

**2003  
Church Leadership Council  
Report  
Salem United Methodist Church  
Cedar Grove, Maryland**

**September 27, 2003**

**Pastor:**

*Carroll Gunkel*



**Core Administrative Officers:**

*Chairperson*

*Lay Member to Annual Conference*

*Finance*

*Staff Parish Relations*

*Trustees*

*Chris Denham*

*Jerry Staub*

*John Deane*

*Eugenia Boyle*

*Joy Jackson & Jerry Staub*



***Ministry Areas:***

*Fellowship*

*Learning*

*Outreach*

*Worship*

*Service*

***Keeping our Eyes on Christ***

*Salem's Christmas Live Nativity 2002*



*National Cathedral*



*Summer Wednesdays*



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**Church Leadership Council**  
**Chairperson's Remarks**

As I prepare for Charge Conference this year I am called, once again, to serve as your chairman for another year. While this year has been a most difficult year for all of us at Salem we have weathered the storm and are moving forward. The administrative board was disbanded and a Church Leadership Council (CLC) was formed in its place. This was deemed necessary due to loss of much of our leadership last year. I am pleased to say that the CLC members have performed admirably. Thank you for all your contributions.

The leadership council has made a move to reduce our expenses by selling the parsonage. This should not present a problem since most ministers, these days, prefer to find their own accommodations and take a housing allowance. We are preparing to undertake an audit of our books by year end. We are also planning a pledge drive this year which we have not done for two years. The council only budgeted 50% for our apportionments in 2003. We have not made any payments so far this year. I hope we will be able to send in some apportionments by year end after we have done a through study of our financial position. I look forward to the time that we can get back to 100%, a tradition at Salem.

The good news is this community is undergoing significant growth which affords us an opportunity for growth. We need to focus on reaching the new neighbors in our community and offering them the opportunity to share in our love of Christ. We must welcome them into the Salem Family and offer them a place of fellowship and worship.

The council has begun a major face lift at the church including fresh paint for the outside trim and doors, painting of the sanctuary & administrative wing, new gutters & downspouts, and replacement of the outside stairs. We hope to have this completed before winter sets in.

Again this year Salem has seen a great many changes. We said goodbye to Pastor Arbutina and his family. We wish to thank them for their ministry while at Salem and wish them all well in their new ministry. We said goodbye to some long time members. We wish them well in their search for where Christ is leading them. May they serve God wherever they go. We would especially like to welcome our new pastor Carroll Gunkel and his wife Barbara to the Salem family.

I am pleased to report that Salem plans to continue its organizational review and restructuring. The result of this effort has helped us to understand how we can and should be serving our community better. We will again schedule our planning workshop for January 2004 at Salem. Our main focus will be on our finances and membership. My hope is to see more of the congregation participate. We need new ideas and energy to help us grow. This activity is so

important to our future that I encourage all of you to participate.

This year more than ever before the congregation needs to redouble their efforts to bring in new members. Bringing in new members is important to the growth and vitality of our church family and is a way of serving and ministering to our community. Remember, we should never lose sight of our need to reach out to those new to our community and those who are lost and alone. This year we need to focus on personal contact and invitations. **I challenge each member of the congregation to invite a neighbor, stranger, or friend to church.**

As we give consideration on our annual estimate of giving, I encourage all in the congregation to consider their gifts of **time, talent and money**. At this point, Salem needs your help and support more than ever. When the nominations committee asks you to consider service, I would encourage all to consider carefully about taking a more active roll in the life of your church. At our planning workshop this January we will have to make some very difficult decisions on programs based on our pledges and budget. We cannot accomplish our mission: ***“To bring others into Christ’s family by demonstrating God’s love through Fellowship, Learning, Outreach, Worship, and Service”*** without your support. Wherever and however you can help is greatly appreciated.

Finally, I want to take this opportunity to thank all of the Church Leadership Council members for their tireless efforts and support. During this time when everyone is stretched so thin you all have risen to the challenge. You are to be commended for your service to Salem. Many thanks to Pastor Gunkel for the visitations, words of thanks, the prayers, the listening, and the caring you give to all of us. Your humor, creativeness, and energy are an inspiration to us all. God bless you all.

Faithfully,

A handwritten signature in cursive script that reads "Chris Denham". The signature is written in black ink and is positioned below the word "Faithfully,".

Chris Denham  
Chairperson, Church Leadership Council

**Church Leadership Council**  
**ADMINISTRATIVE REPORTS**

**Strategic Planning**

At the January meeting the planning team reviewed the current structure of Salem and determined that it is still valid. We agreed that we should reorganize around the current five-point star: Fellowship, Learning, Outreach, Worship, and Service. Items listed below each activity area would be prioritized. The planning team reaffirmed Salem's Mission Statement and goals.

**“To bring others into Christ’s family by demonstrating God’s love through fellowship, learning, outreach, worship and service.”**

The planning team decided that all areas were necessary but some would be designated in our critical path for rebuilding purposes. These critical path items include: Church School, Adult Bible Study, Music, Stewardship, DELAI/Help, and Family Programs.

The planning team decided on a streamlined management team for Salem last January. The new group was named the Church Leadership Council (CLC). It is comprised of the:

- Pastor – Carroll Gunkel
- Chairperson – Chris Denham
- Staff Parrish Relations Committee - Chair Jeannie Boyle with members Susan Denham and Jerry Staub
- Treasurer – John Deane
- Financial Secretary – Kathy Yarmas
- Trustees - co-chaired by Joy Jackson and Jerry Staub with much needed and appreciated support by Danny Stotz and Susan Denham
- Lay Member to Conference – Jerry Staub
- Music Program – Eugenia Posey-Marcus
- Support – Bridgett Deane & Barbara Staub

The organizational issue will be reviewed again this year at the January Strategic Planning Meeting.

**Staff-Parish Relations**

**Submitted by Eugenia Boyle**

The following report describes the activities and accomplishments of the Staff-Parish Relations Committee (SPRC) during the past year. This has been another year of change for Salem and the SPRC members are to be commended for their dedication.

At Salem's Charge Conference in 2002, Pastor Millard Arbutina announced that he was leaving Salem. After a pastoral search by our District Superintendent, Dr. Matthews presented retired pastor Dr. Carroll Gunkel to the SPRC for approval. For the remainder of the year, Salem has been blessed to have Dr. Gunkel provide Christian leadership and healing to the Salem congregation.

In addition, since the number of committed church leaders had been substantially reduced, Salem's leadership structure was changed from an Administrative Council format to a Church Leadership Council format. As a result, the number of SPRC members was reduced to the Pastor, the Chair, and two members.

In spite of these limitations, we continued to communicate the needs of our staff to the congregation and the desires of our congregation to the staff, which consisted of our Pastor, Sexton, Church Musician, and Nursery Caregiver.

Finally, since Salem is in the process of selling the parsonage, it was not necessary to perform the annual parsonage walk-thru with the Trustees.

Other 2003 activities/accomplishments are:

- Updated the Conference church profile for 2003
- Reviewed and updated the SMART Goals
- Reviewed Staff evaluations/salaries
- Initiated the Lay Sexual Misconduct Survey process

### **Trustees**

**Submitted by Co-Chairs Jerry Staub and Joy Jackson**

During the year, the Church Council and Pastor Gunkel acted as the Trustee Committee. The following was accomplished:

- The inside of the parsonage was cleaned and everything belonging to the church was removed.
- The fence and lawn at the parsonage was cleared of the overgrowth. Tree limbs and downed trees were removed.
- The parsonage was sold.
- The inside and outside of the church and fellowship hall was painted.
- The screen doors were repaired and painted.
- The floor of the fellowship hall was cleaned.
- The ceiling in the basement was repaired.
- New locks were installed on the doors on all but one of the entrances.
- The sockets in the hanging lights in the sanctuary were replaced.
- A leak in the roof of the sanctuary was repaired.
- The downspout by the kitchen stairs was cleaned and the drainpipe opened.
- Bids are being obtained to replace the gutters and downspouts.
- Bids are being obtained to fix and/or replace the cement steps and railings to the sanctuary, the fellowship hall and the basement.

The following are some of the projects still needing to be completed:

- Repair outside lighting, there is a break somewhere between the church and the pole lamp by the parking lot steps.
- Trim the shrubs and remove plants from the window wells
- Repair the pothole between Browning Pool and church parking lot.
- Clean the carpet in the sanctuary.

- Upgrade and paint the men's bathroom.
- Repair or replace the storm door on the front basement entrance.
- Repair the ramp to the sanctuary.
- Storage areas need to be reorganized and cleaned.
- Install handicap access to the basement and bathrooms.
- Pave the parking lot on the south side of the church.
- Refurbish the kitchen.
- Replace the 8-track carillon with a modern model.

**Finance**

**Submitted by John Deane**

**TREASURER'S REPORT - SALEM UNITED METHODIST CHURCH**

**SEPT. 23, 2003**

<b>Income: Y-T-D</b>		<b>Expenses: Y-T-D</b>	
Pledges	\$23,929.00	Salaries :	
Plate Collections	\$820.32	A. Minister	
Special Collections:		1) Millard Arbutina	\$2,308.74
A. DELAI	\$369.67	2) Carroll Gunkel	\$14,583.34
B. N M Carroll Home	\$75.00	3) Visiting Minister	\$175.00
C. One Great Hour	\$33.00	B. Music Director	\$5,620.37
D. Flowers	\$1,425.00	C. Sexton	\$2,755.36
E. Frederick Keys Game	\$101.75	D. Child Care	\$580.30
Special Events/Projects:		Benefits:	
A. Butler's Orchard	TBD	A. Minister Travel Expenses	\$1,250.50
B. X-mas Bazaar	\$140.00	B. Con't. Education	-0-
C. Yard Sales	\$270.00	C. Medical Insurance (conf.)	\$275.00
D. Pancake Dinner	\$127.00	D. Board of Pensions	\$512.50
E. Summer Wednesdays	\$159.05	Taxes:	
F. Events (Weddings/Baptisms)	\$475.00	A. FICA/Withholding 2 Qtrs.	\$1,427.07
G. Insurance Refund	\$53.00	B. Montgomery Co. 3 properties	\$160.83
<b>Sub-Total Y-T-D</b>	<b>\$27,977.79</b>	Insurance:	
Transferred Funds: (Reserves)		A. Liability/Worker's Comp.	\$3,805.00
A. Building Improvement	\$12,250.00	Benevolences:	
B. Building Fund	\$300.00	A. Apportionments	-0-
		B. NM Carroll Home	\$75.00
		C. DELAI	\$369.67
		D. One Great Hour	\$33.00

<b>Income: Y-T-D</b>		<b>Expenses: Y-T-D</b>	
		Current Expenses:	
		A. Advertising	\$267.03
		B. Education Materials	\$437.07
		C. Postage	\$164.80
		D. Copier	\$692.16
		E. Internet/Computer	\$334.80
		F. Flower's	\$1,138.20
		G. Easter Expenses	\$154.60
		Utilities:	
		A. Church Heating	\$2,853.55
		B. Church Electric	\$1,145.27
		C. Church Phone	\$526.63
		D. Church WSSC	\$33.00
		E. Parsonage Heat	\$233.27
		F. Parsonage Electric	\$347.60
		G. Parsonage Phone	\$78.52
		H. Parsonage WSSC	\$95.20
		<b>Sub-Total Y-T-D</b>	<b>\$42,433.38</b>
		Building Improvement Expenses:	
		A. Locksmith	\$400.00
		B. Painting In/Out	\$11,050.00
		C. Cleaning (Parsonage)	\$81.00
		D. Roof Repair (Church)	\$189.00
		E. Tree Removal (Parsonage)	\$500.00
		<b>Sub-Total</b>	<b>\$12,220.00</b>
		Building Fund:	
		A. Property Appraisal (Sac. lot)	\$300.00

Un-audited Report – This represents an approximate state of Salem's income & expense for the year-to-date.

<b><i>Accounts and Balances (as of August 31, 2002 unless otherwise noted)</i></b>		
General Checking (F&M Bank)	(As of 9/7)	\$ 3,976.37
Building Improvement Fund (F&M Bank)		\$11,332.91
Building Fund		
Time Deposit (Sandy Spring Bank)	(as of 6/03)	\$16,618.29
Regular Savings (Sandy Springs Bank)	(as of 6/03)	\$13,486.02
Money Market Acct. (F&M Bank)		\$27,109.02
Statement Savings (F&M Bank)		\$32,214.06
Memorial Fund		
Small Non-Profit Checking (Sandy Spring)		\$ 407.68
Youth fund		
Small Non-Profit Checking (Sandy Spring)		\$ 98.31

The Finance Committee respectfully submits this report to Charge Conference.

### **Nominations and Personnel**

Most members of the CLC have agreed to stay on in their current positions. We are in the process of contacting other congregation members and trying to identify replacements as needed for the 2003 term.

*Report of the Committee on Nominations, to be submitted under separate cover.*

### **Lay Member to Baltimore-Washington Annual Conference**

The 219<sup>th</sup> Session of the Baltimore-Washington Annual Conference was held from Thursday, June 12<sup>th</sup>, to Sunday, June 15<sup>th</sup>, at the Renaissance Hotel in Washington, D.C. The conference was presided over by Bishop Felton May. "Repair the Breach" was the conference theme. Jerry Staub attended for Salem and provided a report to the congregation in the August newsletter.

## Report of the Ministry Areas

### FELLOWSHIP MINISTRY

**Principal Goal:** Develop fellowship opportunities for the congregation and the community.

All were welcomed to join in fun, Christian fellowship and great food at Salem's Shrove Tuesday pancake supper.

This year, Salem will again staff a food booth at Butler's Pumpkin Festival for two weekends during the month of October. The Pumpkin Festival is always a lot of fun and a great time to socialize with your Salem family.

Here is a brief summary of the past year's activities:

- Advent, Hanging of the Greens
- Live Nativity during weekend before Christmas, 27<sup>th</sup> year in 2002
- Children's Easter Program with Easter Egg Hunt and making of Flower Cross
- Yard Sales at Salem
- Pumpkin Festival at Butlers Orchard, planned
- Shrove Tuesday pancake supper
- CROP Walk
- July 12<sup>th</sup> – Trip to National Cathedral
- Frederick Keys Ball game
- Monthly Potluck Lunch after church
- Summer Wednesday program
  - Clown and balloon sculpting
  - Trinidad Steel Drum Band
  - Jake the Magician

### LEARNING MINISTRY

**Principal Goal:** Provide Christian education for all ages.

#### **Church School and Vacation Bible School Programs**

Vacation Bible School: Not held this year.

Sunday School: Not held this year. Modified children's church is being planned to fill this void until we can re-establish this important program.

### OUTREACH MINISTRY

**Principal Goal:** Consistently promote the mission of Salem in the congregation and the community, and relate it to who we are and what we do.

### **Evangelism Program**

Many of the activities are ongoing from previous years. Highlights are as follows:

- Monthly newsletter, *Salem Life*
- Church web site, updated weekly
- Banners posted in front of the church calling attention to special events
- Advertisements in local papers publicizing activities
- Delivered U.S. Flags with advertisements for Salem to local neighborhoods

### **WORSHIP MINISTRY**

**Principal Goal:** Get more of our congregation involved in active participation in the life of the church.

### **Worship Program**

Specific activities included:

- Special Services on Ash Wednesday and Maundy Thursday
- Participation with Damascus area UMC churches on Good Friday
- Salem Church, along with five neighboring churches, co-sponsored an Easter Sunrise Service
- Salem hand bell choir
- On the second anniversary of September 11<sup>th</sup> we dedicated a service to remembrance
- November 24, a very talented musical group, called Grace, Unlimited, led the morning worship service
- Outdoor Services and Luncheon
- Choral group Pater Nosters provided special Music
- Weekly worship bulletin for services

### **Stewardship Program**

This fall's annual stewardship campaign is just beginning. We will be hoping for increased giving this year to help meet our budget short falls. Individual follow-up will occur as needed.

### **SERVICE MINISTRY**

**Principal Goal:** Seek out ways of serving the extended community as well as our own congregation that demonstrate God's love.

### **Missions Program**

During August 2003, Salem collected canned and dry food for the Damascus HELP Food Closet. Current concern is keeping the Pantry stocked for families in need throughout the winter.

Mission activities for this year include:

- DELAI
- Thanksgiving Basket Project
- Damascus HELP

- CROP WALK

### **United Methodist Women**

During the past year, the Salem United Methodist Women have worked on the following activities and succeeded in the following accomplishments:

- Potluck Christmas Party at Salem Cottage in December
- Potluck meal immediately following the Sunday service in March. Prepared 30 brown bag lunches to be delivered to the "Rainbow House" (a women's homeless shelter in Rockville)
- "Spring Cheer" to our homebound members in June
- Potluck/Covered Dish Luncheons - The Last Sunday of each month after church service. Sponsored by United Methodist Women. Each luncheon will also include an Outreach event, i.e., bag lunches, flag preparation, membership drive, etc.).
- November – Salem's Seventh Annual Christmas Bazaar, sponsored by the United Methodist Women. (Planned)



### **PASTORS REPORT TO THE CHARGE CONFERENCE 09-27-03**

I begin this report as I have always done by affirming that in this church the Word has been faithfully proclaimed and the Sacraments duly celebrated.

This affirmation is important since worship of God is at the center of our faith experience. We are called to regularly and reverently praise God, seek His will and with His help be obedient to His will, which is embodied in the gospel of Jesus Christ.

Worship is the program of the church. While worship is at the core of the life and work of the church there are a number of other aspects, which radiate from that core and derive their reason for being from that core. This report is intended as a complement to the other reports shared at this Charge Conference.

I want to say that it has been a pleasure to be with you and appreciate the opportunity presented

by both the District Superintendent and the Congregation.

Salem Church has gone through some difficult times recently and this has resulted in a loss of approximately a dozen families—all of whom held leadership positions. All of us must then be especially grateful to those who have taken leadership responsibilities, doing more than we might reasonably expect, but which we greatly need and for which we must heartily express gratitude.

Specifically, I want to re-cap several areas of church life, noting activities in each one, beginning with Worship.

We have a good musician and are appreciative of her talents and her spirit. Our choirs will have to be re-invented, but until that happens we are grateful to a trio for providing special music, as well as for the Bell Choir, and guest groups and singers who have donated their time and talents to us. While not able to provide a blended worship service, I believe that we have provided a traditional service without its being “stuffy”. Weekly bulletins are prepared by a volunteer.

As a goal for the next year, I believe that our worship could be enhanced by securing a song leader, hopefully a volunteer, but if necessary someone who would come for a modest stipend. Our average attendance since February 1, 2003, is 28 persons per Sunday. I propose that we set as a goal for the next year doubling that figure. This is an attainable goal, reached by internal evangelism that is, contacting our members and warmly urging them to worship regularly.

We had Christmas in August during the month of August, with an emphasis on incarnational preaching, Christmas and Advent music was used, greetings and gifts were sent to at-home members, members trimmed a Christmas tree with dollar bills for a local helping agency, school supplies were donated to a local school for needy youngsters, and groceries were collected for a local food bank.

Two outdoor services were held on the lawn.

Educationally, I must report, we essentially have no Sunday School. One of our dedicated laypersons has been available at the Sunday School hour but most Sundays only her own daughter has been present. Still—with faithfulness—she has been available for whoever came. Unfortunately, she is moving and will not be with us. To try to fill that gap we are going to attempt a modified Children’s Church running concurrently with the worship hour. After the Children’s message, youngsters will leave church and—according to age—will be with either the childcare worker or a teacher. Those persons will provide crafts, which re-enforce the morning children’s message. The pastor recently met with two neighboring pastors to discuss the possibility of a joint youth program. We will continue to explore this possibility. The pastor will be teaching the two young people we have of middle school and high school age using Disciple Bible Study for youth.

One of the strengths of Salem Church is its spirit of Fellowship. We’ve tried to foster that spirit through monthly after-service luncheons, weekly coffee hours, a Shrove Tuesday Pancake Supper, and “Salem Life”, our newsletter published monthly. An extensive prayer list is both a support arm for the persons on that list and evidence of a caring congregation. Three “Summer

Wednesdays” provided food, fellowship, and programming for all ages with a clown, a magician, and a steel drum band. The pastor has been part of the fellowship ministry by sharing in the newly formed Cedar Grove Ecumenical Clergy Group. The visitation of each family in the church has been one of the pastor’s goals, and that goal has been 85% achieved at this point.

Recognizing that we are called to be proclaimers of the Good News, we have used some of our modest financial resources for newspaper ads and banners and signs. Additionally, volunteers have delivered approximately 450 flags and fliers to homes in our area. Posters were also placed in local stores. We shall continue in our outreach efforts. The pastor has begun canvassing in the new Clarksburg community, going door to door.

A word about the Administrative life of the church is in order. With the loss of so many leaders, it was decided that we would begin operating through a Church Leadership Council, effectively a “committee of the whole”. With effective leadership, this has worked well for us, with each and all “doing their part”. Among the most significant actions taken was painting the interior of the Sanctuary, and painting of the exterior, and planning for the replacement of rain gutters and exterior steps. The Council led the church in the decision to sell the parsonage and that has been done. We are not “flush” financially, but all bills have been paid and special offerings have been received for several conference and general church appeals, as well as local causes such as Damascus Ecumenical Laymen’s Association, Inc. and Damascus HELP. We acknowledge that nothing has been paid on apportionments, but something will be paid, I’m sure.

Finally, I wish to report that I officiated at one baptism, three weddings, and one funeral. I serve on two Annual Conference committees, the Equitable Compensation Committee, and the Board of Directors of the Stewardship Center and Foundation.

Again, I appreciate everything that the members have done since I’ve come to be with the “people called Methodists” at Salem Church, including the support of our District Superintendent, and in the words of St. Paul, “I give thanks to God for you always.”

Faithfully,  
Carroll R. Gunkel,  
Pastor

*Outdoor Service for the 4<sup>th</sup> of July*



*Flag Planting*

*Childrens Message*



*Strategic Planning meeting 2003*



*Reaching out to all in his Name*

