

**2004**  
**Church Leadership Council**  
**Report to Charge Conference**  
**Salem United Methodist Church**  
**Cedar Grove, Maryland**

**September 25, 2004**

**Pastor:**  
*Carroll Gunkel*



*Salem's 135<sup>th</sup> Anniversary Celebration*

*Keeping our Eyes on Christ*

***Salem United Methodist Church of Cedar Grove***  
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**Salem's Theme for 2004**

“The world is our parish”...beginning in our community.  
Offering Christ in the 21st Century.

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

As we prepare for Charge Conference this year we have many changes of note. First and foremost Salem wishes to welcome our new bishop, Bishop John Schol. Second we welcome our new District Superintendent, Reverend Mark Derby. We are pleased to have them both and look forward to working with them.

This year also saw major changes in our Conference leadership. We wish continued success to Bishop May in his new position. We also offer our congratulations and prayers for newly elected Bishop Marcus Matthews. Thank you for your prayers and leadership as our District Superintendent. Best wishes and continued success in your new assignment.

This year saw the departure of the Deane family. They were key leaders in our congregation and are certainly missed. Our thanks go out to them for all they did for Salem. They take with them Salem's prayers and best wishes for their continued success in their new jobs, schools, and home. We also provided a warm send off to our nursery care worker Lara Apple. She is off to Salisbury State University and we wish her much success. Thanks for all you gave to our children.

The leadership council moved to reduce expenses by selling the parsonage in late 2003. We successfully completed an audit of our books. We also completed a pledge drive this year which we have not done for two years. We began sending in some of our apportionments in May. I hope we will be able to send in more apportionments by years 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.

This community is undergoing significant growth which affords Salem an opportunity to grow. 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.

Salem has just completed a major face lift at the church which is receiving very favorable notice by our community, friends and neighbors.

I am pleased to report that Salem continues 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 2005 at Salem. Our main focus will be on our finances and growing our 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 to participate.

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**. 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. 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. A special thanks to Barbara Gunkel for support of the children’s church program. 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 to the left of a vertical red line.

Chris Denham  
Chairperson, Church Leadership Council

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

**2004 LEADERSHIP OF SALEM IS VESTED IN THE CHURCH LEADERSHIP COUNCIL (CLC).**

<b>Council:</b>	Pastor Carroll Gunkel	Jeannie Boyle	Chris Denham
Susan Denham	Vicky Gerber	Joy Jackson	Dale Merchant
Rob Mixell	Chris Nespor	Jerry Staub	Danny Stotz
Kathy Yarmas	Mike Wood	Linda Watkins	

**Strategic Planning**

At the January meeting the planning team reviewed the current structure of Salem and determined that it is still valid. 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 developed focus areas for 2004. They were:

- Land: Pursue discussions with the Tregoning family for land swap.
  - Determine potential use of land.
  - Contact engineering firm to find out the minimum amount of land required for our purposes.
- Membership Campaign
  - Membership Drive
  - 135th Anniversary – “Salem Helping Others”
- Financial Campaign
  - Financial Drive, pledges & tithes
  - Educate congregation on what funds we have and what they cover
  - Educate congregation on ways to give
- Apportionments
  - Pay Full apportionments
  - Educate congregation on what constitutes apportionments
- Maintenance
  - Siding
  - Outside Lighting
  - Signage
  - Painting Eaves
- Christian Education
  - Bible study all ages
  - VBS
- Worship Services
  - Type of services
  - Music program

## **Staff-Parish Relations**

**Submitted by Chair Vickie Gerber**

The following report describes the activities and accomplishments of the Staff-Parish Relations Committee (SPRC) during the past year. Checked items are scheduled for the November 15<sup>th</sup> meeting.

Other 2004 activities/accomplishments are:

- Updated the Conference church profile for 2004 ✓
- Reviewed and updated the SMART Goals
- Staff evaluations/salaries
- Initiate the Lay Sexual Misconduct Survey process ✓
- Interviewed and hired a new child care worker, Angel Wilson.

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.

## **Trustees**

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

The following was accomplished:

- Repaired a leak in the roof of the sanctuary.
- Replace the gutters and downspouts.
- Replaced the cement steps and railings to the sanctuary and the fellowship hall.
- Resided the church.
- Replaced the basement windows.
- Installed a new light fixture over the main entrance.
- Repaired Women's Toilet.

The following are some of the projects still in need of completion:

- Repair outside lighting, there is a break somewhere between the church and the pole lamp by the parking lot steps.
- Upgrade and paint the men's bathroom.
- Consider 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 Mike Wood**

We completed the 2004 independent audit of Salem's books. Everything was in order and Brent Turner provided a letter to that effect which was submitted to the Conference.

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

**SEPT. 25, 2004**

	<u>Jan - Aug 04</u>	<u>Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4000 · Income</b>			
4050 · Offering Income	33,232.40	49,760.00	74,640.00
4060 · Fundraising Income	797.94	0.00	3,500.00
4065 · Rental Income	0.00	266.64	399.96
4090 · Interest Income	0.00	0.00	0.00
<b>Total 4000 · Income</b>	<u>34,030.34</u>	<u>50,026.64</u>	<u>78,539.96</u>
<b>Total Income</b>	34,030.34	50,026.64	78,539.96
<b>Expense</b>			
6560 · Payroll Expenses	0.00		
<b>7200 · Salaries &amp; related expenses</b>			
7220 · Salaries & wages	26,666.56	26,653.36	39,980.04
7250 · Payroll taxes	823.31	892.64	1,338.96
<b>Total 7200 · Salaries &amp; related expenses</b>	<u>27,489.87</u>	<u>27,546.00</u>	<u>41,319.00</u>
<b>7500 · Apportionments</b>			
7510 · Wld Service	1,140.00		
7530 · Administration	2,500.00		
7500 · Apportionments - Other	0.00	9,900.64	14,850.96
<b>Total 7500 · Apportionments</b>	<u>3,640.00</u>	<u>9,900.64</u>	<u>14,850.96</u>
<b>8100 · Admin Expenses</b>			
8110 · Supplies	0.00	266.64	399.96
8130 · Donations	20.00	66.64	99.96
8160 · Travel & Related Expenses	1,763.00	2,400.00	3,600.00
8165 · Postage	0.00	300.00	450.00
8170 · Copier	869.03	1,000.00	1,500.00
8180 · Advertising	80.00	133.36	200.04
8185 · Guest Staff	0.00	266.64	399.96
8190 · Insurance	1,297.80	2,333.36	3,500.04
8199 · Miscellaneous	934.52	1,000.00	1,500.00
<b>Total 8100 · Admin Expenses</b>	<u>4,964.35</u>	<u>7,766.64</u>	<u>11,649.96</u>
<b>8200 · Facilities Expenses</b>			
8210 · Maintenance	305.00	1,666.64	2,499.96
8220 · Utilities	3,167.73	3,733.36	5,600.04
8230 · Front Foot Tax	0.00	133.36	200.04
8240 · Rent Expense	400.00	400.00	600.00
<b>Total 8200 · Facilities Expenses</b>	<u>3,872.73</u>	<u>5,933.36</u>	<u>8,900.04</u>
<b>8500 · Program Expense</b>			
8520 · Sunday School	392.06	333.36	500.04
8550 · Worship Materials	36.89	466.64	699.96
8599 · Miscellaneous Program Costs	300.00	333.36	500.04
<b>Total 8500 · Program Expense</b>	<u>728.95</u>	<u>1,133.36</u>	<u>1,700.04</u>
<b>Total Expense</b>	<u>40,695.90</u>	<u>52,280.00</u>	<u>78,420.00</u>
<b>Net Ordinary Income</b>	<u>-6,665.56</u>	<u>-2,253.36</u>	<u>119.96</u>
<b>Net Income</b>	<u><b>-6,665.56</b></u>	<u><b>-2,253.36</b></u>	<u><b>119.96</b></u>

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

**ACCOUNTS AND BALANCES (AS OF SEPTEMBER 23, 2004)**

Bank	Account #	Type	Fund	Balance
Sandy Spring Bank	13-203149-01		Memorial	\$942.68
Sandy Spring Bank	80-018744-18			\$13,525.55
Sandy Spring Bank	80-018744-32			\$17,527.05
Sandy Spring Bank	80-138455-01	Checking	Youth	\$98.31
Potomac Valley Bank	2465639	Checking	General	\$1,561.99
Potomac Valley Bank	306710069	Savings	Building Improvement	\$4,113.23
Potomac Valley Bank	307090056	Savings	Building	\$32,292.15
Potomac Valley Bank	8217130	Money Market	Building?	\$27,981.36
Wachovia	20705985	Investment Cash	Building	\$37,634.41
Wachovia	20705972	Checking	General	\$992.00
Wachovia	20377385	Investment Stocks	Building	\$170,458.97

**Nominations and Personnel**

We are in the process of contacting congregation members and trying to identify replacements as needed for the 2005 term.

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

**A few of Salem's accomplishments this year:**

<b>Salem's Seventh Annual Christmas Bazaar</b>	<b>Celebrated Mother's Day</b>
<b>Live Nativity Scene</b>	<b>Celebrated Father's Day</b>
<b>Christmas Baskets</b>	<b>Outdoor Services</b>
<b>Potluck/Covered Dish Luncheons</b>	<b>Summer Wednesdays program</b>
<b>Meeting facilities</b> for other churches, Brownies, and Cub Scouts	<b>Christmas In August</b>
<b>Strategic Planning Meeting</b>	Support for <b>DELAI</b> and <b>Damascus HELP</b>
<b>Shrove Tuesday</b> pancake supper	<b>Children's Church</b> program
<b>Salem Yard Sales</b>	<b>Open house</b> for 9/11 memorial
<b>Grounds</b> improvement	<b>Newsletter and Web site</b>
<b>Salem Building</b> improvement	Butler's <b>Pumpkin Festival</b> October 2004
<b>Flags and Flyers</b> distributed locally	<b>Children's Choir</b> program
<b>135<sup>th</sup> Anniversary Celebration</b>	Adult and Teen <b>Bible Study</b>



**PASTORS REPORT TO THE CHARGE CONFERENCE  
SEPTEMBER 25, 2004**

I am pleased to be able to give you an overview of the work and ministry of Salem Church.

**WORSHIP**—Attendance has averaged 35 per Sunday since the last Charge Conference, an increase of 8 per Sunday. An effort was begun to re-create a Children’s Choir, with modest success. That effort will be renewed this Fall. Special worship events have included an Advent Tree decorating, and trimming of the church, a birthday cake for Jesus on Christmas Eve, Christmas In August, and participation in the Community Easter Sunrise Service. Periodically we’ve had special music offered by guest soloists and groups. We acknowledge the talents and cooperative spirit of our musician, Eugenia Posey-Marcos.

We’ve had three outdoor services (one of which had to be moved indoors because of weather conditions) which were enjoyed by members and are a witness to passers-by.

An outdoor cross was erected for Lent, Easter, and Eastertide, draped with the appropriate seasonal colors. Worship banners have been made for the Sanctuary.

**EDUCATION**—Children’s Church has been very successful although that very success has generated some problems, namely the wide range of ages of the children we are working with. The otherwise very effective Cokesbury material for the One Room Sunday School is stretched

to its limits when one realizes that on any given Sunday age range of our children can span ages 2-9. During the past year 17 youngsters have shared in some part of Children's Church.

Also during this past year the pastor began a teen Bible Study every other Sunday morning and although we ended that program with one participant, over the year we had between one and five participants. Since Children's Choir rehearses on alternate Sundays, an adult class evolved out of the desire to provide something for parents who brought their children to rehearsal. Other persons became involved and so we now have an adult class. We are studying Rick Warren's, "Purpose Driven Life".

**FELLOWSHIP**— We have continued to have monthly covered dish luncheons, as well as a Shrove Tuesday Pancake Supper and cookouts following the outdoor services. Three Summer Wednesday programs were held as family events and included a magician, a steel drum band, and a puppet show. A Children's Easter Program, including an Easter Egg Hunt and making of a Flower Cross was a combined Fellowship and Education event.

**MEMBERSHIP**—Since the last Charge Conference we have had one new member received on Profession of Faith. Three infants have been baptized. Four members have entered into the Church Triumphant. Some persons have shown renewed interest in the church and that is encouraging. A new Visitation Brochure is being prepared and we hope to have a distribution made in the area in October. In the last year almost 500 fliers and banners have been distributed. The pastor has gone door-to-door canvassing, and advertising fliers and banners have been displayed. That these efforts have borne no noticeable fruit is frustrating but we'll keep trying. A recommendation regarding a great need in this area of concern appears at the conclusion of this report.

**SOCIAL CONCERNS OUTREACH**—Salem continues its support for DELAI (Damascus Ecumenical Laymen's Association, Inc.) and Damascus HELP. This effort includes participation in the Thanksgiving and Christmas Basket program, as well as the in-gathering of groceries for the HELP Pantry through our Christmas in August Program. This latter effort also provides funds for DELAI through our "Trim the Tree" collection of "dollars" (or more), as well as school supplies for a local school.

**PROPERTY**—For more than a year Salem Church members have embarked on a series of renovations and improvements to our building...and it shows. Two sets of front stairs have been rebuilt along with new railings, the exterior of the church has been completely re-sided, the eaves have been painted, and new basement windows have been installed. The parsonage has been sold and the proceeds invested.

We are investigating the possibility of securing more land since opportunities for additional parking or space for building are nil. We are seeking an appraisal for our existing five acres as well as an appraisal of our present building to ascertain whether we have sufficient insurance coverage.

**FINANCES**—As with most churches, finances continued to be a problem. Our donors are committed to support of the church, but at this point there are not enough of us. This year a

pledge appeal was made with good results, and a special appeal at the end of 2003 enabled us to pay approximately ¼ of our apportionments. Despite our goal of making monthly payments another special appeal probably will be necessary again this year.

ANNIVERSARY—Salem is celebrating 135 years on this site although there is anecdotal evidence that this church has been in existence since 1788. We've had several special programs with additional ones being anticipated through May, 2005. A banner has been prepared for the front lawn.

PERSONAL—The pastor serves on two Conference Committees: The Equitable Compensation Committee and the Board of Directors of the Stewardship Center and Foundation. I also meet with two fellowship groups—The Cedar Grove Clergy and the United Methodist Clergy of the Greater Damascus Community.

RECOMMENDATIONS—I would like to make two recommendations to this Charge Conference, one having to do with a physical plant issue and the other with evangelistic outreach.

1. I recommend that the Church have a special campaign for the purpose of determining the feasibility of installing a “handicapped” lift and raising funds to do the same.
2. I recommend that Salem Church ask the Baltimore-Washington Conference to assist Salem, Clarksburg, and John Wesley Churches in developing an evangelistic effort in the new Clarksburg town development.

APPRECIATION—I am grateful to everyone in Salem Church for their work, their giving, their prayers, and their friendship during my pastorate here and look forward to an ongoing collegial relationship.

Faithfully,  
Carroll R. Gunkel  
Pastor



