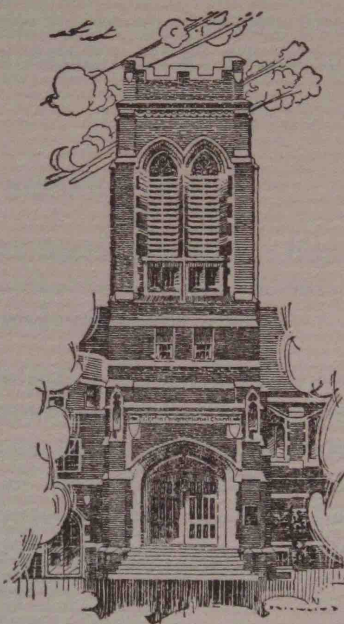


TO IMPROVE OUR MINISTRY
TO CHILDREN
AND YOUNG PEOPLE



Pilgrim Congregational Church
DULUTH, MINNESOTA

The Reverend William L. Halfaker, D.D., Minister

WE BUILD ON FOUNDATIONS WROUGHT BY OTHERS . . .

Our fine church building was erected in 1916-1917 and was dedicated just forty years ago, Christmas Sunday 1917. The cost of the building was \$156,000 and it was dedicated debt-free. The cost of replacement today would be at least three quarters of a million dollars.

Those responsible for the planning had courage and vision. They planned a beautiful building with generous provision for the church school and youth work in advance of most church building at that time.

With the passing years methods in religious education have changed. There is need to modernize some of our facilities and to develop the full potential in our building. Our church school is growing. The average enrollment has doubled in the last seven years. We have an increasing number of young couples in the church. Our Cradle Roll now numbers sixty-eight. We have an urgent need for adequate facilities for pre-school children.

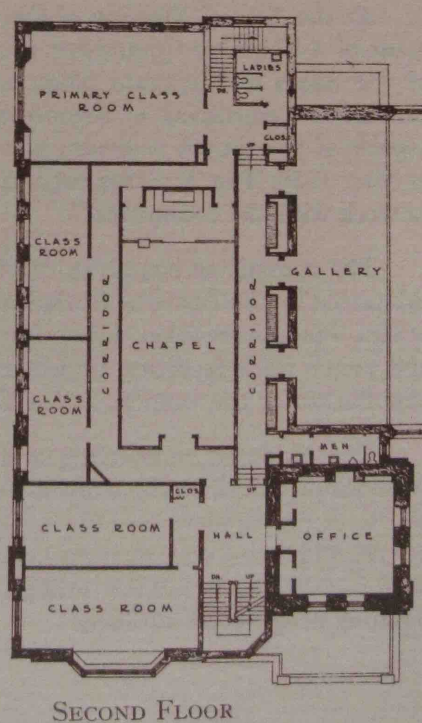
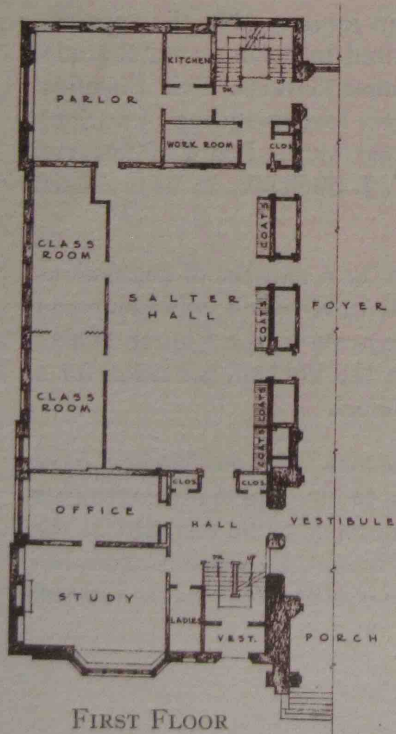
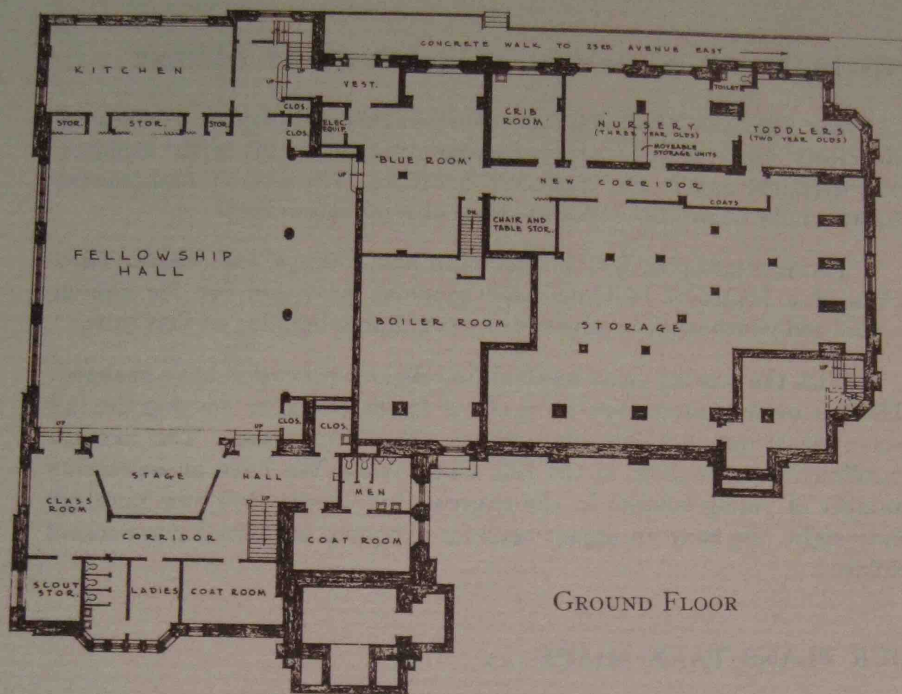
OUR PLANS TAKE SHAPE . . .

In October 1954 the Board of Christian Education presented to the Board of Trustees a number of detailed recommendations for improvement of the existing church school facilities.

At the Annual Meeting of the church in January 1956 the appointment of a Planning Committee was authorized to make a careful study of the needs and prepare plans and recommendations. This Planning Committee, consisting of seventeen members representative of various aspects of the church program, was appointed by the Board of Trustees in May 1956. The Trustees engaged Mr. T. J. Shefchik, Jr. as architect to work with the committee.

The committee has given careful study to a number of suggestions submitted by the Board of Christian Education, Women's Fellowship and others. Plans have been drawn for improvements in the Church School and youth work facilities, improvements to the kitchen, provision for a new Parlor for the women, and a Youth Chapel.

The proposed remodeling and improvements in the kitchen have been completed, since the women were eager to have these improvements and were prepared to pay for the new equipment to be installed in the kitchen. The new electrical service made necessary by these changes has been installed and paid for through advance contributions to the over-all building program as outlined.



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THESE ARE OUR PLANS . . .

GROUND FLOOR

Fellowship Hall

Completely redecorate. New drapes on east wall adequate to darken room for day-time projection of films. New asphalt tile floor, including hall areas and men's room.

Create two classrooms in the under-croft area with multifold doors and heavy acoustical treatment of ceilings.

Improved lighting throughout—additional fixtures to give adequate lighting. Improved heating and ventilation.

New fixtures and steel partitions in the men's washroom. New heavy-weight rubber treads on stairs leading up from Fellowship Hall, and from vestibule up to main floor.

Under the Sanctuary

Finishing of undeveloped area under the sanctuary and along south side of the building to provide new rooms for preschool children. Three rooms will provide for crib room, toddlers, and three-year-olds. This area was originally designed to provide an apartment for the caretaker.

New cement platform along alley side of church with wide walk leading out to the avenue, making useful new ground floor access to the building and easy access to this new area.

FIRST FLOOR

Salter Hall

Extend floor overhead at level of the second floor hall, about two feet above present balcony floor, to provide for new Youth Chapel.

Partitions to replace all folding doors so as to provide two useful classrooms along east wall for four-year-olds and five-year-olds.

Installation of concealed coat-room facilities along west wall and adequate ventilation to keep the room comfortable at all times.

Kindergarten Room

Complete remodeling to provide attractive Women's Parlor. It is assumed this floor will be carpeted. The lighting will be changed, adequate electrical outlets provided, and acoustical treatment applied to the ceiling.

The Sanctuary

Improved lighting. New switching equipment with rheostat controls. Alterations to fixtures to provide better lighting without glare. Concealed lighting for the choir. Adequate lighting in the Balcony.

New lighting in the Narthex and the Vestibule.

Acoustical treatment of the ceiling in the Narthex and the Vestibule.

SECOND FLOOR

New Youth Chapel in the area above Salter Hall. This will provide worship facilities for the Lower Junior, Junior, and Junior High Departments of the Church School.

This chapel will also provide worship facilities for high school and college youth groups. It will seat 100 persons comfortably.

The window in the ceiling will be perfectly centered in the new Chapel and the beam work on the ceiling will be undisturbed.

Balcony Classrooms

Elimination of all folding doors. Partitions to provide two separate classrooms as on main floor below. Acoustical treatment of ceilings and improved lighting.

Primary Room

Linotile on floor, acoustical treatment of ceiling, and improved lighting.

Junior Room

Elimination of fireplace and installation of partitions to make two large classrooms.

Men's and Women's Washrooms

New fixtures, steel partitions, etc. to modernize these facilities.

MISCELLANEOUS

Development of limited parking facilities on the lot east of the church.

Installation of adequate ground water drainage around the church to eliminate seepage on ground floor. This will necessitate some changes in landscaping.

Landscaping at west end of church and on lot to the east based on plans prepared by landscape architect.

Elimination of return walls on roof at west end of the church to end trouble caused by snow and ice compacting behind these walls.

Kitchen (This work has been completed.)

New electric bake ovens, electric stoves, stainless steel sinks, dish washer, refrigerator, hooded ventilation over the stoves and ovens and new electrical service for the building adequate for this new equipment and for future needs.

COUNTING THE COST . . .

The Master of Men reminds us that in any building program we must first count the cost. Without having done this, the proposed construction of even a Church, dedicated to the glory of God, would be the worst possible kind of folly. So we have counted the cost, and it has been determined that no burdensome debt shall hamper the future work of our church. The major portion of the funds required must be on hand before contracts are let or construction is begun.

The architect has prepared working drawings and specifications with all the detail necessary for submission to contractors for bids and for use in the construction work. On the basis of these detailed drawings and specifications careful estimates of the cost have been prepared. It is estimated that the cost of completion of the work as outlined in our plans will be \$110,000.

At the Annual Meeting of the church held January 15, 1958, the plans and recommendations of the Planning Committee were approved and a campaign authorized to secure the funds to pay for this remodeling and the balance of \$30,000 on the church mortgage. This mortgage covers the money borrowed two years ago to pay for tuckpointing the building and the installation of new boilers. Thus our goal is \$140,000 which will enable us to complete the work outlined and rededicate our improved building debt-free.

The cost of the work already completed in remodeling the kitchen and installing a new electric service for the entire building was \$11,323. This is not included in the estimates mentioned above. This work has been paid for through a gift of \$5,000 by the Women's Fellowship and other advance contributions to the Building Fund. A balance of \$22,733 remains in the Building Fund from advance contributions to be applied on our goal of \$140,000.

The Building Campaign Committee has set up the program on an eighteen-month basis. It is felt that this plan will help many members to contribute more generously than would otherwise be possible. Special Building Fund envelopes will be provided for monthly payments. Those who prefer may make their pledge as a stated sum and designate the schedule of payments they wish to follow.

HOW MUCH SHALL I GIVE? . . .

This is a perfectly normal question, yet one which each individual must answer for himself, prayerfully and thoughtfully. The truth of the matter is, of course, that this program cannot be carried out without sacrifice. For some of us it may mean doing without things which we would like very much to have. It took this kind of sacrifice to provide the building we have. What a privilege it will be—to go without some personal pleasure that our church may have the facilities to strengthen its program for children and young people.

The Committee strongly recommends that we think of our giving in terms of regular monthly contributions, rather than total amounts. The total may seem large, but as we all make regular monthly gifts its attainment becomes relatively easy.

THROUGH SETTING ASIDE DEFINITE AMOUNTS EACH MONTH WE CAN REACH OUR GOAL . . .

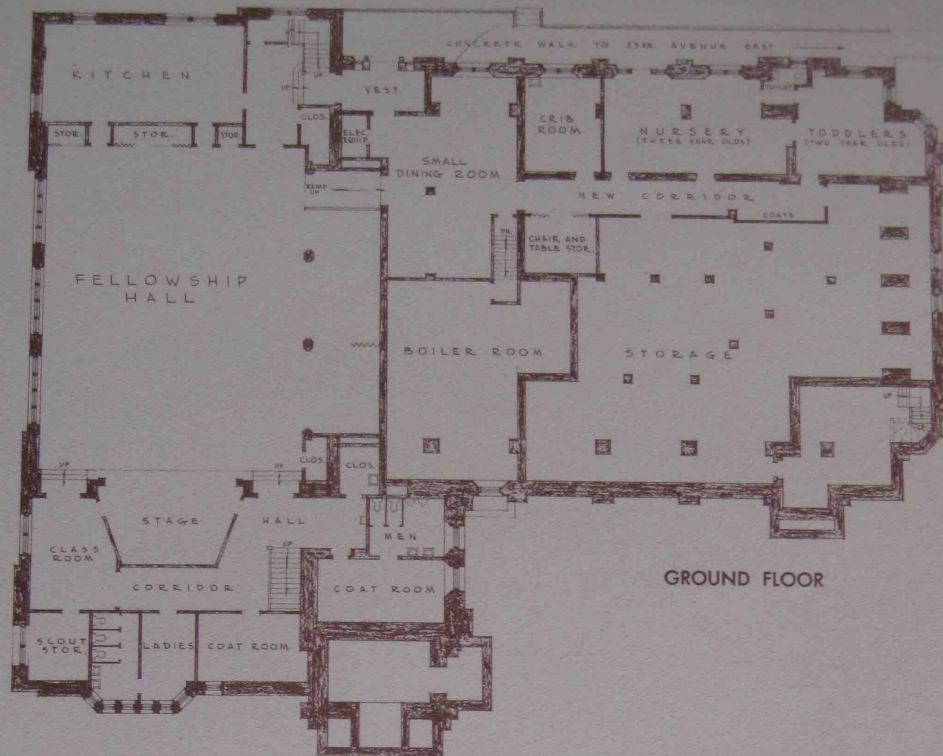
PER MONTH	18 MONTHS	PER MONTH	18 MONTHS
\$5.00	\$90.00	\$20.00	\$360.00
7.50	135.00	25.00	450.00
10.00	180.00	50.00	900.00
15.00	270.00	100.00	1,800.00

The Planning Committee: EARL FARNAM, *Chairman*; MRS. S. F. ATKINS, JOHN ANDRESEN, MRS. CHARLES BAGLEY, JESSE D. BRADLEY, FRED BUCK, HUBBELL CARPENTER, MRS. A. D. CHISHOLM, MRS. E. C. CONGDON, LYNN DUNCAN, MRS. MALCOLM FIFIELD, VERNE D. JOHNSON, IRVIN KARLSTAD, HERBERT L. NORDAL, FRANKLIN RICE, DR. DONALD WALKER, and MRS. DOUGLAS WALKER.

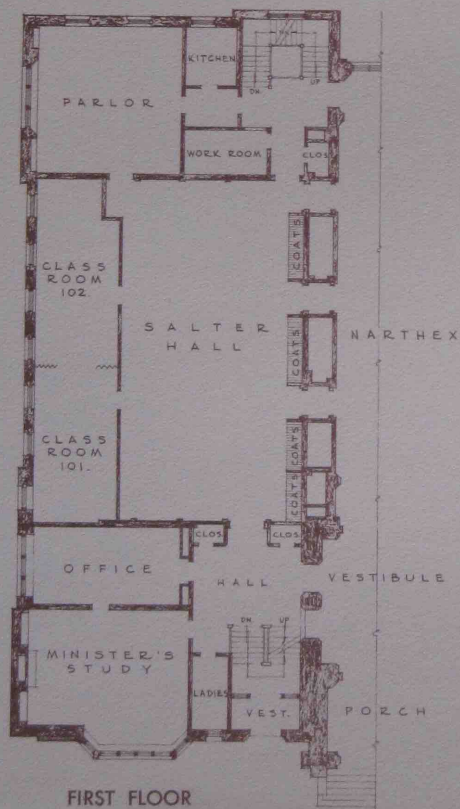
The Building Campaign Committee: HUBBELL CARPENTER, *Chairman*; L. W. MOORE, *Co-Chairman*; JOHN ANDRESEN, SAM F. ATKINS, JESSE D. BRADLEY, HOWARD P. CLARKE, EARL FARNAM, DR. R. W. JOHNSON, NORMAN MOBERG, JOHN MORRISON, VALWORTH H. PLUMB, and DOUGLAS WALKER.

PILGRIM CONGREGATIONAL CHURCH

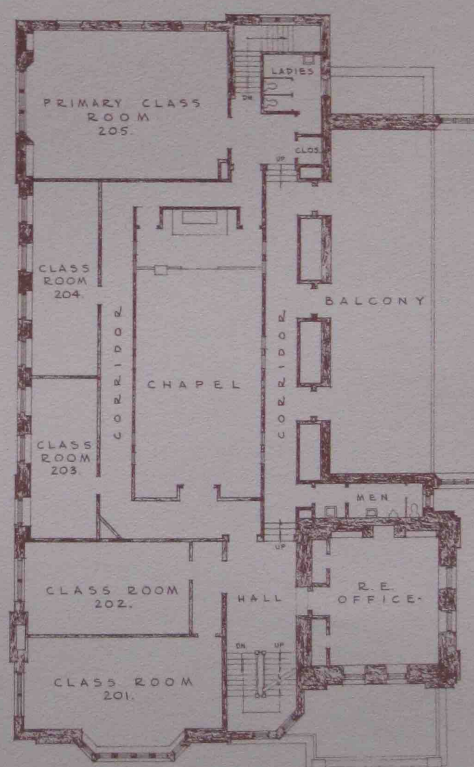
DULUTH, MINNESOTA



GROUND FLOOR



FIRST FLOOR



SECOND FLOOR













BMD and R Lighting

- DESIGNERS AND MANUFACTURERS
- OF LIGHTING EQUIPMENT
- 7020 WALKER STREET, ST. LOUIS PARK
- MINNEAPOLIS 16, MINNESOTA

WE 9-4658

FORMERLY
BRANHAM, MAREK AND DUEPNER INC.

REVISED

QUOTATION

April 9, 1958

Pilgrim Congregational Church
2310 East 4th Street
Duluth 12, Minnesota

Attention: Reverend W. L. Halfaker

Accepted - April 24, 1958

WE APPRECIATE YOUR INQUIRY OF

AND WE TAKE PLEASURE IN QUOTING AS FOLLOWS:

Prices shown do not include any sales, excise or other Government charge payable by the Seller to Federal, State, or local authority. Any such taxes now or hereafter imposed upon sales or shipments under the terms hereof will be added to said purchase price and Buyer agrees to reimburse Seller for any such tax. Seller is not to be accountable for delays in delivery if caused by any legislative, administrative or executive law, order or regulation of the Federal Government or any State or Municipal Government or any subdivision, department, agency, officer or official thereof, or if caused by strikes, fire, floods, accidents, delays of carrier, inability to obtain suitable and sufficient labor, and necessary supplies of raw materials, or other unavoidable contingencies beyond Seller's control. Due to conditions over which we have no control, it is impossible to guarantee firm prices for more than 60 days.

For Pilgrim Congregational Church

2310 East 4th Street
Duluth 12, Minnesota

Architect

Engineer

AUDITORIUM(Center)

- 2- #2542X-A remodelled chandeliers, as per sketch submitted, except with six vari-colored glass jewels in each pierced housing instead of single quatre-foils, and omitting indirect spinning at top of lantern. Wired for one 500-watt I.F. down-light in translucent reflector of new 16" diameter lantern and three 40-watt A19 auxiliary lamps near top of lantern. Twelve pierced housings around band to be lamped with one 75-watt A19 lamp each. Auxiliary lamps and housing lamps wired on one circuit, down-light on separate circuit. *

Owner's Net Cost, less lamps, @ \$425.00 \$850.00

AUDITORIUM(SIDES AND BALCONY)

- 8- #2542X-B remodelled chandeliers, similar to above. Wired for one 500-watt I.F. lamp in translucent reflector of new 14" diameter lantern and three 40-watt A19 auxiliary lamps near top of lantern. Six pierced housings around band to be lamped with one 60-watt A19 lamp each. Auxiliary lamps and housing lamps wired on one circuit, down-light on separate circuit. *

Owner's Net Cost, less lamps, @ \$265.00 \$ 2,120.00

Delivery: July 15th

Terms: 1% cash within 10 days; Net, 30 Days. F.O.B. our plant, St. Louis Park, Minn.

We trust that we may be favored with your order.
Yours very truly,

BMD and R, Inc.

(cont. on Page 2)

M D and R

Lighting

- DESIGNERS AND MANUFACTURERS
- OF LIGHTING EQUIPMENT
- 7020 WALKER STREET, ST. LOUIS PARK
- MINNEAPOLIS 16, MINNESOTA

VE-9-4658

FORMERLY

BRANHAM, MARECK AND DUEPNER INC.

REVISED

QUOTATION

April 9, 1958

Pilgrim Congregational Church (cont)

Page 2.

WE APPRECIATE YOUR INQUIRY OF

AND WE TAKE PLEASURE IN QUOTING AS FOLLOWS:

Prices shown do not include any sales, excise or other Government charge payable by the Seller to Federal, State, or local authority. Any such taxes now or hereafter imposed upon sales or shipments under the terms hereof will be added to said purchase price and Buyer agrees to reimburse Seller for any such tax. Seller is not to be accountable for delays in delivery if caused by any legislative, administrative or executive law, order or regulation of the Federal Government or any State or Municipal Government or any subdivision, department, agency, officer or official thereof, or if caused by strikes, fire, floods, accidents, delays of carrier, inability to obtain suitable and sufficient labor, and necessary supplies of raw materials, or other unavoidable contingencies beyond Seller's control. Due to conditions over which we have no control, it is impossible to guarantee firm prices for more than 60 days.

For

Architect

Engineer

NAVE SIDE AISLES, ~~BALCONY~~, AND ~~VESTIBULE~~

- 8- #2542X-C remodelled wall brackets. Replace present glass globes with pierced metal and jewelled housings to match Nave chandeliers. Each fixture wired for two 60-watt A19 lamps. *

Owner's Net Cost, less lamps, @ \$34.00, \$ 272.00

VESTIBULES

- 2- #1483-8 ceiling fixture, pierced-cross design on metal band, 16" diameter opal glass bowl, wired for four 75-watt A19 lamps, metal parts finished flat black to match Nave fixtures.

Owner's Net Cost, less lamps @ \$ 40.00 80.00

STAIR LANDING

- 1- #1483-6

Owner's Net Cost Each, less lamps 27.20

NARTHEX

- 5- #1483-7 ceiling fixtures, pierced-cross design on metal band, 14" diameter opal glass bowl, wired for four 60-watt A19 lamps, metal parts finished flat black to match Nave fixtures.

Owner's Net Cost, less lamps, @ 34.00 170.00
Freight 162.75

Delivery:

Terms: 1%, cash within 10 days; Net, 30 Days. F.O.B. our plant, St. Louis Park, Minn.

Total Owner's Net Cost, less lamps \$ 3,681.95

We trust that we may be favored with your order.

Yours very truly,

BMD and R, Inc.

Cecil H. Branharn, Pres.

BMD and R Lighting

- DESIGNERS AND MANUFACTURERS
- OF LIGHTING EQUIPMENT
- 7020 WALKER STREET, ST. LOUIS PARK
- MINNEAPOLIS 16, MINNESOTA

WE 9-4658

FORMERLY
BRANHAM, MARDECK AND DUEPNER INC.

REVISED

QUOTATION

April 9, 1958

Pilgrim Congregational Church (cont.)

Page 3.

WE APPRECIATE YOUR INQUIRY OF

AND WE TAKE PLEASURE IN QUOTING AS FOLLOWS:

Prices shown do not include any sales, excise or other Government charge payable by the Seller to Federal, State, or local authority. Any such taxes now or hereafter imposed upon sales or shipments under the terms hereof will be added to said purchase price and Buyer agrees to reimburse Seller for any such tax. Seller is not to be accountable for delays in delivery if caused by any legislative, administrative or executive law, order or regulation of the Federal Government or any State or Municipal Government or any subdivision, department, agency, officer or official thereof, or if caused by strikes, fire, floods, accidents, delays of carrier, inability to obtain suitable and sufficient labor, and necessary supplies of raw materials, or other unavoidable contingencies beyond Seller's control. Due to conditions over which we have no control, it is impossible to guarantee firm prices for more than 60 days.

For

Architect

Engineer

* NOTE: We would require that all collars which hold existing glass globes be sent to us so that new pierced housings may be fastened thereto. Note, also, that lamps (bulbs) are not included in above prices on any fixtures.

Delivery:

Approx. 60 to 90 days after
receipt of order

Terms: 1% cash within 10 days; Net, 30 Days. F.O.B. our plant, St. Louis Park, Minn.

We trust that we may be favored with your order.
Yours very truly,

with freight allowed to
job-site

BMD and R, Inc.

Cecil H. Branham, Pres.

To: Mrs. C. C. Congdon, Mrs. Leonard Griffith, Mrs. J. M. Harlow,
Mrs. W. W. Kuyper, Mrs. Arthur Roberts, Dr. Royal Shepard

From: Ruth Ann Eaton

Subject: Redecorating the Minisink Study

My apologies to each of you for being a most inefficient chairman these past few months.

As you all remember, the estimate for doing a fairly complete job of redecorating the study was about \$5000. From indications I have had recently, these monies will be available to do the job, so we should proceed with final plans.

Mrs. Kuyper has furnished us with a rough estimate of the major items that are involved and which we have discussed. (Copy enclosed.) Except for the first two starred items which have already been estimated and agreed upon, the prices are estimates and may vary up or down.

As you recall we asked that a suitable less expensive carpet be located. After much searching Mrs. K. has found a substitute for a substantial saving.

The paint has been chosen, and donated. There were too few willing hands this summer for a volunteer paint job, so a bid has been obtained for this.

In order to facilitate some definite progress, we need to meet once again for a short ($\frac{1}{2}$ hr. at the most) meeting, for final agreement on the budget proposals. I am hoping you can all meet at 10 o'clock, Thursday^{morning}, Sept. 14 at the church. Please call if you have a conflict or cannot attend at this time
— I'm easiest to reach before 9 a.m. — 724-8479.

Thank you!

Wag to
acknowledge

RA

Estimated Budget

✓ * Draperies \$ 375 -
* Sofa - rebuild - yellow wool check 575 -

2 wing chairs in linen print like
the draperies @ \$ 375 ea. 750

✓ Carpet 500

✓ Labor for Painting 120

✓ Fireplace Screen etc. (no structural changes) 150

✓ Change electrical + telephone outlets 100

(Lamps, table, misc. dec. items 400)

✓ Chippendale Chair - reupholster + refinished gift

\$ 2970

LAW OFFICES

DANCER, MONTAGUE, APPLEQUIST, LYONS, NOLAN & NORDINE

ONE THOUSAND ALWORTH BUILDING

DULUTH 2, MINNESOTA

HOWARD T. ABBOTT (1887-1939)
EDGAR W. MACPHERRAN (1888-1947)
HERBERT A. DANCER, COUNSEL
JAMES E. MONTAGUE, JR.
HARRY C. APPLEQUIST
PATRICK J. LYONS
JAMES A. NORDINE
ROBERT P. NOLAN
KERNIT L. KNETSCH
ARNOLD W. LARSON
CHARLES T. BARNES
EDMUND F. BROWN

TELEPHONE
RANDOLPH 2-1411

June 10, 1958

J. D. Harrold Co.
405 East Superior Street
Duluth 2, Minnesota

Re: Pilgrim Congregational Church remodelling

Gentlemen:

Apparently through oversight you neglected to execute the contract on this remodelling job. Enclosed is original and copies of the contract bearing the signatures of a Vice Chairman and Secretary of the Board of Trustees of the church. Will you kindly sign and return one of the copies directly to Dr. William L. Halfaker at Pilgrim Congregational Church.

Yours very truly,

J. E. Montague

JEM/wl
Encl

cc: Dr. Wm. L. Halfaker

*Signed contract received 6-13-58
CJH*

COPY

May 19, 1958

RECEIVED

MAY 20 1958

J. D. Harrold Co.

Contractors on Alterations to Pilgrim Congregational Church

Gentlemen:

At a meeting of the trustees of Pilgrim Congregational Church last Friday it appeared that there were a few matters concerning the contracts which should be cleared up.

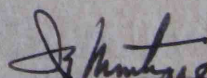
First, is the matter of insurance carried by each of the contractors. Article XXVII of the General Conditions provides for the contractors to maintain insurance but the minimum limits are not prescribed. The trustees assume that each of the contractors probably maintains coverage at least equal to the minimum limits they have in mind. The trustees therefor request that each of the contractors furnish certificates evidencing personal injury and death liability of \$100,000.00 -- \$300,000.00, property damage of \$50,000.00 -- \$100,000.00, including contractors' protective liability, and full coverage for liability under the Minnesota Workmen's Compensation Law.

Secondly, such contractors as have not already done so are requested to furnish their surety bonds guaranteeing performance.

Thirdly, Article XXIX of the General Conditions provides that the owner shall maintain fire insurance upon the entire structure to 100% of the insurable value. The Church carries \$414,000.00 of fire insurance written on an 80% co-insurance plan, and while arrangements are pending for a new valuation and increase in the coverage, the trustees desire the agreement of each contractor that the existing insurance will be acceptable as substantial compliance by the owner with the requirements of Article XXVIII of the General Specifications.

If these matters are agreeable, will you kindly furnish certificates of insurance and your surety bonds, and return a copy of this letter with your signature indicating approval, so that it may be considered as a part of the contract. Signed contracts will then be executed on behalf of the trustees and delivered to you.

Yours very truly,



J. E. Montague
For the Board of Trustees of
Pilgrim Congregational Church

Accepted:

J. D. HARROLD CO.

By 

PLAUNT COMPANY, INC.

By _____

CHESTER C. ZIMM, INC.

By _____

ARROWHEAD ELECTRIC, INC.

By _____

SALMIO PAINT COMPANY

By _____

Por Bonding Co.

THIS AGREEMENT made the 16th day of May in the year Nineteen Hundred and Fifty-eight by and between Joseph D. Harrold, Walter E. Wipson and Reinar V. Gabrielson, Co-partners doing business under the firm name of J. D. Harrold Co., hereinafter called the Contractor, and Pilgrim Congregational Church, hereinafter called the Owner,

WITNESSETH, that the Contractor and the Owner for the considerations hereinafter named agree as follows:

Article 1. Scope of the Work--The Contractor shall furnish all of the materials and perform all of the work shown on the Drawings and described in the Specifications entitled Alterations to Pilgrim Congregational Church prepared by Thomas J. Shefehik, acting as and in these Contract Documents entitled the Architect; and shall do everything required by this Agreement, the General Conditions of the Contract, the Specifications and the Drawings.

Article 2. Time of Completion--The work to be performed under this Contract shall be commenced immediately and shall be substantially completed on or before August 15, 1958.

Article 3. The Contract Sum--The Owner shall pay the Contractor for the performance of the Contract, subject to additions and deductions provided therein, in current funds as follows: Forty-four thousand four hundred sixteen dollars (\$44,416.00), being the amount of the Contractor's Base Bid dated May 7, 1958.

Where the quantities originally contemplated are so changed that application of the agreed unit price to the quantity of work performed is shown to create a hardship to the Owner or the Contractor, there shall be an equitable adjustment of the Contract to prevent such hardship.

Article 4. Progress Payments--The Owner shall make payments on account of the Contract as provided therein, as follows:

On or about the fifteenth day of each month ninety per cent of the value, based on the Contract prices of labor and materials incorporated in the work and of materials suitably stored at the site thereof up to the first day of that month, as estimated by the Architect, less the aggregate of previous payments; and upon substantial completion of the entire work, a sum sufficient to increase the total payments to ninety per cent of the Contract price.

Article 5. Acceptance and Final Payment--Final payment shall be due thirty days after substantial completion of the work provided the work be then fully completed and the contract fully performed.

Upon receipt of written notice that the work is ready for final inspection and acceptance, the Architect shall promptly make such inspection, and when he finds the work acceptable under the Contract and the Contractor fully performed he shall promptly issue a final certificate, over his own signature, stating that the work provided for in this Contract has been completed and is accepted by him under the terms and conditions thereof, and that the entire balance found to be due the Contractor, and noted in said final certificate, is due and payable.

Before issuance of final certificate the Contractor shall submit evidence satisfactory to the Architect that all payrolls, material bills, and other indebtedness connected with the work have been paid.

If after the work has been substantially completed, full completion thereof is materially delayed through no fault of the Contractor, and the Architect so certifies, the Owner shall, upon certificate of the Architect, and without terminating the Contract, make payment of the balance due for that portion of the work fully completed and accepted. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

Article 6. The Contract Documents--The General Conditions of the Contract, the Specifications and the Drawings, together with this Agreement, form the Contract, and they are as fully a part of the Contract as if hereto attached or herein repeated. The following is an enumeration of the Specifications and Drawings:

Division I consists of the following:

Section 1, the General Conditions of the Contract for the Construction of Buildings, Standard Form of the American Institute of Architects, Form A2, Sixth Edition (Rev. 9-1-51), Articles 1 through 44 on pages 1 through 10.

Section 2, Special Conditions, Articles 45 through 56 on typewritten pages 11 and 12.

Division II, General Construction Specifications, consists of Sections 3 through 34 excepting Sections 5, 9, 10, 12, 13, 15, 17, 18, 20, 24, 27, 28 and 30, which are not included.

Addendum G-1 and Addendum G-2.

Plans and Drawings numbered 1 through 5 as listed on the Index Sheet of Division II, all dated July 18, 1957, and bearing revised dates of February 18, 1958 and March 10, 1958.

IN WITNESS WHEREOF the parties hereto have executed this agreement, the day and year first above written.

Approved as to Form

J. D. HARROLD CO.

by *J. D. Harrold* Attorney

by _____

PILGRIM CONGREGATIONAL CHURCH

by *Fred W. Buck* Vice Chairman

by *H. L. Moberg* Secretary
Board of Trustees

BMD and R *Lighting*

WE 9-4658

- DESIGNERS AND MANUFACTURERS
- OF LIGHTING EQUIPMENT
- 7020 WALKER STREET, ST. LOUIS PARK
- MINNEAPOLIS 16, MINNESOTA

FORMERLY
BRANHAM, MARECK AND DUEPNER INC.

October 14, 1958

Reverend W. L. Halfaker
c/o Pilgrim Congregational Church
2310 East Fourth Street
Duluth 12, Minnesota

Dear Reverend Halfaker:

I hasten to answer your letter of October 10th, received this morning. It was nice to hear that the appearance of the remodelled chandeliers was to your satisfaction.

It was somewhat puzzling, though, to hear that there is a high concentration of light from the 500-watt down-lights in the lanterns in the two large center fixtures. It was not so surprising on the side chandeliers, as these are hanging too low to give the light a chance to spread out.

There are three things which influence the light distribution of a reflector-lens combination such as we are using here:

First, the position of the lamp in relation to the lens is the all important thing that controls the light distribution. For maximum spread, the bottom of the 500-watt lamp bulb should be three-fourths of an inch from the lens. (The closer the lamp to the lens, the more spread you will get, up to this three-fourths of an inch distance.) Conversely, the further the lamp from the lens, the more concentrating the distribution. This should be checked, but as this would involve lowering the fixture, that had better wait until one of us can come to Duluth.

Two other possibilities should be checked by Arrowhead prior to our visit. First, was the proper lamp used? This must be a 500-watt lamp to provide maximum spread with the socket positioned as it is

10-14-58

(or as it is supposed to be). Second, are the lenses right-side-up? The smooth part of the lens is supposed to be toward the lamp, and the louvered side of the lens should be away from the lamp (down). The lenses are so labeled. If the lenses are installed wrong-side-up, this concentrates the light tremendously. Will you ask Gordie if he will please check these two things? Then, if the lamps are of the proper wattage and the lenses are properly installed, the answer will be that the socket is not placed the correct distance from the lens, and this we will check when we come up there.

Regarding the vestibules, we will hold up on these fixtures until we talk with you.

I am very anxious to see your church now that it is completed, and will try to get up there within the next two weeks.

Yours very truly,

B. M. D. & R., Inc.

Cecil H. Branham

Cecil H. Branham

CHB:mb

Mr. Cecil Branham

- 2 -

October 10, 1958

There is a possibility that I may be in Minneapolis in the next week or two and have an opportunity at that time to talk to you about these matters. However, it would be more satisfactory if it were possible for you to stop in at the church in Duluth and look the situation over first hand. If there is any possibility of your doing this, please let me know. I can be sure to be here at the time that you would be coming to Duluth.

October 10, 1958

With regard to payment on the invoice for these fixtures, I am not able to make payment until we have worked out these matters. As they pertain to lighting in the vestibule, however, I am sending you a check for \$5,000 as a payment on the invoice. I hope to hold the major part of this payment up any longer since the work is certainly basically very satisfactory.

Dear Mr. Branham:

I hope that it will be possible for us to get together in Duluth in the near future. We have had many compliments on the remodeled fixtures in our sanctuary. They represent a great improvement. The problem of glare and eyestrain has been completely eliminated.

There is one problem, however, which I would like very much to discuss with you. I wish that you might see the fixtures as they are installed and observe for yourself a situation which I will try to describe. The fixtures seem to concentrate the light in a small area when we use the bright floods in the bottom part of the fixture. I have discussed this with Phil Johnson of Foster's office and he feels that this might be due in part to the type of reflector that is used and perhaps more because of the type of lense that is in the bottom of the lantern. We have this problem not only with the side fixtures which might perhaps be installed at a slightly higher level but also with the center fixtures which are quite high above the congregation.

This problem of light distribution has not raised any comments from members of the congregation as yet and I am not commenting on it to others. I do feel, however, that it is a matter in which it might be possible for us to improve the installation, and if possible I would like to consider this before someone else raises the question.

As you recall, no doubt, we do not have the drum fixtures which were ordered for the two vestibules. The fixtures which you sent along at the time you sent our order are the same size as we have installed in the narthex whereas we had ordered the 16" drum for these vestibule fixtures. We are using the 14" fixtures temporarily as you suggested. We find, however, that this type of fixture is probably not well suited to these vestibules. As a matter of fact we are quite clear in our decision to try a different type of fixture at these locations and would like to have you hold up shipment of the 16" fixtures until we can discuss this matter further with you. We would like to discuss the possibility of a fixture which would hang down a little ways from these ceilings and give not only some direct light but also give reflected light from the ceilings. We have new off-white acoustical ceilings in these areas which would reflect the light effectively and give a much more cheerful appearance to the rooms. Phil has shown me some such fixtures in catalogues of other manufacturers. I would like to look at your catalogue and discuss the possibility of some other fixture which you might be able to provide and which would harmonize with our other lighting fixtures as we have them installed.

Mr. Cecil Branham

- 2 -

October 10, 1958

WE 9-4658

D.M.D. AND R. INC.

DESIGNER: There is a possibility that I may be in Minneapolis in the next week or two and have an opportunity at that time to talk to you about these matters. However, it would be more satisfactory if it were possible for you to stop in at the church in Duluth and look the situation over first hand. If there is any possibility of your doing this, please let me know ahead of time so that I can be sure to be here at the time that you would be coming to Duluth.

SOLD TO With regard to payment on the invoice for these fixtures, I am not able to get final approval for payment of the invoice until we have worked out these details, particularly as they pertain to lighting in the vestibule. However, I am asking our treasurer to send you a check for \$3,000 as a payment on account, for we would not like to hold the major part of this payment up any longer since the work is certainly basically very satisfactory.

I hope that it will be possible for us to get together in Duluth in the near future and consider these few details for the completion of our project and also I would like to have an opportunity to show you the rest of the church which is now nearing completion.

Sincerely yours,

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
2	2542 X A Remod lantern		
8	2542 X B Remod lantern		
6	MLH:dbb 2542 X C Remod Bracket		
2	1483 7 cell (to be returned- 2 1483 8 back-ordered)		
1	1483 6 Cell		
5	1483 7 Cell		
			3,613.95
	Less \$50.00		
			3,563.95
	2 #1483 8 Back ordered @ \$40.00 each		
	Partials "1" and "2"		

B.M.D. AND R. INC.

- DESIGNERS AND MANUFACTURERS
- LIGHTING EQUIPMENT
- 7020 WALKER STREET - ST. LOUIS PARK
- MINNEAPOLIS - 16 - MINNESOTA

WEIT 9-4658

FORMERLY
BRANHAM, MARECK AND DUEPNER, INC.

SOLD TO Pilgrim Congregational Church
2310 East Fourth Street
Duluth 2, Minnesota

DATE 9-4-58

YOUR ORDER #3747

SHIP TO Same

OUR ORDER 689 "1" & "2"

SHIPPED VIA Murphy Ft. &
Glenn Denning Frt.

TERMS: 30 DAYS NET. INVOICES DATED 1ST TO 15TH INCLUSIVE SUBJECT TO CASH DISCOUNT OF 1% IF PAID BY THE 25TH OF THE MONTH.
INVOICES DATED 16TH TO 31ST INCLUSIVE SUBJECT TO CASH DISCOUNT OF 1% IF PAID BY THE 10TH OF THE FOLLOWING MONTH.

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
2	2542 X A Remod lantern		
8	2542 X B Remod lantern		
6	2542 X C Remod Bracket		
2	1483 7 ceil (to be returned- 2 1483 8 back-ordered)		
1	1483 6 Ceil		
5	1483 7 Ceil		
			3,613.95
	Less \$80.00		
			3,533.95
			3,000.00
			533.95
	2 #1483 8 Back ordered @ \$40.00 each		
	Partials "1" and "2"		

ALL CLAIMS MUST BE MADE TEN DAYS FROM DATE OF INVOICE. NO MATERIAL CAN BE RETURNED WITHOUT OUR PERMISSION.

J.M.D. AND R. INC.

• DESIGNERS AND MANUFACTURERS
• LIGHTING EQUIPMENT
• 7020 WALKER STREET • ST. LOUIS PARK
• MINNEAPOLIS • 16 • MINNESOTA

WE 9-4658

FORMERLY
BRANHAM, MARECK AND DUEPNER, INC.

SOLD TO Pilgrim Congregational Church
2310 East Fourth Street
Duluth 2, Minnesota

SHIP TO Same

DATE 9-4-58

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INVOICES DATED 16TH TO 31ST INCLUSIVE SUBJECT TO CASH DISCOUNT OF 1% IF PAID BY THE 10TH OF THE FOLLOWING MONTH.

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
2	2542 X A Remod lantern		
8	2542 X B Remod lantern		
6	2542 X C Remod Bracket		
2	1483 7 ceil (to be returned- 2 1483 8 back-ordered)		
1	1483 6 Ceil		
5	1483 7 Ceil		
			3,613.95
	Less \$80.00		
			3,533.95
	2 #1483 8 Back ordered @ \$40.00 each		
	Partials "1" and "2"		

ALL CLAIMS MUST BE MADE TEN DAYS FROM DATE OF INVOICE. NO MATERIAL CAN BE RETURNED WITHOUT OUR PERMISSION.

M.D. AND R. INC.

WEST 9-4658

- DESIGNERS AND MANUFACTURERS
- LIGHTING EQUIPMENT
- 7020 WALKER STREET - ST. LOUIS PARK
- MINNEAPOLIS - 16 - MINNESOTA

FORMERLY
BRANHAM, MARECK AND DUEPNER, INC.

SOLD TO Pilgrim Congregational Church
2310 East Fourth Street
Duluth 2, Minnesota

DATE 9-4-58

YOUR ORDER #3747

OUR ORDER 689 "2"

SHIPPED VIA Murphy Ppd

SHIP TO Same Pilgrim Congregational Church
2310 East Fourth Street
Duluth 2, Minnesota

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
24	Shades for 2542 X-A Packed in carton 1		
30	Shades for 2542 X-B Packed in carton 2		
18	Shades for 2542 X-B Packed in carton 3		
12	Shades for 2542 X-C Packed in carton 3		
2	13" lenses for 2542 X A Packed in carton 4		
4	10" Reflectors for 2542 XA and XB Packed in ctn 4		
8	11 1/4" lenses for 2542 XB Packed in carton 5		
6	10" Reflector for 2542 XB Packed in carton 6		
8	2542 X B Fixture only Packed in ctns. 7-14		
2	2542 X A Fixture only 1 each carton Packed in cartons 15 & 16		
XX 2	1483 7 Packed in carton 17		
	Complete		

ALL CLAIMS MUST BE MADE TEN DAYS FROM DATE OF INVOICE. NO MATERIAL CAN BE RETURNED WITHOUT OUR PERMISSION.

M.D. AND R. INC.

WE ST 9-4658

- DESIGNERS AND MANUFACTURERS
- LIGHTING EQUIPMENT
- 7020 WALKER STREET - ST. LOUIS PARK
- MINNEAPOLIS - 16 - MINNESOTA

FORMERLY
BRANHAM, MARECK AND DUEPNER, INC.

SOLD TO Pilgrim Congregational Church

DATE 8-28-58

SHIP TO Pilgrim Congregational Church
2310 East Fourth Street
Duluth 2, Minnesota

YOUR ORDER #3747

OUR ORDER 689 "1"

SHIPPED VIA. Glendenning
ppd

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
5	1483-7 less glass Packed in carton #1		
5	Glasses for 1483-7 Packed in carton #2		
1	1483-6 (complete) Packed in carton #3		

PACKING LIST

Partial "1"

ALL CLAIMS MUST BE MADE TEN DAYS FROM DATE OF INVOICE. NO MATERIAL CAN BE RETURNED WITHOUT OUR PERMISSION.

1

UNIFORM STRAIGHT BILL OF LADING

Original — Not Negotiable

Shipper's No. 689 "2"

Agent's No.

Murphy Motor Freight Lines, Inc.

COMPANY

RECEIVED, subject to the classifications and tariffs in effect on the date of issue of this Bill of Lading.

At Minneapolis, Minn.

9-4-58

195.... From B. M. D. & R., INC.

Formerly BRANHAM, MARECK & DUEPNER, Inc.

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned and destined as indicated below, which said company (the word company being understood throughout this contract as meaning any person or corporation) agrees to carry to its usual place of delivery at said destination, if on its own road or its own water line, otherwise to deliver to another carrier on a route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination and as to each party at any time interested, that every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns.

(Mail or street address of consignee—For purposes of notification only.)

Consigned to ~~XXXXX~~ Pilgrim Congregational Church 2310 East 4th Street

Destination Du luth 2

State of Minnesota

County of

Route

Car Initial

Car No.

DELIVERING CARRIER

PACKAGES NO.	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	*WEIGHT (Subject to Correction)	CLASS or RATE	CHECK COLUMN	Subject to Section 7 of conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.
IX					
3	cartons Glass Globes or Shades	67#			
1 1/4	cartons Lighting Fixtures or Parts				
	NOTED other than cast iron	386#			

Signature of Consignor

If charges are to be prepaid write or stamp here. "To be Prepaid."

to be prepaid

Received \$..... to apply in prepayment of the charges on the property described hereon.

Agent or Cashier.

Per (The signature here acknowledges only the amount prepaid.)

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight." Note.—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$

per

Charges advanced \$

B. M. D. & R., Inc., Shipper

Formerly BRANHAM, MARECK & DUEPNER, Inc.

Per E.A.D.

Per

Agent

Permanent postoffice address of shipper 7020 Walker St., (St. Louis Park) MINNEAPOLIS 16, MINN.

Railroad Printing Co., Maywood, Illinois

DRAWING NO. MA423

SCALE 1 1/2" = 1'-0"

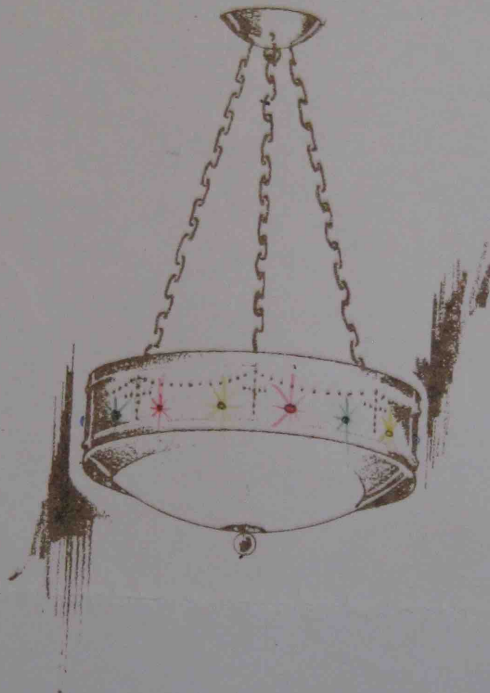
date 10-15-58

2-75W. I.F. LAMPS

FINISH FLAT BLACK

BMD AND R Lighting

Ordered by telephone in Mpls
Nov 14th



CANOPY

3 CHAIN SUPPORT

OPEN TOP

JEWELLED OPENINGS

WHITE GLASS

DRAWING NO. MA423

SCALE $1\frac{1}{2}" = 1'-0"$

date 10-15-58

2-75W. I.F. LAMPS
FINISH FLAT BLACK

BMD AND R *Lighting*

B.M.D. AND R. INC.

WE ST 9-4658

- DESIGNERS AND MANUFACTURERS
- LIGHTING EQUIPMENT
- 7020 WALKER STREET, ST. LOUIS PARK
- MINNEAPOLIS 16, MINNESOTA

FORMERLY
BRANHAM, MARECK AND DUEPNER, INC.

November 4, 1958

Rev. W. L. Halfaker
c/o Pilgrim Congregational Church
Duluth, Minnesota

Dear Rev. Halfaker:

This will confirm the conversations I had with you, Gordon Adams of Arrowhead Electric, and Mr. Johnson and Mr. Charles Foster, regarding the light distribution of the nave chandeliers in your church.

The uneven, or "spotty", distribution is due not to the chandeliers nor to their component parts, but rather to the location and mounting height of the chandeliers in the auditorium.

To improve this situation we would recommend the following:

(1.) That the six side chandeliers be moved up to the next purlin above their present location. This would accomplish two things: The chandeliers would be automatically raised to their proper mounting height above the pews (in relation to the outlet spacing). This would also help to increase the lighting level in the pews in the center of the church (where no large chandelier is present). If these six chandeliers are moved, as recommended above, then the large down-lights in the lanterns should be increased from 300 watts to 500 watts. You will recall that both of these things were recommended by us originally.

(2.) That the two large chandeliers in the center of the church be raised approximately 6'6" above their present height. These chandeliers are 28'0" on centers, and therefore should be 30'6" above the floor (or 28'0" above the reading plane). I would estimate that they are about 24'0" above the floor at the present time.

P. 2

These suggestions should make for quite a uniform lighting result over the entire pew area, and I hope you may see your way clear to make these changes.

Yours very truly,

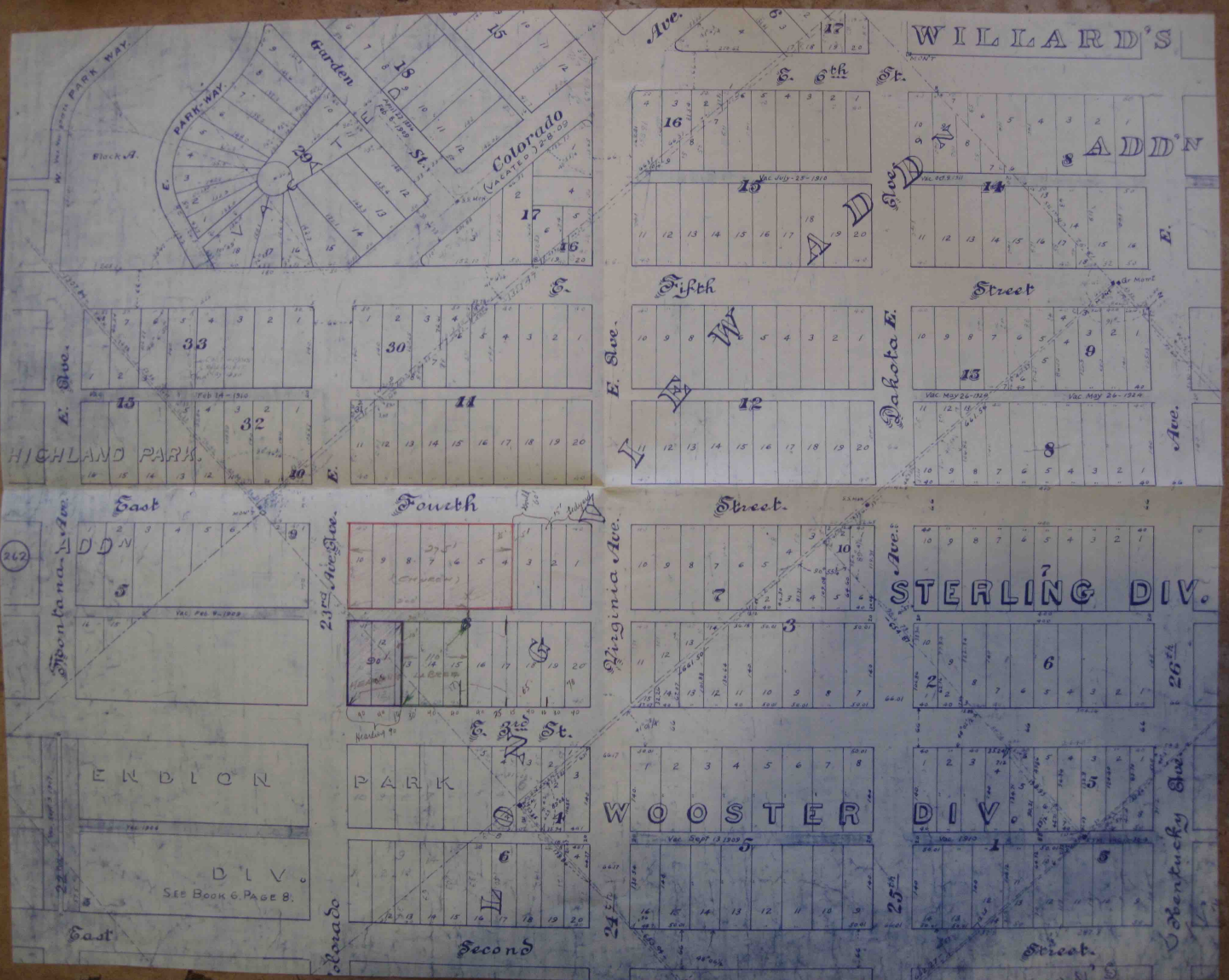
B. M. D. & R., Inc.

Cecil H. Branham

Cecil H. Branham

CHB:j

CC: Mr. Chas. A. Foster, Attn: Mr. Johnson
Arrowhead Electric Co. Attn: Mr. Adams



WHITTEMORE ASSOCIATES, INC.

Stained Glass
WILLIAM R. JACK Designer
CHRISTY R. RUFO

Visual Education
FREDERIC L. FAY

Paraments
ELIZABETH H. LAW

Sterling and Brass
DAVID B. HART Designer

Retail Store
WILLIAM E. REYNOLDS Manager

Comptroller
WESLEY E. BALL

Ecclesiologists

Carroll E. Whittemore PRESIDENT

16 ASHBURTON PLACE, BOSTON 8, MASS.

Telephone CAPITOL 7-2150

October 17, 1958

Church Furniture
RICHARD A. BUTLER Designer

Books of Remembrance
MARY H. KING

Church Organs and Music
CARL L. TUCKER

General Merchandise
JOSEPH C. HUNT

Church Lighting, Folding
Chairs and Tables
THOMAS O. SYLVESTER

Rev. William L. Halfaker
Pilgrim Congregational Church
2310 East Fourth Street
Duluth 12, Minnesota

Dear Mr. Halfaker:

The Altar and Reredos were shipped on October 8th via freight and the routing given in your early instructions to us. We are sorry that shipment could not have been made somewhat earlier.

The lectern is now being constructed and will be completed, according to word from the foreman today, at the most within three weeks. There is a very good chance that it will be sooner than this. I explained that it was to be used in the chapel with the altar and reredos - therefore it should be completed just as soon as could be.

We will look forward to receiving the additional copy to be inscribed in your Book of Remembrance and will take care of it promptly upon receipt of it.

Sincerely,

WHITTEMORE ASSOCIATES INC.

Mary King

Mary King

October 10, 1958

July 31, 1958.

Miss Mary King
Whittemore Associates, Inc.
16 Ashburton Place
Boston 8, Massachusetts

Dear Miss King:

The other day we received by parcel post, special handling, the red dorsal curtain for our reredos. Does this mean that the reredos and altar are now in shipment? If not, can you tell us how soon these items will be shipped? We had hoped to have them shortly after the first of September and are naturally very eager to have this equipment for our chapel. I presume the pulpit-lectern will be shipped at the same time and is perhaps already on its way.

I will give you the final information for our Book of Remembrance in the next week or so and hope that you will be able to complete the book at that time.

Sincerely yours,

We will reserve decision on the Altar Rail for the time being. This is a rather expensive item and I am not sure it is essential. If we did get the Altar Rail could it be installed on top of a padded carpet? I wonder if it would not be important to have it rest directly on the floor to increase stability. What do you suggest?

MLH:dbb

I hope we can have these items by September 1 - or sooner if possible.

Sincerely yours,

July 31, 1958.

Miss Mary King
Whittmore Associates, Inc
16 Ashburton Place
Boston 8, Mass.

Dear Miss King:

Our committee chose the oak finish #14 which you submitted with your last letter. We have asked the American Seating Co. to finish our pews to match your sample so they will match the chancel furniture.

For the velvet dossal we would like to have the Cardinal Red. We will try to come as close as possible to this when we choose the carpeting also.

We would like to place our order for the lectern #6 in the smaller size - 19" wide, @ \$225.00 as per your suggestion. This size will be adequate and will be in better scale with the room and our other furnishings. This also to be finished in the #14 oak finish.

We will reserve decision on the Altar Rail for the time being. This is a rather expensive item and I am not sure it is essential. If we did get the Altar Rail could it be installed on top of a padded carpet? I wonder if it would not be important to have it rest directly on the floor to increase stability. What do you suggest?

I hope we can have these items by September 1 - or sooner if possible.

Sincerely yours,

WHITTEMORE ASSOCIATES, INC.

Stained Glass

WILLIAM R. JACK Designer
CHRISTY R. RUFO

Visual Education

FREDERIC L. FAY

Parameters

ELIZABETH H. LAW

Sterling and Brass

DAVID B. HART Designer

Retail Store

WILLIAM E. REYNOLDS Manager

Comptroller

WESLEY E. BALL

Ecclesiologists

Carroll E. Whittemore PRESIDENT

16 ASHBURTON PLACE, BOSTON 8, MASS.

Telephone CAPitol 7-2150

July 18, 1958

Church Furniture

RICHARD A. BUTLER Designer

Books of Remembrance

MARY H. KING

Church Organs and Music

CARL L. TUCKER

General Merchandise

JOSEPH C. HUNT

Church Lighting, Folding

Chairs and Tables

THOMAS O. SYLVESTER

Rev. William L. Halfaker
Pilgrim Congregational Church
2310 East Fourth Street
Duluth 12, Minnesota

Dear Mr. Halfaker:

I understand that you wish us to retain your Book of Remembrance for additional entries which you will send probably in September.

I am sending herewith four different oak samples in a medium oak finish,--#17, 18, 38 and 44. If one of these is suitable, just indicate the number to us. If not, then we can submit still additional samples, or could match any wood sample you would care to send us.

The velour dossal is included in the total price of \$1,050 for Altar and Reredos RB-2480. You would have your choice of the cardinal red enclosed or the maroon. Other fabrics could be used such as the symbolic patterns, some of which you saw here in our store, but there would be an additional cost, depending upon the actual fabric selected.

The photostat of Lectern #6 enclosed will be helpful to you. I'm sorry we do not have a good 8x10 photograph of it to send you. This lectern should make a lovely companion piece to be used in conjunction with the Altar and Reredos you have ordered. I mentioned this to one of our designers who suggests the use of the plain Gothic altar rail, but feels that you could also use the Modern Gothic if price is a factor.

Sincerely,

Mary H. King

Mary H. King

Enc.

k

AND THANK
ERE WILL BE
IN SHIPPING.

TES, INC.

WHITTEMORE ASSOCIATES, INC.

ECCLESIOLOGISTS
Telephone CAPITOL 7-2150

829425

16 ASHBURTON PLACE

BOSTON 8, MASS.

SHIPPED
TO

Pilgrim Congregational Church
2310 East Fourth Street
Duluth 12, Minnesota
c/o Rev. William L. Halfaker

7/17/58
ACKNOWLEDGMENT
NOT A BILL

BILL SENT
TO

THIS WILL ACKNOWLEDGE AND THANK
YOU FOR THIS ORDER. THERE WILL BE
ABOUT _____ DAYS DELAY IN SHIPPING.

WHITTEMORE ASSOCIATES, INC.

CHARGE TO

Same

AT

DE

QUANTITY

ITEM NO.

ITEM

1

OAK Altar and Reredos RB-2480
Polychroming
Catalog measurements - 6' 2" wide by 9' 7" high
Stain to follow

1,050.
40.

WANTED BY SEPTEMBER 1

Ship via r. r. freight:

NYC from Boston to Chicago

and Chicago & Northwestern from Chicago to Duluth

INTERPRETATION OF CODE

SUB - We have substituted - Returnable if not satisfactory.
OS - Out of stock - To follow in a few days.

OD - Shipped direct from factory. A few days delay.
NLA - No longer available - Kindly make another selection
PC - Price change.

July 14, 1958.

Miss Mary H. King
Whittemore Associates
16 Ashburton Place
Boston 8, Mass.

Dear Miss King:

You will have received our order for the reredos and altar by the time you receive this letter. I am writing now to be sure you understand that we would like you to hold our Book of Remembrance in Boston until we will give you some additional entries. This additional material should be ready some time in September.

Sincerely yours,

July 12, 1958.

Miss Mary King
Whittemore Associates, Inc
16 Ashburton Place
Boston 8, Mass.

Dear Miss King:

We have made some decisions regarding chapel furniture. We would like to place our order for the No. R.B. 2480 Altar and Reredos with Polychroming. According to our latest price list this will cost \$1,050 plus \$40 for the Polychroming. Is this the correct price?

We will want to have this finished in a medium dark oak finish. Will you please send us samples of such a finish as soon as possible. Will you also please send us a sample of the velour dossal. We need to know what color it will be - a red, I presume. Have we any choice concerning this material? If so, will you please send samples of the fabrics from which we might choose.

We would appreciate word as to when this order will be shipped. If possible, we would like to have it by September 1.

Please ship via railroad freight, NCY from Boston to Chicago and Chicago & Northwestern from Chicago to Duluth. We will pay the freight upon arrival..

We are also interested in the Pulpit-lectern #6 which was on display on the floor when we visited the store the last of June. However, we do not have an illustration of this item. Could you send us a picture of this pulpit. We would appreciate your recommendations concerning a simple pulpit such as this to go with the altar and reredos we are ordering - if there is something else you feel we should consider.

We may also be interested in two 8 ft sections of altart rail to place across the front of the chancel. Which pattern would you recommend to go with the altar we have chosen?

If you could possibly get these samples to me by Mond, July 21 it would enable me to get prompt committee actions.

Sincerely yours,

WHITTEMORE ASSOCIATES, INC.

Stained Glass
WILLIAM R. JACK Designer
CHRISTY R. RUFO

Visual Education
FREDERIC L. FAY

Paraments
ELIZABETH H. LAW

Sterling and Brass
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Comptroller
WESLEY E. BALL

Ecclesiologists

Carroll E. Whittemore PRESIDENT

16 ASHBURTON PLACE, BOSTON 8, MASS.

Telephone CApitol 7-2150

July 11, 1958

Church Furniture
RICHARD A. BUTLER Designer

Books of Remembrance
MARY H. KING

Church Organs and Music
CARL L. TUCKER

General Merchandise
JOSEPH C. HUNT

Church Lighting, Folding
Chairs and Tables
THOMAS O. SYLVESTER

Rev. William Halfaker
Pilgrim Congregational Church
2310 East Fourth Street
Duluth 12, Minnesota

Dear Mr. Halfaker:

We certainly enjoyed having you visit our store on June 24, while you were in Boston for the Convention. At that time I told you I would be glad to secure a picture or sketch of the No. 8 cornice, in which you are interested. A photostat of it is enclosed herewith. I do hope this will be of help to you.

Your Book of Remembrance is now in the artist's possession, and the additions will be made just as quickly as possible, consistent with good workmanship, and then we will send the book back to you.

If you find that you need additional details on the other pieces in which you are interested and which we were discussing when you were here, please let me know and I will send the further details immediately.

Sincerely,

WHITTEMORE ASSOCIATES, INC.

Mary H. King
Mary H. King

MHK:T
Enc. Photostat

July 3, 1958

Miss Mary King
Whittemore Associates, Inc.
16 Ashburton Place
Boston 8, Massachusetts

Dear Miss King:

There is a probability that we will have additional items to engross in our Book of Remembrance in the near future. Please keep the book until I can send this additional information on to you.

We have not yet made decisions concerning the chancel furniture. I appreciated very much the opportunity to go over this with you the other day.

Sincerely yours,

WLH:dbb