - - - -				57.75
Nursery Department - - - - -				35.77
Bible Memorial Fund - - - - -				470.36
Sub Total - - - - -	\$ 13.69	\$.01	\$ 42.63	\$ 2972.51
TOTAL - - - - -	\$ 134.82	\$.01	\$ 318.53	\$ 6234.33
Net Gain or Loss - - - - -		134.81		
Balance - - - - -		6099.52	\$ 4715.80	
GRAND TOTAL (3/31/02) - *12/31/01	\$ 134.50	\$ 6234.33	\$ 6234.33	\$ 6234.33

DISTRIBUTED AS FOLLOWS:
 Checking Account - PROVIDENT BANK OF MD
 Savings Account -

\$ 1006.32
 \$ 5228.01
6234.33

ATTENDANCE
 Last Year - 165 = 93 - 307 = 23
 This Year -

OFFERING
 Last year - \$5080.16.08 -
 This Year -

Respectfully submitted,

 Treasurer

United Evangelical Church School

3200 DILLON STREET
BALTIMORE, MD 21224-5028

FINANCIAL REPORT
Month Ending 31 May 2002

GENERAL	INCOME	EXPENSE	YEAR TO DATE	BALANCE
Building Fund - - - - -	\$ _____	\$ _____	\$ <u>-121.38</u>	\$ <u>0.19</u>
Furniture & Fixtures - - - - -	_____	_____	_____	9.39
Lesson Supplies - - - - -	<u>36.65</u>	_____	<u>100.02</u>	<u>662.13</u>
Miscellaneous - - - - -	<u>18.32</u>	_____	<u>43.19</u>	<u>359.07</u>
Stationery-Printing & Postage - -	_____	_____	_____	<u>44.20</u>
UECS Missions - - - - -	<u>18.33</u>	_____	<u>89.97</u>	<u>185.24</u>
Flower/Refreshment - - - - -	_____	_____	_____	<u>241.36</u>
Sub Total - - - - -	\$ <u>73.30</u>	\$ <u>0</u>	\$ <u>191.80</u>	\$ <u>1579.58</u>
MISCELLANEOUS SPECIALS				
Christmas Banks - - - - -	_____	_____	_____	<u>91.77</u>
Easter Banks - - - - -	_____	_____	_____	<u>188.67</u>
Renovation Fund - - - - -	<u>30.00</u>	_____	<u>105.00</u>	<u>658.36</u>
HEFFER PROJECT/ARK BANKS	<u>4.00</u>	_____	<u>86.40</u>	<u>288.27</u>
POCC #17500 - YOUTH GRP #437.47	_____	_____	_____	<u>612.47</u>
Sub Total - - - - -	\$ <u>34.00</u>	\$ <u>0</u>	\$ <u>191.40</u>	\$ <u>1839.54</u>
OFFICIALS				
Canton Happenings - - - - -	_____	_____	_____	<u>161.31</u>
Cradle Roll - - - - -	_____	_____	_____	<u>71.11</u>
Reserve (Dividend) <u>Ch. 20 / Aug 13 12</u>	<u>13.32</u>	<u>0</u>	<u>55.95</u>	<u>2184.33</u>
Office Fund (Personal) - - - - -	_____	_____	_____	<u>59.95</u>
Nursery Department - - - - -	_____	_____	_____	<u>38.77</u>
Bible Memorial Fund - - - - -	_____	_____	_____	<u>470.36</u>
Sub Total - - - - -	\$ <u>13.32</u>	\$ <u>0</u>	\$ <u>55.95</u>	\$ <u>2985.83</u>
TOTAL - - - - -	\$ <u>120.62</u>	\$ <u>0</u>	\$ <u>191.15</u>	\$ <u>6354.95</u>
Net Gain or Loss - - - - -	_____	<u>120.62</u>	_____	_____
Balance - - - - -	_____	<u>6234.33</u>	<u>5915.80</u>	_____
FUND TOTAL (<u>4/30/02</u> - * <u>12/31/01</u>)	\$ <u>120.62</u>	\$ <u>0</u>	\$ <u>6354.95</u>	\$ <u>6354.95</u>

DISTRIBUTED AS FOLLOWS:

Checking Account - PROVIDENT BANK OF MD \$ 1113.92
 Savings Account - \$ 5241.13
\$ 6354.95

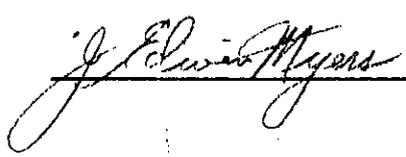
ATTENDANCE

Last Year - .69 = 23 - 460 = 23
 This Year - .81 = 70 - 460 = 23

OFFERING

Last year - 344.65 = 16.08 - *251.44 = 15.38
 This Year - 7330 - 18.50 304.72 = 17.37

Respectfully submitted,

 Treasurer

United Evangelical Church School

3200 DILLON STREET
BALTIMORE, MD 21224-5028

FINANCIAL REPORT
Month Ending 31 May 2002

GENERAL	INCOME	EXPENSE	YEAR TO DATE	BALANCE
Building Fund - - - - -	\$ _____	\$ _____	\$ <u>121.38</u>	\$ <u>0.19</u>
Furniture & Fixtures - - - - -	_____	_____	_____	<u>9.39</u>
Lesson Supplies - - - - -	<u>36.65</u>	_____	<u>100.02</u>	<u>662.13</u>
Miscellaneous - - - - -	<u>18.32</u>	_____	<u>43.19</u>	<u>359.87</u>
Stationery-Printing & Postage - -	_____	_____	_____	<u>44.20</u>
UECS Missions - - - - -	<u>18.33</u>	_____	<u>89.97</u>	<u>185.24</u>
Flower/Refreshment - - - - -	_____	_____	_____	<u>241.36</u>
Sub Total - - - - -	\$ <u>73.30</u>	\$ <u>0</u>	\$ <u>191.80</u>	\$ <u>1579.58</u>
UNUSUAL SPECIALS				
Christmas Banks - - - - -	_____	_____	_____	<u>91.77</u>
Easter Banks - - - - -	_____	_____	_____	<u>188.67</u>
Renovation Fund - - - - -	<u>30.00</u>	_____	<u>105.00</u>	<u>658.36</u>
HEFFER PROJECT/ARK BANKS	<u>4.00</u>	_____	<u>86.40</u>	<u>388.27</u>
PACC #17500 - YOUTH GRP #437.47	_____	_____	_____	<u>612.47</u>
Sub Total - - - - -	\$ <u>34.00</u>	\$ <u>0</u>	\$ <u>191.40</u>	\$ <u>1839.54</u>
SPECIALS				
Canton Happenings - - - - -	_____	_____	_____	<u>161.31</u>
Cradle Roll - - - - -	_____	_____	_____	<u>71.11</u>
Reserve (Dividend) <i>Ch. 20 / Aug. 13-12</i>	<u>13.38</u>	<u>0</u>	<u>55.95</u>	<u>2184.33</u>
Office Fund (Personal) - - - - -	_____	_____	_____	<u>59.95</u>
Nursery Department - - - - -	_____	_____	_____	<u>38.77</u>
Bible Memorial Fund - - - - -	_____	_____	_____	<u>470.36</u>
Sub Total - - - - -	\$ <u>13.32</u>	\$ <u>0</u>	\$ <u>55.95</u>	\$ <u>2985.83</u>
TOTAL - - - - -	\$ <u>120.62</u>	\$ <u>0</u>	\$ <u>191.15</u>	\$ <u>6354.95</u>
Net Gain or Loss - - - - -	_____	<u>120.62</u>	_____	_____
Balance - - - - -	_____	<u>6234.33</u>	<u>5915.80</u>	_____
GRAND TOTAL (<i>4/30/02 - *12/31/01</i>) - - - - -	\$ <u>120.62</u>	\$ <u>0</u>	\$ <u>6354.95</u>	\$ <u>6354.95</u>

DISTRIBUTED AS FOLLOWS:

Checking Account - PROVIDENT BANK OF MD
Savings Account -

\$ 1113.82
\$ 5241.13
\$ 6354.95

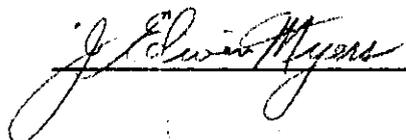
MEMORANDUM

Last Year - 69 = 23 - 460 = 23
This Year - 87 = 70 - 460 = 23

OFFERING

Last year - 344.65 = 16.08 - 251.44 = 15.38
This Year - 7330 = 10.50 - 304.72 = 17.27

Respectfully submitted,

 Treasurer

Millennials do not want to listen to professional experts, they want to learn from spiritual travelers & coaches

Gen Xers do not want to talk about injustice, they see themselves as part of the solution

Millennials do not want to talk about divine abstractions, they want to talk about Jesus

Small groups

Task groups

Outreach ministry

Find out what is working at other churches

United Evangelical Church School

3200 DILLON STREET
BALTIMORE, MD 21224-5028

FINANCIAL REPORT
Month Ending 190 JUN 2002

GENERAL	INCOME	EXPENSE	YEAR TO DATE	BALANCE
Building Fund - - - - -	\$	\$	\$ -121.38	\$ 0.19
Furniture & Fixtures - - - - -				7.39
Lesson Supplies - - - - -	46.01		226.03	708.14
Miscellaneous - - - - -	23.00		6619.	412.07
Stationery-Printing & Postage - - - - -				44.20
UECS Missions - - - - -	22.99		112.96	203.57
Flower/Refreshment - - - - -				241.36
Sub Total - - - - -	\$ 92.00	\$ 0	\$ 283.80	\$ 1,021.58
MISCELLANEOUS SPECIALS				
Christmas Banks - - - - -				91.77
Easter Banks - - - - -				158.67
Renovation Fund - - - - -	20 -		125.00	678.36
<u>HEFFER PROJECT/ARK BANKS</u>			86.40	288.27
<u>PKC 917500 / YOUTH GRP 9437.47</u>				612.47
Sub Total - - - - -	\$ 20 -	\$ 0	\$ 211.40	\$ 1,859.54
SPECIALS				
Canton Happenings - - - - -				161.31
Cradle Roll - - - - -				71.11
Reserve (Dividend) ^{ck 24} _{13.60 + 2.68} - - - - -	16.52		72.47	2200.85
Office Fund (Personal) - - - - -				59.95
Nursery Department - - - - -				38.77
Bible Memorial Fund - - - - -	10.00		1000	480.36
Sub Total - - - - -	\$ 26.52	\$ 0	\$ 82.47	\$ 3,012.35
TOTAL - - - - -	\$ 118.52	\$ 0	\$ 577.67	\$ 6,493.47
Net Gain or Loss - - - - -		138.52		
Balance - - - - -		63,549.5	5915.80	
GRAND TOTAL - - - - -	\$ 138.52	\$ 6,493.47	\$ 6,493.47	\$ 64,936.47

DISTRIBUTED AS FOLLOWS:

Checking Account	-) PROVIDENT BANK OF MARYLAND	\$ 1236.06
Savings Account	-)	\$ 5257.41
		\$ 6493.47

MEMORANDUM

4-20
5/26
Last Year - 20 - 540 = 23
This Year - 18 - 20 = 480 = 18

OFFERING

Last year - 61.42 = 15.35 - 368.91 = 15.37
This Year - 92.00 = 18.40 - 452.98 = 17.58

Respectfully submitted,

J. Edward Myers Treasurer

Conditions of Employment

Current

Proposed Changes

Hours – 2 part time hourly positions, 3 days a week (19.5hrs)

- Mon-Sat 9-3:30

Paid Vacation – to be used within calendar year

- 3 days after 1 year
- 6 days after 2 years

Paid Holidays

New Years Day
Easter Monday
Memorial Day
4th of July
Labor Day
Thanksgiving
Christmas

Paid Sick Leave – may not accumulate

- 5 days per year

Paid Funeral Leave – immediate family

- up to 5 days

Extended Leave – no provisions

Probationary Period – 6 months;
church council reviews at end of period

Hours – full time salaried position, 5 days a week (35-40 hrs)

Paid Vacation – to be used within calendar year

- 2 weeks after 1 year
- 3 weeks after 5 years
- 4 weeks after 7 years

Paid Holidays

New Years Day
Martin Luther King, Jr. Day
Good Friday – ½ day off
Memorial Day
4th of July
Labor Day
Thanksgiving
Christmas Eve – ½ day off
Christmas

Paid Sick Leave – may accumulate up to 3 weeks

- 1 week per year

Paid Funeral Leave – immediate family and immediate family of spouse

- up to 1 week

Extended Leave – up to 6 months; unpaid; request in writing 6 months in advance; after 30 days employee responsible for payment of benefits; child rearing leave may apply vacation and sick leave time.

Probationary Period – 6 months;
review at end of 3 months by pastor and representative of council; final review determination presented by council

UNITED EVANGELICAL, UNITED CHURCH OF CHRIST
3200 Dillon St., Baltimore, Maryland

Job Description for Administrative Assistant

GENERAL DESCRIPTION:

- The Administrative Assistant contributes to the total life of the church by administrating the systems, procedures, and daily functions of United Evangelical Church. See below the varied descriptions of the daily, weekly, monthly, quarterly, yearly, and other responsibilities identified, which are performed by the Administrative Assistant.
- The Administrative Assistant will be expected to relate in a positive and cooperative way with all members of the church. Moreover, in many circumstances this position will be the first person with which others have contact with United Evangelical Church. And so it is essential that the Administrative Assistant demonstrate a positive, cordial, and inviting style and professional manner.
- In obvious and subtle ways the Administrative Assistant helps to set, reflect, and interpret the atmosphere for the entire life of the faith community.
- The Administrative Assistant is expected to maintain strict confidentiality with respect to all matters, and is expected to maintain loyalty to the pastor and church leadership.
- The Administrative Assistant is supervised by the pastor and is expected to work collegially with all other staff persons.

SKILLS AND QUALIFICATIONS:

- A proficiency with computer skills and software applications which include: word processing, desktop publishing, database administration, and Internet. A willingness to learn new systems and programs if and when the need is identified.
- Ability to maintain a web site/home page for United Evangelical Church, which will involve creative and developmental opportunities.
- A working knowledge and sensibility with church life.
- Communication skills.
- Detail oriented.
- The ability to be a self-starter and initiate solutions.
- The ability to prioritize well.
- Book keeping skills with respect to financial systems as they apply to United Evangelical Church.
- Working knowledge of all office equipment.
- A willingness to be flexible and to learn and grow with United Evangelical Church and its uniqueness.
- A willingness to grow in one's own spiritual and professional gifts and skills.
- Because there is an unknown amount of other tasks and responsibilities, this position demands a person who can administer a multiplicity of tasks.

DAILY DUTIES AND RESPONSIBILITIES:

1. Answer phones and facilitate messages and requests as appropriate.
2. Attend to the church's mail.
3. Maintain a master calendar for all matters and events related to the church.
4. Maintain an up-to-date filing system.
5. Attend to correspondence and requests as required to meet the varied and changing needs of church life, in cooperation with the pastor.

WEEKLY DUTIES AND RESPONSIBILITIES:

1. Prepare and assemble a weekly bulletin involving worship and announcement components as developed in cooperation with the pastor, music personnel, and other worship leaders. This task also involves children's bulletins and large print bulletins. Similar needs are required for special and other non-Sunday services and events.
2. Distribute weekly bulletins to shut-ins/home-bound members.
3. Backup computer files in accordance with our backup systems.
4. Record financial contributions and receipts from Sunday morning offerings and other offerings as contributed.
5. Maintain on a current basis and complete information with respect to membership, births, baptism, transfers, deaths, marriages, attendance, and names/addresses/e-mails.
6. Assist committee life and church leadership requests as appropriate.
7. Facilitate bulk rate mailings and other church mailings as needed.
8. Keep an inventory and order church supplies as needed and when directed.
9. Maintain office equipment, call for repairs, and recommend replacement of office equipment when needed.
10. Maintain up-to-date bulletin board information throughout church.

MONTHLY DUTIES AND RESPONSIBILITIES:

1. Publish and distribute a monthly newsletter for the membership and other identified persons.
2. Prepare and distribute monthly reports of church leadership activity as is necessary.
3. Reconcile accounting for office petty cash.
4. Prepare monthly contributions log report.
5. Maintain supply of forms needed for church use.

YEARLY DUTIES AND RESPONSIBILITIES:

1. Facilitate, publish, and distribute in cooperation with the pastor and church leaders an Annual Report to the congregation.
2. Order, prepare, and distribute annual offering envelopes.
3. Provide the Central Atlantic Conference with information needed for UCC Yearbook in cooperation with pastor, financial secretary, and Sunday school.
4. Prepare and distribute individual financial statements.
5. Coordinate church's Heat Fund Raffle to include: maintaining church's raffle permit, producing and distributing raffle booklets, accurate accounting of all funds and participants.

6. Maintain all standing orders of the church. To include, but not limited to: bulletins, offering envelopes, children's bulletins, and Upper Room.
7. Develop and publish Memorial Booklets for Mother's Day, Father's Day, Totenfest, Christmas, and Easter.
8. Coordinate special mailings of the church for Totenfest, Christmas, Easter, and Confirmation Sunday.
9. Participate in the Sour Beef Dinner by:
 - Developing and publishing Advertising Booklet
 - Publicizing Dinner through local media
 - Produce tickets
 - Schedule dumpster through Baltimore City
 - Coordinate phone orders and distribution of dinner tickets to community

ACCOUNTABILITY:

- The Administrative Assistant will oversee the management of the office at United Evangelical Church and will work in close partnership with the pastor.
- The Administrative Assistant is immediately accountable to the pastor. Communication and cooperation are crucial. It is the hope that the pastor and all church staff will look for ways to develop working relationships that foster collaborative and creative solutions to the administrative systems and needs of United Church's life of ministry and mission. Contractual matters, job description updates, recommendations, and working relationships will be reviewed on an annual basis and can be discussed as they come to light.
- Personnel conflicts and grievances should be brought forth and honestly discussed so that the parties involved can attempt to reconcile matters in dispute. If the grievance goes unresolved, the matters in question should be brought before the church council.

Administrative Assistant	Date
Pastor	Date
President of Consistory	Date

Approved by Consistory: June 14, 2001

Geo

United Evangelical Church School

3200 DILLON STREET
BALTIMORE, MD 21224-5028

FINANCIAL REPORT
Month Ending 31 OCT 2002

GENERAL	INCOME	EXPENSE	YEAR TO DATE	BALANCE
Building Fund - - - - -	\$	\$	\$ -121.38	\$ 0.19
Furniture & Fixtures - - - - -			0	7.39
Lesson Supplies - - - - -	41.31		-48.21	43390
Miscellaneous - - - - -	20.64		126.42	47230
<i>CHOC/VAN. EASTER EGGS</i>				
Stationery-Printing & Postage - - - - -				44.20
UECS Missions - - - - -	20.63		173.17	268.44
Flower/Refreshment - - - - -				241.36
Sub Total - - - - -	\$ 82.58	\$	\$ 130.00	\$ 1467.78
MISCELLANEOUS SPECIALS				
Christmas Banks - - - - -			10-	101.77
Easter Banks- - - - -			0	138.67
Renovation Fund - - - - -	20.00		215-	768.36
			86.40	288.27
			0	612.47
Sub Total - - - - -	\$ 20.00	\$	\$ 311.40	\$ 1989.54
SPECIALS				
Canton Happenings - - - - -				161.31
Cradle Roll - - - - -				71.11
Reserve (Dividend) <i>2.16 Sept 13.23</i>	13.49		52.26	2180.64
Office Fund (Personal) - - - - -				59.95
Nursery Department - - - - -				38.77
Bible Memorial Fund - - - - -			15-	485.36
Sub Total - - - - -	\$ 13.49	\$	\$ 67.26	\$ 2992.14
TOTAL - - - - -	\$ 116.07	\$ 0	\$ 508.66	\$ 6424.46
Net Gain or Loss		116.07		
Balance <i>(9/30/02) *12/31/01</i>		(6308.39)	*5915.80	
GRAND TOTAL - - - - -	\$ 116.07	\$ 0	\$ 6424.46	\$ 6424.46

DISTRIBUTED AS FOLLOWS:
Checking Account - \$1113.11
Savings Account - \$5311.37
6424.46

ATTENDANCE
4/37 Last Year - 91=23-711=19
4/38 This Year - 75=19=650=17

OFFERING
Last year - 464.55=16.14-565.39=15.95
This Year - 102.60=25.63 712.98=18.75

Respectfully submitted,
Jr. Elvira Meyers Treasurer

**UNITED EVANGELICAL CHURCH
2002
Sour Beef Dinner and Fall Fund Raisers**

Income

Dine In	4515.00	
Carry Out	6720.00	
Desserts, Dining Hall	404.00	
Cakes and Candy	457.00	
Crafts and Raffles	142.00	
Flea Market	141.00	
Tips/Donations	<u>210.00</u>	
Total	12589.00	
Heat Fund Raffle	2998.00	
Ad Booklet	1333.00	
Grand Total Income		16920.00

Expenses

Food	6179.00	
Containers and Supplies	660.00	
Work Crew Expenses	285.00	
Tickets, Postage, Misc.	<u>137.00</u>	
Total Dinner Expenses	7261.00	
Heat Fund Raffle, Payout	600.00	
Advertising, Guide, Sun and Banner	371.00	
Grand Total Expenses		8232.00
Income over Expenses		8688.00

UNITED EVANGELICAL CHURCH

Sour Beef Dinner and Fall Fund Raisers

Income

Dine In	7150.00	
Carry Out	8660.00	
Desserts	356.00	
Cakes and Candy	726.00	
Crafts and Raffles	257.00	
Flea Market	128.00	
Tips/Donations	<u>176.00</u>	
Total	17453.00	
Heat Fund Raffle	3114.00	
Ad Booklet	1210.00	
Grand Total Income		21777.00

Expenses

Food	5339.00	
Containers and Supplies	858.00	
Work Crew Expenses	135.00	
Miscellaneous	<u>201.00</u>	
Total Dinner Expenses	6533.00	
Heat Fund Raffle, Permit and Payout	610.00	
Advertising, Guide and Times	200.00	
Grand Total Expenses		7343.00
Income over Expenses		14434.00
Donation - Frank Tribull	1535.00	<u>1535.00</u>
Total Revenue to Church		15969.00

Proposed Conditions of Employment

Hours – full time salaried position, 5 days a week (30-35 hrs)

Rate – \$10.50/hr

Medical Benefits – for employee only if needed

Paid Vacation – to be used within calendar year

- 2 weeks after 1 year
- 3 weeks after 5 years
- 4 weeks after 7 years

Paid Holidays

New Years Day

Martin Luther King, Jr. Day

Good Friday – ½ day off

Memorial Day

4th of July

Labor Day

Thanksgiving

Christmas Eve – ½ day off

Christmas

Paid Sick Leave – may accumulate up to 3 weeks

- 1 week per year

Paid Funeral Leave – immediate family and immediate family of spouse

- up to ~~1 week~~ 3 DAYS

Extended Leave – subject to the review of council

Probationary Period – 4 months; review at end of 2 months by pastor and representative of council; final review determination presented by council

United Evangelical P.A.C.T.

Parents and Children Together
3200 Dillon Street
Baltimore, Maryland 21224

Telephone 410-276-0393

Report on the United Evangelical P.A.C.T.
As of October 31, 2002

Opening Balance: November, 2002 **2945.76**

Income:

Tuition	1630.00
Raffle money	470.00
Interest	8.38

Total Income: **2108.38**

Expense:

Gift to Church December	100.00
Supplies	96.05
Expenses	30.00

Total Expense: **226.05**

Balance:

Closing balance November 30, 2002 **4828.09**

Total Balance as of November 31, 2001 **4828.09**

P.A.C.T. currently has an active enrollment as follows:

Age 2 – 15 Children
Age 3 – 15 Children
Age 4 – 15 Children