

2542-6-3:23 Minnie Nay Settlement
House: Benwood, West Virginia - Study
1960-1961 (1993-034) GBGM

History

MINNIE NAY SETTLEMENT HOUSE

43 Marshall Street, Benwood, West Virginia



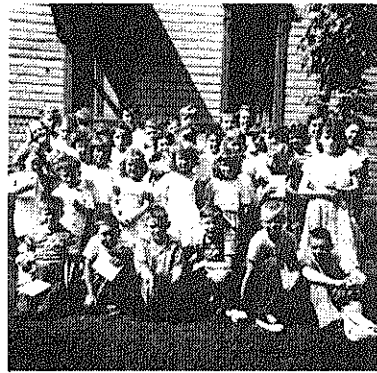
BOY'S CLUB



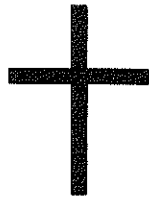
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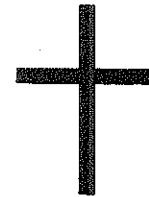
WOMAN'S CLUB



VACATION BIBLE SCHOOL



As workers we say this to you: it takes "your" prayers as well as your gifts to help to carry forth this program of Love and Christian Brotherhood.



Project of The West Virginia Conference
Woman's Society of Christian Service
of
THE METHODIST CHURCH



Mrs. R. B. Nay

The golden threads in the history of the MINNIE NAY SETTLEMENT HOUSE may be traced to the efforts of many people. The first two workers were deaconesses Eunice Britt and Ida Hobbles, who during the years 1907-1911, held Kindergarten and cooking classes. During the years 1911-1923 various deaconesses and workers carried on the work, and the mission came to be known as the Mary Kacmar Mission, in appreciation of the work of Miss Mary Kacmar.

On November 12, 1924, the present permanent building was dedicated to the service of God and humanity. This date also marks the adoption of the name MINNIE NAY SETTLEMENT HOUSE, as a tribute to Mrs. R. B. Nay, whose vision, interest, and sacrifice helped to make this work possible.

We have the distinction of having three Boards: The Conference Board of Trustees, the Local Advisory Board, and the Junior Board. The last mentioned Board is made up of consecrated young mothers and business women who meet purely as a service board; to assist—be it teaching in the Vacation Bible School, or finding ways and means of obtaining needed equipment.

The Settlement House program serves between 1100 and 1200 persons per month; of German, Polish, Italian, Ukrainian, Czechoslovakian and English descent.

The Kindergarten meets both morning and afternoon of each school day. The lunch period is more than the usual graham cracker and milk or orange juice: it is thankfulness, politeness, cheerfulness, and carefulness too. Through toys, music, games, organized and free play, and stories children learn muscle coor-



KINDERGARTEN PLAY

dination, cooperation, independence, self-control, consideration of others, good health habits, and a reverence for God.

After school each day and evening there are clubs for children, young people, and adults: there is the Doll Club for first grade girls; Indian Club for first grade boys; Primary and Junior Girls Craft Club; Primary and Junior Boys Craft and Recreation Club; Brownie and Intermediate Girl Scouts Troops; while interest in the Teen-age group varies from Spaghetti suppers and Doggie-roasts to dramatics. The Kindergarten Mother's Club and the Woman's Club offers a time of recreation through devotions, crafts, and social times.

The spiritual needs of the community are further met through Sunday afternoon Sunday School and during the first two weeks of June a Vacation Bible School is held.

During the summer months outdoor activities are in order, with a wading-pool for the younger children and supervised playground activities for the older children.

A few volunteer workers aid in the regular club program, assisting in the Scouting program, the Sunday School, Vacation Bible School, the weekly movies, and in making costumes for plays, or helping on special party days.

FILE COPY

High Lights in the Life of
**THE MINNIE NAY
SETTLEMENT HOUSE**

1924 - 1944

"GREAT OAKS from little acorns grow," is a short word picture of the development of an institution whose twenty years of existence have been marked by a steady growth of activity and service. Today, like a sturdy tree, its roots deep in the hearts of the community it serves, as well as in the hearts of its friends, the MINNIE NAY SETTLEMENT HOUSE stands as a refuge from, and a defense against the stormy winds of life, to those it serves.

To trace every step in the development of this institution would require more time and space than can be allotted on this particular occasion. So here are a few high lights from the twenty years history as recorded in the minutes of the Board meetings of the Settlement House.

The attempt to help children of South Wheeling and Benwood had its beginning as early as the period of years 1907-1911, when Kindergarten and cooking classes were undertaken by two deaconesses, Miss Eunice Britt and Miss Ida Hobble.

During the years 1911 to 1923 various deaconesses and workers carried on different phases of community work and the personality and devotion of one worker influenced the name given to these activities—Kacmar Mission—as an expression of appreciation for the work of Miss Mary Kacmar, now Mrs. Homer Cummings.

March 29, 1923, saw steps taken for the establishment of a permanent home for the Mission and the purchase of the building in which we meet today was begun by the Conference Board of the Woman's Home Missionary Society of West Virginia.

The first Daily Vacation Bible School was held the first two weeks of June, 1924, with an enrollment of 65 children, 45 of these being in the Kindergarten class.

On November 12, 1924, just twenty years ago today, this house was formally dedicated to the service of God and humanity. This date also marks the adoption of the name MINNIE NAY SETTLEMENT HOUSE, as a tribute of love to that gracious lady whose vision, interest, and sacrifice, helped make possible this work which stands today as a living monument to her interest in God's work and her fellow man.

The Board of Directors has the distinction of arriving at the twentieth anniversary with its original president, Mrs.

Charles J. Proudfoot. Under her effective leadership we have gone steadily forward.

1924 also saw the organization of two worthwhile groups for the young people coming to the House, a Boy Scout Troop, of which Mr. Harry Sonderman, then principal of North Benwood School, was Scout Master, and a Girl Reserve Club.

June, 1925, saw the second very successful Daily Vacation Bible School held under the direction of Miss Claribel Winchester and Miss Doris Davis, deaconess in charge.

January, 1926, saw another change of workers, Miss Gladyce Bower, Miss Esther Young, Miss Ruth Lower, Miss Nellie Schwab, deaconesses carried the work until September, 1930, when Miss Margaret McDonald was appointed Superintendent. She was assisted by Miss Sophia Fetzer and Miss Alta Ice, the Kindergarten teacher.

September, 1931, Miss Sophia Fetzer and Miss Alta Ice accepted the responsibility of directing the activities.

September, 1934. Just ten years following the reports of the first Daily Vacation Bible School held at the Settlement House when 65 children had been enrolled, the report of the Bible School showed an attendance of 150 pupils. A real need for more room was obvious. Representatives of 8 nationalities, Italian, Swedish, German, Ukranian, Croatian, Polish, Slovak, and Irish enrolled.

November 12, 1934. The Tenth Anniversary of the Settlement House found the work getting bigger and better in every way, 450 pupils were in attendance each week. A Mother's Club beginning with an enrollment of 8 members now proudly totaled 28 with Mrs. Kate Diddion as President.

March, 1936, to April, 1937. Although the Settlement House experienced 3 floods the program continued and repairs were made and the House was put in good shape during the required "clean-up".

October, 1938, Miss Alta Ice, beloved of those associated with her, left the Settlement House to do work in Washington, D. C. at Sibley Hospital, one of Methodism's Homes for the healing of humanity.

November, 1938, Miss Dorothy Gleason, began her labors as Kindergarten teacher.

September, 1939. Miss Esther Bucke received the appointment of Kindergarten and assistant worker.

September, 1940. Miss Helen Carter joined Miss Fetzer, to act as Kindergarten teacher and assistant worker. She has endeared herself to the pupils and "Grown-ups" alike, by her sympathetic manner and desire to serve.

October, 1941. The Settlement House Board of Directors honored itself by naming Mrs. R. B. Nay as President Emeritus, a tribute of love and respect for the unselfish work in the interest of this project whose value cannot be estimated in mere facts and figures.

February, 1943. The creation of a Junior Board to help in the work of the House was a satisfaction to those so interested in the House. Under the Leadership of Mrs. F. B. Oliver, this group began repairs in the cellar with a view of using it as a recreation room. All of this work has been done.

September, 1944. And now almost twenty years of service had gone by and the Board made plans to observe "Open House" to commemorate the Twentieth Anniversary of the dedication of the building, which stands today as a beacon light for God.

November 12, 1944. Today with thankful hearts we celebrate twenty years of helpful ministry. As we look back over the accomplishments, yes, and sometimes disappointments of the twenty years, our hearts are stirred with love and appreciation of those Christian Pioneers who made this work possible and whose efforts live on. So we take courage as we look ahead and we are proud of our heritage and can say with confidence—"We have proved the past, now we can face the future."

Mrs. Mary Arbuthnot Fahrion

1907-1924

Mission Sunday School work was begun in Benwood, West Virginia, in 1907 under the sponsorship of the Woman's Home Missionary Society of the West Virginia Conference. The conference officers served as an advisory group with Mrs. Minnie Nay, president, and Mrs. S. K. Arbuthnot, secretary.

The first workers were Deaconesses of the Methodist Church, Miss Eunice Britt and Miss Ida Hobbie. Coking classes and kindergarten were added. Later Miss Mary Kacmar, the Superintendent for several years, was helped by the Venek sisters and Miss Anna Rosanniz. The project came to be known as the Kacmar Mission. Different phases of community work were carried on with various workers, some of whom were Deaconesses, workers with a particular relationship to the Methodist Church. 1918-1923, Misses Ethel and Emma Vanek were head workers. In 1923 the Conference Board of the Woman's Home Missionary Society of West Virginia began the purchase of the present building, 43 Marshall Street, Benwood. Miss Claribel Winchester was the head worker during the period of transition and the first year in the new building.

1924-1960

On November 12, 1924, the Minnie Nay Settlement House was dedicated. It was named for Mrs. Minnie Nay, the president of the Woman's Home Missionary Society of West Virginia for twenty-three years. No written purpose of the Settlement is available but it seemingly wanted to become a settlement rather than a mission in purpose.

PRESIDENTS of the Local Advisory Board:

- 1924-1944 Mrs. Charles Proudfoot (20)
- 1944-1945 Mrs. Spencer (1)
- 1945-1948 Mrs. Wade Kepner (3)
- 1948-1953 Mrs. S. Charles Jones (5)
- 1953-1957 Mrs. Ed. Stenger (4)
- 1957-1961 Mrs. Wade Kepner (4)

Directors of Minnie Nay Settlement House (Superintendents or Head Residents)

- 1924-1925 Miss Claribel Winchester (1)
- 1925-1930 Miss Esther Young (5)
- 1930-1931 Miss Margaret McDonald (1)
- 1931-1949 Miss Sophie Fetzer (18)
- 1949-1954 Miss Elinor Hikok (5)
- 1954-1956 Miss Dodd, who then retired (2)
- 1956-1958 Miss Frances Bearnas (2)
- 1958-1960 Miss Evelyn Wolfe, retired Missionary from Japan (2)

THE SERVICE AREA
 MINNIE NAY SETTLEMENT HOUSE

The Geographic Boundaries:

Benwood, West Virginia, extends up and down the highway along the river for about four miles between the Ohio River to the west and high hills to the east. At the north end it is bounded by South Wheeling, Wheeling, West Virginia, and on the south by McMechen, W. Va., a community similar in size and composition to Benwood.

Benwood is composed of four distinct neighborhoods, each separated from the other by industry -- usually steel mills. South Wheeling, separated from the rest of Wheeling by industry, really joins with North Benwood to form one neighborhood. South Benwood runs right into McMechen so that it is difficult to tell where one ends and the other begins.

As far as Minnie Nay Settlement House Service Area is concerned, it could well be related to six neighborhoods as follows. These are listed here with a rough estimate as to the number of family units:

- South Wheeling.....250 family units
- North Benwood.....150
- Center Benwood.....225
- Bogg's Run.....200
- South Benwood.....200
- McMechen.....1000

Minnie Nay Settlement is located in North Benwood.

North Benwood:

This neighborhood is three streets wide, two blocks long -- 4 rows of houses. It contains 150 families (including the houses along the highway between North Benwood and Center Benwood. It has no public school since the children attend elementary school in Bogg's Run and high school in South Benwood. There is one Catholic elementary school and one Catholic Church. The Croatian Club occupies the old public school building. There are a few stores with living quarters over them and a few small industries. The Minnie Noy Settlement and its small playground are located here. South Wheeling joins this neighborhood and the two areas have much in common. The fact that they are under different city and different county governments makes some difference in attitudes. There is a city playground in this area.

Center Benwood:

Center Benwood, 3 streets wide, 4 blocks long, 5 rows of houses, contains approximately 225 families. This area contains the Benwood city building, the Benwood Post Office, the Steel Mill Office, an American Legion Hall, a small well-equipped playground for small children, one Methodist Church, one Catholic Church and school, some commercial stores and bars, and no public school - children go to South Benwood.

Bogg's Run:

This area, a little more than two miles long, has houses on both sides of the highway and some houses on the hills up two short side roads. It contains one elementary school, one Lutheran Church, a few stores, and some 200 houses in better condition than those in North Benwood.

South Benwood:

Some 200 or more houses are located along both sides of the highway and up in the hills to the East. This section contains more industry, more commercial areas, an elementary and a high school, a small Y. M. C. A. building for boys. This section runs into McMechen, a community about the same size as Benwood but not so broken up into pockets of people.

Some General Characteristics of the Service Area:

Most of the houses are single residences or duplexes. Many are in need of repair. Most of the employed people in Benwood work in the Wheeling Steel Mill or in one or another of the steel mills or chemical plants up or down the river. Although they have had no strikes for a year or two, employment is not steady. As one neighborhood woman expressed it, "People are not working good at all." Unemployment compensation is the main help. In general, however, people are considered to have more money than ever before. There are a few small stores and bars in the area but there is no bank or super market. One gets the impression that Benwood is not a self-contained area. Rather, the indication is that the people live in the larger area, Wheeling, Benwood, McMechen--and on down to Glendale. It's as if people feel that they live in the district.

Public buses run up and down the highway about every thirty minutes. Many people have cars and many use bicycles. The hospitals which serve the area are in Glendale--3 or 4 miles south of Benwood down the highway--or in Wheeling. Most third generation young adults are moving out to communities to the south - Glendale, Moundsville, etc. There is an impression that much of the potential leadership in Benwood leaves it. This whole region is in the flood area and has suffered some severe floods. Certain dams are evidently helping this condition.

The ethnic backgrounds of the people in this service area are now Irish, Italian, some Polish, Croations. There have been Ukrainians, Germans and English. There are still some of those who came over from Europe left in the area but these are the oldest ones. The coming of the new highway is causing some concern to the older residents since many of them are home owners. People are apparently proud to live in Benwood. Juvenile delinquency is felt to be slight -- to be caused only by boys "who come in from South Wheeling." There are no Negroes in the Service Area. They were not "allowed" there in the past.

There is a City Building in Center Benwood which houses the City Police, the City Clerk, etc. The City Clerk, Mrs. Mary Flading, indicated the population to be around 3500 in Benwood. She said that a neighborhood analysis has been worked recently but the data were not available in the office. She indicated that a Mr. Shaffidi, a Councilman at the City Commission (953 W. Benwood) would know something about it. She also indicated that an enlarged map of Benwood (probably 3ft. by 8ft.) could be bought (\$15.00) or more from C. C. Smith Sons, Engineers, in Wheeling. These are two areas for the next Director of the Settlement to look into, I should think.

The impression is that this total service area, including South Wheeling, Benwood, and McMechen (a total of probably 10,000 to 12,000 population) might very well profit by the service program of a settlement which recognizes itself as an agency whose purpose is to serve neighbors and neighborhoods by working with the neighbors themselves in determining the specifics of the program of services. The kindergarten at Minnie Noy Settlement House appears to be the only one in the area.

In the U. S. Census for 1940 and 1950, Benwood and McMechen have been 3500 and 4000 population each. The Benwood City Clerk indicated that the 1960 population for Benwood would probably be no more. McMechen may have increased slightly, however, there is not much indication of any new houses in either community. The 1960 U. S. Census figures will be of interest here.

FACILITIES MINNIE NAY SETTLEMENT HOUSE

The Settlement property is two lots, one covered with the building and one a paved, fenced playground, equipped with a child's slide and a small jungle gym.

The Settlement Building, a brick structure which appears to be in good repair, is a converted residence and bar. It contains a white-washed basement (with numerous pillars and a low ceiling) for activities, a first floor used for clubs and for kindergarten activities, and a second floor used for a staff residence.

The main street runs along in the front of the building with only a sidewalk between the street and the building. The new highway that is to come through Benwood may take some traffic off this street but at this time it is extremely noisy and busy. Piles of ore which for many years have been stored across the street from Minnie Noy Settlement House are being moved. Rumor says there is to be a new industry there.

The present facilities, because of lack of program staff, are not used even to normal capacity. Actually the building is only for scheduled groups (mostly Scouts) but the Head Resident is usually on call. There has been no supervised playground this summer. The building has been renovated within the last 18 months and appears to be in good condition for program. There was no way of determining the adequacy of program equipment and supplies but there appeared to be a recognition of their necessity. They would probably be available, if needed. The Settlement at this time does not own a car as the present director does not drive. The car was sold in the fall of 1958. Insurance on the building is carried by the West Virginia Conference of the Woman's Society. At this time repair items of \$200. or more are referred to the WSCS Conference Board of Trustees for attention.

Should the Settlement look for possible facilities for extension services in the various neighborhoods, they could very likely be found--especially if the leadership in the neighborhoods are used to discover them.

In the building, the first floor -- program floor -- contains a Kindergarten Room, Chapel, Club Kitchen, Club Room and Library. The second floor -- Residence-- contains an Office, three bed-rooms, a Kitchen, Dining Room and Living Room, a storage room and a bath.

STAFF MINNIE NAY SETTLEMENT HOUSE

The staff has typically from the beginning been composed of a Superintendent or Head Resident and a kindergarten teacher. Part-time assistants have helped in the kindergarten and volunteers have led the various Scout programs. Actually the agency has furnished the facilities and some staff supervision to these outside groups using the agency facilities. At least two workers have usually lived in the Residence, located on the second floor of the Settlement. There are numerous indications that the staff members have had adequate identification with the areas served and have been persons respected in the community.

There is no indication of written policies governing the employment and continued supervision of staff, of job descriptions, or of salary scales. There appears to be adequate maintenance help but there is no secretarial or bookkeeping help at this time. The books are kept by the elected treasurer. The Director does not have the responsibility for the authorization of expenditures within the budget. The residence staff is paid a cash salary plus a furnished residence and "provisions." Although it is difficult to determine the exact amount of compensation which goes to the Director, it does not appear to be even the minimum for one with the Deaconesses relationship to the Methodist Church as required by the Commission on Deaconess Work--\$3600. References were made on several occasions to the exact amount of cash which the Director makes and reference on one occasion was made to the fact that staff members were on one specific occasion eating expensive food. These references would indicate that a little more attention needs to be paid to respecting the dignity of the employed personnel. The residence does not appear to be separated in any way from the work of the Settlement nor the activities of the Board.

At this time the staff members do not appear to be related in any way to any community agencies except the Methodist Church.

The Staff during 1959-1960 was composed of the Head Resident, the Kindergarten Teacher and her helper.

There appears to be very little awareness on the part of either the Board or the Staff now or in previous years of the role of the Executive Director as an Executive Officer who staffs the Board and all its Committees. An Executive Director with Settlement experience and with good executive experience could be a real help to this Local Advisory Board.

The records which have been kept in the past appear to be statistical records and a narrative annual report in general outlining the program of the just completed year.

The Junior Board, a traditional group composed of some 25 to 35 women from the various Methodist Churches in the District, is described as a service group that does "physical things" around the Settlement. They raise funds for special "extras" (such as new kitchen sink and rugs for the residence), they make "the place attractive," and they assist with special programs such as Christmas parties. This group meets monthly at the Settlement and is sponsored by someone they invite to chair them. This sponsor then becomes a member of the Local Advisory Board. This group appears to be an excellent source for potential Board Members.

PROGRAM OF SERVICE MINNIE NAY SETTLEMENT HOUSE

Down through these years the program of services has remained fairly constant and has typically included: Kindergarten, a Kindergarten Mothers' Club or Parents' Club, a Woman's Club, play groups for 6-8 year old children, playground activities, home visitation, relief activities, Sunday School, Vacation Church School, piano lessons, an occasional group for young people, and special parties and activities. Outside groups which have traditionally used the facilities of the Settlement there have been Boy Scouts and Girl Scouts with their programs for the various age groups. Activities have typically been carried on primarily in the building without regularly organized extension services.

Those served in the Kindergarten and in the Scout groups seem to come from a wide-spread geographic area from South Wheeling to Bogg's Run to McMechen. Those who use the playground appear to come from the immediate neighborhood. There was some evidence that some few families have become too dependent upon the Settlement. Most of the Kindergarten children and thus their parents are Catholic; about half of the Brownies and Cubs are Protestant; most of the members of the Women's Club are Protestant. The Catholic Church does not have a Kindergarten in the area. Services to young people in this area have not been regular.

According to the Director, the main needs of the people of the service area as she has seen them are for medical care, strengthening of family life, stabilizing of income, better housing, more adequate adult recreation, help in family management, and community leadership.

There is some indication in conversation that the Settlement has served as a relief agency without having any particular policies to govern such service.

As for the program for the last seven years a study shows (See Chart Following), there is evidence that the program for a given year is developed on the basis of the program offered the year before. The last indication of a study of neighborhood needs was in 1943. There is no indication that there is or that there has usually been any working together with other existing agencies in order to avoid duplication or to increase and improve services in the area except that staff members may have helped with Vacation Church School in Benwood Methodist Church and the Settlement has traditionally made facilities available for the various Church groups. Actually other existing agencies in all of Benwood are few: a small YMCA extension building in South Benwood, a small playground and an American Legion Hall in Center Benwood, and a supervised playground in South Wheeling. Two ethnic clubs, Croatian Social Club and Sokol Club, provide some activities for some adults. There is an informal ball field on the property of Vulcan Rail used by some of the employees there. Social welfare services available were not ascertained. County Welfare Department and County Health Department surely are available.

Membership:

The Settlement has no agency membership as such but individuals are members of particular groups. Those served are primarily children and the parents of some of the younger children. The characteristics of those served do not seem to vary appreciably from those of the general area.

In 1934 the weekly attendance was stated as 450 but no basis for determining this was given. In various annual reports the membership in organized groups (including Scout groups which are actually outside groups using agency facilities) has been stated as follows:-

1954.....158
 1955.....282
 1956.....352
 1958.....310
 1959.....195
 1960.....176

These figures are not very significant, however, unless interpreted in the light of other information.

GROUPS AND GROUP MEMBERSHIP, 1953-4 through 1959-60

(As could be determined from the Annual Reports of Head Residents)

Year	1953-4	1954-5	1955-6	1956-7	1957-8	1958-9	1959-60
Number of members	158	282	352	?	310	185	176
Kindergarten (two sessions some years)	23	50	63	29	26	26	31
Kindergarten Mother's Club	23	48	11	*	42(?)	17	21
Doll Club (6-8 girls)	5	8	7	*	8		
Indian Club (6-8 boys)	12	15	10	*	12		
Cubs	12	12	10	*	16	10	12
Brownies	22	50	40	*	35	12	14
Girl Scouts		16	9	*	47	39	23
Boy Scouts	5	8	*	?	25	17	21
Teens	9	29	11	*	38		
Woman's Club	26	21	21	*	15	10	10
Sunday School	?	25	27	16	22	16	16
Intermediate girls	15						
Junior neighbors	6						
Junior Teens					21		
Vacation Church School	44	*	70	*	*	33	29
Piano Lessons			12	*	3	5	5
Scout Explorers					4		
Playground	*	*	*	*	*	*	*
Home Visitation	*	*	*	*	*	*	*
Special Parties and Activities	*	*	*	*	*	*	*

* Indicates the group or activity was offered but not recorded in figures
 ? Figure questioned
 BLANK Indicates the activity or group was not offered

ORGANIZATIONAL STRUCTURE OF THE BOARD OF MINNIE NAY SETTLEMENT HOUSE

The Local Advisory Board as described in the current By-Laws and as functioning in actual practice:

(On the following pages are charts outlining the current By-Laws and the current practice)

Advisory Board: The present By-Laws of Minnie Nay Settlement House describe a Local Advisory Board composed of at least 78 persons--all representatives or ex-officio persons or others "at the discretion of the Executive Committee of the Local Board." It is scheduled to meet four times a year but no duties are listed except to elect officers in April.

In actual practice, this group has become a group of 25-35 persons who meet monthly to approve the work of the Executive Committee, to hear the report of each worker, to hear the report of the Junior Board, and to elect officers in June. Many ex-officio persons authorized to be on this Advisory Board are not active. Neither are all the Methodist Woman's Societies of Christian Service actively represented.

The Executive Committee: - The present By-Laws state that this group shall be composed of four officers, the District Superintendent, the District President of the WSCS and the District Promotion Secretary of the WSCS, and the Chairmen of all standing committees. Its duties are listed as: to appoint standing committees, prepare the budget, elect officers to fill vacancies, and to consult with the Board of Trustees of the Conference WSCS on the employment of "professional" staff.

In actual practice, the Executive Committee is composed of five officers and a Chairman of Hospitality who arranges for Board Meetings. Its Vice-President serves as Chairman of the House Committee and as auditor. The officers act as the other committees -- finance, personnel, and public relations. There is no recognition of need for a services (or program) committee. This group meets monthly, just prior to the meeting of the Local Advisory Board and then asks the Board to approve its decisions--which approval is always given. In reality, the advisory group merely places its stamp of approval on the suggestions of the Executive Committee, which is the actual governing group of the agency. However, this group is too small to carry on the work of the agency without overworking too few women. No new personnel is being given a broad enough experience with the total work of the Board to be ready to replace the present officers. The responsibility for the agency has become centered in a very small group. As fine as these particular persons are, the agency needs a larger group actually carrying the burden.

The Board of Trustees of the Conference Woman's Society of Christian Service:
In the By-Laws and in actual practice (see Charts on preceding pages) the Board of Trustees of the Conference WSCS has the place in relation to the Minnie Nay Settlement House that should now be filled by the Executive Committee of the Conference WSCS. In other words, even though it in West Virginia is authorized only to hold in trust property, it is carrying out the following duties (some of which should be carried by the Ex. Com. of the Conf. WSCS: appoints "professional" staff (should be just the executive Director) in consultation with the local Advisory Board; approves property repairs of \$200. or more; approves annual budget; receives the reports from Minnie Nay Settlement House; and makes changes in the Constitution and by laws of MNSH.

The Executive Director: According to the By-Laws, the Superintendent (1) supervises the work and the workers, (2) outlines in April the program for the year for the Board of Trustees, (3) employs the "local" staff upon recommendation of the local Advisory Board, (4) quarterly requests supplies from the Conference Secretary of Supplies, and (5) makes an annual report to the Conference WSCS.

RECOMMENDATIONS

1. The Service Area and Its Need for a Settlement House. The Service Area has been described elsewhere in this report as including Berwood (all four separate neighborhoods,) South Wheeling, and McMechen--all with a total population roughly estimated as between 10,000 and 12,000. (The 1960 U. S. Census should be consulted as soon as appropriate figures are available.) The general characteristics of this service area and of the people living in it indicate that the services of a settlement house are needed and could be of real value, provided the agency trying to meet these needs (1) is adequately financed, (2) is appropriately staffed with competent experienced staff members, (3) works cooperatively with leadership in the neighborhoods to be served, and (4) is governed by a working board with grass-roots participation.

2. Program. The program at Minnie Nay Settlement would have to be a decentralized one with extension services appropriate made available to the different neighborhoods. The working out of the specifics of such a decentralized program would have to be the responsibility of competent and adequate staff, experienced in the real services of a settlement house. A house to house survey of the service area, one neighborhood at a time, would be basic to decision on program.

The purpose of Minnie Noy Settlement House as a neighborhood center should be clearly stated in writing. The process of rethinking and writing down the purposes should be a meaningful one to the Board and to the Staff. (Standards for Neighborhood Centers and A Board of Directors of a Neighborhood Center, both publications of the National Federation of Settlements and Neighborhood Centers, 226 W. 47th St., New York 36, N. Y., should be helpful.

3. Staff. The specific members needed, of course, in the long run will be directly related to the needs of the neighbors and to the kind of services required to meet them and to the services assumed by the Minnie Noy Settlement House.

The first step on the part of the Board is the employment of an executive director experienced in the administration of a service program in a settlement. Such an executive director should be adequately educated and experienced in settlement administration and must be in sympathy with the purpose of the West Virginia Woman's Society of Christian Service in sponsoring such a home missions project. Such an executive director may be a man or woman, may or may not be a Deaconess, may or may not even be a Methodist, may or may not choose to live in the residence, may or may not be married, but - he or she will demand an adequate salary, will expect an Executive Board of Directors willing and ready to move ahead in making changes at Minnie Noy Settlement House, and will require an adequate staff including necessary secretarial help.

Such an executive director will move ahead in helping the Executive Board of Directors formulate adequate personnel policies, job descriptions, salary scales, record systems, etc., and will be responsible for the employment of all additional staff. The Executive Director will, of course, work within the policies set by the Executive Board and will work in consultation with the Ex. Sec. of Community Centers of the WDCS. Many of the difficult tasks facing this Executive Board will be greatly facilitated by an executive director who will service as an executive officer of the Board and of each of its committees. The implementing of many recommendations made in this report will be guided by the skill of such a director. Actually the Board at Minnie Noy Settlement House has traditionally carried many of the responsibilities which are rightly the responsibility of the staff.

A possible Chart of Staff might look like this:

Executive Director			
Kindergarten Teacher	Program Director	Secretary- Bookkeeper	Janitor
Assistant Kindergarten Teacher	One or More Program Workers		

4. Facilities. Since the program of services would soon become decentralized, facilities would have to be located in each of the neighborhoods of the service area. Staff and neighbors and Board will all be involved in locating appropriate ones. Some of these will be available without charge; others may require rental arrangements.

Eventually, there may be a consideration of relocation of the central office -- maybe without residence. In fact, the present building may before too long be used entirely for an expanded licensed kindergarten, central office space, and program for the immediate neighborhood. Minnie Noy Settlement House does not need to maintain a residence to be a settlement. The space may be more efficiently used for program and for office space.

The Buildings and Grounds Committee would have as part of its responsibility assisting in the location and in making arrangements for the use of facilities for extension services.

5. Finances. It is recommended that a Certified Public Accountant be used in setting up a set of books which are not only unified (include all monies which are a part of the agency financing) but which make possible cost accounting (determining the cost of the residence, the cost of kindergarten, etc.) All fees related to the Kindergarten and agency membership (not individual dues to a given small club) should go through the books and be used for budgetary expenditures. All needs (including Kindergarten) should be included in budgeted expenditures.

The Annual Audit should be done by a Certified Public Accountant. Any transfer of funds from one item of the budget to another after the budget has been finally approved by the appropriate groups must be authorized in the minutes of some appropriate committee or of the Executive Board itself.

Responsibilities of the Finance Chairman, Treasurer, Bookkeeper: There should be a clear distinction between the job of the Chairman of the Finance Committee (appointed by the President to formulate policies having to do with finance,) and the

job of the Treasurer (elected by the General Board to counter-sign checks of the Executive Director and to see that all expenditures are within the authorized budget) and the job of the Bookkeeper (whether an employed one or a Volunteer from the members of the Board. The Bookkeeper is a staff member under the supervision of the Executive Director. The Board may want to explore with the Executive Director the possibility of buying part-time bookkeeping service. If the decision is to employ a bookkeeper, the responsibility for employing such a one belongs to the Executive Director. The Treasurer, the Finance Chairman and the Bookkeeper should be three different people, each with an awareness of the distinctiveness of his job.

The Executive Director in relation to Finances: The books should be kept at the Settlement and be available to the Executive Director for consultation and planning. When a budget has been finally approved, it should be used by the Executive Director (Not the Treasurer or the President of the Board) as the basis of authorization of expenditures. (The Treasurer in counter-signing the checks of the executive Director is vouching that the expenditures have been approved and that the money is in hand.) The Executive Director should handle a petty cash account and authorize within the budget without further consultation with any member of the Board. The Budget when unified is the financial policy of the agency after all appropriate groups have approved it. The person employed as the Executive Director should be one who can be trusted to use good judgment to expend within the budget.

Finance Committee: One of the Standing Committees of the Executive Board should be a Finance Committee. Its primary responsibility is the exploring the ways to secure funds. It should make recommendations to the Executive Board and to the Executive Committee of the West Virginia Conference Woman's Society of Christian Service. This committee should be composed of: Finance Chairman; Treasurer; President as ex-officio; a member of the Finance Committee of the W. Va. Conf. WSCS, appointed by the Ex. Com. of the Conf. WSCS, two or three other members of the Executive Board, including a business man or woman. This committee, as all other committees of the Ex. Bd., should be staffed by the Executive Board of the Minnie Noy Settlement House.

New Funds: The total expenditures now appear to be between \$10,000. and \$20,000. If the Minnie Noy Settlement House attempts in 1960 to do the job of a Settlement House in Benwood and that Service Area, its budget expenditures need to be at least \$25,000. The sources of new money are: increased Annual Appropriations, increased Supplementary Giving, Gifts, and Agency Fees. The people participating have a right to share in the paying for the part of the services they are able to. Determination of the extent of this participation through fees should be staff responsibility. Cash for Supplies can also be greatly increased.

Budget Process: The expenditure items of the budget should be arrived at by the Board and Staff working together (even as the formulation of all policies are a matter of joint formulation.) In other words, the Services (or Program) Committee of the Board (composed of both staff and board) should submit to the Budget Committee those items related to services. The Personnel Committee (composed of Board and Staff) should submit to the Budget Committee those items pertaining to personnel. The Committee on Buildings and Grounds should submit those items related to its function, etc. Then the Budget Committee (which may or may not be the Finance Committee) will compile the requests into askings. When the amount needed to run the agency is thus carefully determined, the Budget Committee asks the Finance Committee to work out suggested ways of providing the needed funds. The total Budget then goes to the Executive Board for approval and then to the Finance Committee of the Conf. WSCS (and should have a budget hearing), and then to the WDCS for final approval. When finally approved it is the official financial policy of the agency from which authorizations for expenditures are made by the Executive Director. If reductions in expenditures have been made along the line, the Committee of the Board making the request in the first place must be consulted. The Budget Committee might be composed of the Chairman of each standing committee making requests, the Chairman of Finance, President, ex-officio, and the Executive Director as the Staff Officer.

6. Public Relations. One of the Standing Committees of the Executive Board should be a Public Relations Committee. Its primary function is to think up ways of telling the story of Minnie Noy Settlement House to its many publics. When these plans (or policies governing them) have been approved by the Executive Board, this committee, then, staffed by the Executive Director or some staff member, should execute and evaluate them.

7. Sponsorship. Not only should the By-Laws be revised to make clear the relationship to MNSH to its various sponsoring groups (WDCS, Conf. WSCS, Conf. WSCS Bd. of Trustees, etc.), but the relationships and mutual responsibilities should be clearly stated in writing. After the MNSH By-Laws have been amended, those organizations related to the Minnie Noy Settlement House should be asked to amend their By-Laws to accommodate the recommended changes. For example, any organization (such as a local WSCS) asked to send representatives and officers to the MNSH General Board or Executive Board would need to make such authorization in their own By-Laws. A request should go to the Executive Committee of the W. Va. Conf. WSCS

asking them (1) to appoint one of the four Conf. officers to serve on the Ex. Bd. of MNSH, and (2) to appoint one member of the Conference WSCS Finance Committee to serve on the Finance Committee of MNSH. Such appointment would have to be authorized in their By-Laws.

8. Charter. The legal document which states that MNSH is a non-profit organization should be among the legal papers and should be recognized as equivalent to the constitution. A Committee (including a lawyer) should pursue this matter. It may be that the document which authorizes the Conf. WSCS Bd. of Trustees to hold property is enough. In any event, the document now known as the "Constitution and By-Laws" should be revised to become the By-Laws -- not of the Board -- but of MNSH.

MINNIE NAY SETTLEMENT HOUSE STUDY
Benwood, West Virginia
July 19-22, 1960

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To: Miss Dorothy Chapman, Ex. Sec. of Community Centers,
Woman's Division of Christian Service, New York
Mrs. D. D. Montoya, President of West Va. Conference
Woman's Society of Christian Service, Parkersburg, W. Va.
Mrs. Wade Kepner, President of the Advisory Board, Minnie Nay
Settlement House, Wheeling, W. Va.
Miss Evelyn Wolfe, Head Resident, Minnie Nay Settlement House,
Benwood, W. Va.

From: Jean Cleveland, Director of the Minnie Nay Settlement House Study

Date: August 11, 1960

Re: Four-Day Study of Minnie Nay Settlement House, Benwood, W. Va.
July 19-22, 1960

I wish to express sincere appreciation to each of you and to all the others who so graciously and willingly participated in this study of Minnie Nay Settlement House. I have respect for the fine history of service which has been provided by this Settlement in Benwood during these last thirty-six years. I have only good wishes for many years of effective service to people.

This study attempts to review briefly what the Settlement in Benwood has been doing in program, what facilities and staff it has had, what the service area is like and what its needs are. The organizational structure of the Settlement has been analyzed and the financial operation studied. Recommendations have been made in the light of standards for neighborhood centers in 1960 as this Settlement looks toward making itself a more effective agency in the immediate years ahead.

I want to remind all of us that, although any such study always brings out an overwhelming number of things to be done, priorities have to be set and changes approached one at a time. I have not attempted to set priorities for I know you'll want to do that yourselves. This report carries no authority--only suggestions and recommendations which I hope you will find helpful. If I can be of further help, please call on me. I shall watch the future of Minnie Nay Settlement House with personal interest.

MINNIE NAY SETTLEMENT HOUSE

Identification:

Minnie Nay Settlement House, in its thirty-sixth year of operation (with seventeen years of forerunner work in the same service area) is a small neighborhood center located in Benwood, West Virginia, a steel mill town of some 3500 to 4000 people, adjoining the southern point of Wheeling, West Virginia, a city of some 55,000 population. The potential service area of Minnie Nay Settlement House includes South Wheeling, Behwood, and the adjoining city of McMechen--a total area of some 10,000 to 12,000 population. Minnie Nay Settlement House is a home missions project of the West Virginia Conference of the Woman's Society of Christian Service of the Methodist Church. This Conference supports it financially through pledges to the Woman's Division of Christian Service of the Board of Missions of the Methodist Church which pledges are returned to Minnie Nay Settlement House as annual Appropriations. The Conference Woman's Society of Christian Service Board of Trustees holds title to its property under West Virginia law. As a conference project community center of a Conference Woman's Society of the Woman's Division, Minnie Nay Settlement House is under the supervision of the Executive Secretary of Community Centers of the Home Department of the Woman's Division. It is governed by a local advisory board which should be responsible to the Executive Committee of the West Virginia Conference Woman's Society of Christian Service.

Problem which brought forth the request for a study:

Some of these lines of responsibility have not been clearly understood nor followed. The Local Advisory Board of Minnie Nay Settlement House, in accordance with its By-Laws, has been reporting for years to the Board of Trustees of the Conference Woman's Society of Christian Service rather than directly to the Executive Committee of this same Conference. Consequently, even though its budget and work have been approved annually, the work and needs of Minnie Nay Settlement House have not been as well understood nor as well supported as they might well have been.

Various changes in the administrative structure of the Woman's Division of Christian Service and of the Conference Woman's Society of Christian Service within the last three years have also made it difficult for Minnie Nay Settlement House to be as well understood by the Executive Committee of the West Virginia Conference Woman's Society as it should be. Consequently, a study of Minnie Nay Settlement House was requested of the Woman's Division by the Executive Committee of the Conference Woman's Society in order to find answers to such questions as: Who is responsible for the Settlement? What are the needs for such an agency? What kinds of workers are needed there? What are the responsibilities of the Woman's Division in relation to the Settlement and to the employment of workers there? of the Conference Woman's Society? of the Advisory Committee on Rural Work of the Conference? of the Conference Woman's Society's Board of Trustees? of the Local Advisory Board? Should the services being rendered there cost more or less? Who is responsible for seeing that its services, such as the kindergarten, meet standards set up by West Virginia law?

Background of this Study:

Before 1957, all of the Conference Mission projects in West Virginia which had property were held in trust by the Woman's Society of Christian Service Conference Board of Trustees. Although this group in West Virginia only holds property by law, this group also served as an advisory group to these projects, one of which was Minnie Nay Settlement House. At that time all of these were under the supervision of the Executive Secretary of Town and Country Work of the Woman's Division, Miss Connie Russell,

About 1957, at the request of Miss Connie Russell, a Conference Advisory Committee on Rural Work was formed under the leadership of Mrs. D. D. Montaya, President of the West Virginia Conference Woman's Society of Christian Service, to advise in all conference rural projects. Those related to the Settlement who were ex-officio members of this Advisory Committee on Rural Work were the District Superintendent of Wheeling District, the Wheeling District President of the Woman's Society of Christian Service, the

President of the Local Advisory Board of Minnie Nay Settlement House, and the Head Resident of Minnie Nay Settlement House. However, these representatives did not participate in the Advisory Committee on Rural Work. Minnie Nay Settlement House continued, in accordance with its own By-Laws, to relate itself to the Board of Trustees of the Conference Woman's Society. This situation led to some frustration and lack of understanding in the Advisory Committee on Rural Work as it attempted to carry out its responsibilities in relation to Minnie Nay Settlement House without any direct representation nor information.

Between 1957 and 1960 (exact dates not ascertained), all of the Conference rural projects in West Virginia were transferred to the Woman's Division except the work under Miss Fetzer and Minnie Nay Settlement House. (At the time of this report, the Conference is requesting the Division to take over the work of Miss Fetzer also. If this goes through, Minnie Nay Settlement House will be the only home missions project directly responsible to the Executive Committee of the West Virginia Woman's Society.) This transfer of the projects from the Conference to the Division, however, did not change their relationship to the Conference Advisory Committee on Rural Work.

When in the Fall of 1958 the Conference Advisory Committee on Rural Work heard the Conference Treasurer, Mrs. Phillips, report that Minnie Nay Settlement House had no workers for the coming year, the frustration which this group felt in relation to its responsibility for the Settlement came out in open discussion. The group voted to recommend to the Executive Committee of the Conference Woman's Society that it request the Woman's Division to make a study of the needs at Minnie Nay Settlement House in order to determine the direction to be taken there. Unfortunately, no one representing Minnie Nay Settlement House was present at this meeting to hear this discussion and to understand why a study was requested. Evidently, from this time on the study was pursued as if all involved clearly understood the reasons. It was not realized until the time of the actual study that a lack of communication at this time resulted in some later misunderstandings as to the reasons for the study.

At the October, 1958, meeting of the Executive Committee of the West Virginia Conference Woman's Society this request was passed. The District President of the Wheeling District Woman's Society was present but the detailed discussion of the reasons for the study had taken place at the earlier meeting when no representatives from Minnie Nay Settlement were present. At the Annual Meeting of the Woman's Division at Buck Hill Falls in January, 1959, this request for a study was granted upon the recommendation of Miss Connie Russell, Executive Secretary of Town and Country Work.

However, in the fall of 1959, before this study could get underway, Minnie Nay Settlement House was transferred from the supervision of Miss Russell of Town and Country Work to Miss Dorothy Chapman, Executive Secretary of Community Centers of the Home Department of the Woman's Division. This transfer and this reorganization of work within the Woman's Division of Christian Service resulted in some further delay in getting a study underway. At this time the Minnie Nay Settlement House should have transferred to the Executive Committee of the West Virginia Conference Woman's Society from the Conference Advisory Committee on Rural Work. However, because of its By-Laws and because of its traditional ties with the Woman's Society Conference Board of Trustees, Minnie Nay Settlement House continued to report to and to be advised by this Board of Trustees. This transfer removed the frustration about the Settlement from the Conference Advisory Committee on Rural Work but caused concern to develop in the Executive Committee of the Conference Woman's Society as it tried to assume its assigned responsibility.

Therefore, at the continued request of the President of the Conference Woman's Society, Mrs. D. D. Montoya, a four-day study was set up by Miss Chapman, Mrs. Montoya, and Mrs. Wade Kepner, President of the Local Advisory Board of Minnie Nay Settlement House. Miss Jean Cleveland, Professor of Social Group Work at Scarritt College, Nashville, Tennessee, came to Benwood for this study, July 19-22, 1960.

Steps in the Actual Study:

Prior to July 19, 1960:

1. A brief conference with Miss Chapman by the director of the study.
2. Formulation of questions to which answers would be sought (aspects of agency government, finances, services or kind of program, staff, characteristics of persons served and of those to be served; characteristics of the service area, and something of Minnie Nay Settlement House and its relationships to its various publics.)

July 19, 1960, Tuesday:

3. Conference with the Director of Minnie Nay Settlement House.
4. A two-hour session with the President of the Local Advisory Board, Mrs. Wade Kepner; the Corresponding Secretary of the Local Advisory Board, Miss Laura Wincher; and the Director of the Settlement, Miss Evelyn Wolfe (who is leaving the first of October.)

July 20, 1960, Wednesday:

5. A forty-five minute interview with a long-time resident of the neighborhood who has known the Settlement well. An effort was made here to learn something of the characteristics of the people in Benwood and something of their attitudes toward themselves, toward living in Benwood, toward the Settlement, and something of their hopes for the future in the area.
6. A slow tour up and down the streets of South Wheeling, North Benwood, and Center Benwood in order to observe housing, family units, community services, industrial and commercial buildings, something of distances, and to obtain an estimate of the population in each neighborhood.
7. Conference with the President of the West Virginia Conference Woman's Society, Mrs. D. D. Montoya.
8. A 3 to 4 hour session with the following: Mrs. Wade Kepner, President of the Local Advisory Board; Mrs. D. D. Montoya, President of the Conference Woman's Society; Mrs. A. C. Kimpel, President of the Wheeling District Woman's Society; Miss Laura Wincher, Corresponding Secretary of the local Advisory Board; and with Miss Evelyn Wolfe, Director of Minnie Nay Settlement.
9. A 2½ hour session with the same group except Mrs. Kepner.
10. A brief conversation with the City Clerk of Benwood and a look at an enlarged map of Benwood and McMechen.

July 21, 1960, Thursday:

11. Conference with the President of the Conference Woman's Society, Mrs. Montoya.
12. Brief Conference with the District Superintendent of Wheeling District.
13. A one hour session with the following: Dist. Supt. (Rev. Mallory), Annual Conference Sec. of Missions (Rev. Jarvis), Mrs. Montoya, Mrs. Kepner, Mrs. Kimpel, Miss Wincher, and Miss Wolfe.
14. Three hour session with: Mrs. Montoya, Mrs. Kepner, Mrs. Kempel, Miss Wincher, and Miss Wolfe.
15. Brief conference with Mrs. Montoya and Mrs. Kepner.
16. Two hour session with the Conference President and the Director of MNSH.
17. One hour conference with the Director of MNSH (with the Conf. Pres. present.)

July 22, 1960, Friday:

18. Two hour conference with the Director of MNSH.
19. Three hour conference with Mrs. Wade Kepner, President of the Adv. Board.
20. A slow tour up and down the streets of South Benwood and Bogg's Run.

July 25-26-27, 1960, Monday, Tuesday, Wednesday:

21. Writing the report and determining recommendations.
22. Two long telephone conferences with Miss Dorothy Chapman, Ex. Sec. of Community Centers of the Woman's Division of Christian Service.
23. Final copies of the report sent to Miss Chapman, Mrs. Wade Kepner, Mrs. D. D. Montoya, and to Miss Evelyn Wolfe.

BRIEF HISTORY, 1924-1960
MINNIE NAY SETTLEMENT HOUSE

1907-1924

Mission Sunday School work was begun in Benwood, West Virginia, in 1907 under the sponsorship of the Woman's Home Missionary Society of the West Virginia Conference. The conference officers served as an advisory group with Mrs. Minnie Nay, president, and Mrs. S. K. Arbuthnot, secretary.

The first workers were Deaconesses of the Methodist Church, Miss Eunice Britt and Miss Ida Hobble. Cooking classes and kindergarten were added. Later Miss Mary Kacmar, the Superintendent for several years, was helped by the Venek sisters and Miss Anna Rosanniz. The project came to be known as the Kacmar Mission. Different phases of community work were carried on with various workers, some of whom were Deaconesses, workers with a particular relationship to the Methodist Church. 1918-1923, Misses Ethel and Emma Vanek were head workers. In 1923 the Conference Board of the Woman's Home Missionary Society of West Virginia began the purchase of the present building, 43 Marshall Street, Benwood. Miss Claribel Winchester was the head worker during this year of transition and the first year in the new building.

1924-1960

On November 12, 1924, the Minnie Nay Settlement House was dedicated. It was named for Mrs. Minnie Nay, the president of the Woman's Home Missionary Society of West Virginia for ~~twenty~~-three years. No written purpose of the Settlement is available but it seemingly wanted to become a settlement rather than a mission in purpose.

PREsIDENTS of the Local Advisory Board:

1924-1944	Mrs. Charles Proudfoot	(20)
1944-1945	Mrs. Spencer	(1)
1945-1948	Mrs. Wade Kepner	(3)
1948-1953	Mrs. S. Charles Jones	(5)
1953-1957	Mrs. Ed Stenger	(4)
1957-1961	Mrs. Wade Kepner	(4)

Directors of Minnie Nay Settlement House (Superintendents or Head Residents):

1924-1925	Miss Claribel Winchester	(1)
1925-1930	Miss Esther Young	(5)
1930-1931	Miss Margaret McDonald	(1)
1931-1949	Miss Sophie Fetzer	(18)
1949-1954	Miss Elinor Hickok	(5)
1954-1956	Miss Dodd, who then retired	(2)
1956-1958	Miss Frances Bearnes	(2)
1958-1960	Miss Evelyn Wolfe, retired Missionary to Japan	(2)

THE SERVICE AREA
MINNIE NAY SETTLEMENT HOUSE

The Geographic Boundaries:

Benwood, West Virginia, extends up and down the highway along the river for about four miles between the Ohio River to the west and high hills to the east. At the north end it is bounded by South Wheeling, Wheeling, W. Va., and on the south by McMechen, W. Va., a community similar in size and composition. Benwood is composed of four distinct neighborhoods, each separated from the other by industry--usually steel mills. South Wheeling, separated from the rest of Wheeling by industry, really joins with North Benwood to form one neighborhood. South Benwood runs right into McMechen so that it is difficult to tell where one ends and the other begins.

As far as Minnie Nay Settlement House Service Area is concerned, it could well be related to six neighborhoods as follows. These are listed here with a rough estimate as to the number of family units:

South Wheeling.....	250 family units
North Benwood.....	150
Center Benwood.....	225
Bogg's Run.....	200
South Benwood.....	200
McMechen.....	1000

Minnie Nay Settlement House is located in North Benwood.

North Benwood:

This neighborhood is three streets wide, two blocks long--4 rows of houses. It contains about 150 families (including the houses along the highway between North Benwood and Center Benwood. It has no public school since the children attend elementary school in Bogg's Run and high school in South Benwood. There is one Catholic elementary school and one Catholic church. The Croatian Club occupies the old public school building. There are a few stores with living quarters over them and a few small industries. The Minnie Nay settlement and its small playground are located here. South Wheeling joins this neighborhood and the two areas have much in common. The fact that they are under different city and different county governments makes some difference in attitudes. There is a city playground in this area.

Center Benwood:

Center Benwood, 3 streets wide, 4 blocks long, 5 rows of houses, contains approximately 225 families. This area contains the Benwood city building, the Benwood Post Office, the Steel Mill Office, an American Legion Hall, a small well-equipped playground for small children, one Methodist Church, one Catholic Church and school, some commercial stores and bars, and no public school--children go to South Benwood.

Bogg's Run:

This area, a little more than two miles long, has houses on both sides of the highway and some houses on the hills up two short side roads. It contains one elementary school, one Lutheran church, a few stores, and some 200 houses in better condition than those in North Benwood.

South Benwood:

Some 200 or more houses are located along both sides of the highway and up in the hills to the East. This section contains more industry, more commercial areas, an elementary and a high school, a small YMCA building for boys. This section runs into McMechen, a community about the same size as Benwood but not so broken up into pockets of people.

Some General Characteristics of the Service Area:

Most of the houses are single residences or duplexes. Many are in need of repair. Most of the employed people in Benwood work in Wheeling Steel Mill or in one or another of the steel mills or chemical plants up or down the river. Although they have had no strikes for a year or two, employment is not steady. As one neighborhood woman expressed it, "People are not working good at all." Unemployment compensation is the main help. In general, however, people are considered to have more money than ever before. There are a few small stores and bars in the area but there is no bank and no supermarket. One gets the impression that Benwood is not a self-contained area. Rather, the indication is that people live in the larger area--Wheeling, Benwood, McMechen--and on down to Glendale. It's as if people feel that they live in the district.

Public buses run up and down the highway about every thirty minutes. Many people have cars and many use bicycles. The hospitals which serve the area are in Glendale--3 or 4 miles south of Benwood down the highway--or in Wheeling. Most third generation young adults are moving out to communities to the south--Glendale, Moundsville, etc. There is an impression that much of the potential leadership in Benwood leaves it. This whole region is in the flood area and has suffered some severe floods. Certain dams are evidently helping this condition.

The ethnic backgrounds of the people in this service area now are Irish, Italian, some Polish, Croations. There have been Ukrainians, Germans, and English. There are still some of those who came from Europe left in the area but these are the oldest ones. The coming of the new highway is causing some concern to the older residents since many of them are home owners. People are apparently proud to live in Benwood. Juvenile delinquency is felt to be slight--to be caused only by boys "who come in from South Wheeling." There are no Negroes in the Service Area. They were not "allowed" there in the past.

There is a City Building in Center Benwood which houses the City police, the city clerk, etc. The City Clerk, Mrs. Mary Flading, indicated the population to be around 3500 in Benwood. She said that a neighborhood analysis has been worked on recently but the data were not available in the office. She indicated that a Mr. Shaffidi, a Councilman at the City Commission (953 W. Benwood) would know something about it. She also indicated that an enlarged map of Benwood (probably 3' x 8') could be bought (\$15 or more) from C. C. Smith Sons, Engineers, in Wheeling. These are two areas for the next Director of the Settlement to look into, I should think.

The impression is that this total service area, including South Wheeling, Benwood, and McMechen (a total area of probably 10,000 to 12,000 population) might very well profit by the service program of a settlement which recognizes itself as an agency whose purpose is to serve neighbors and neighborhoods by working with the neighbors themselves in determining the specifics of the program of services. The kindergarten at Minnie Noy Settlement House appears to be the only one in the area.

In the U. S. Census for 1940 and 1950, both Benwood and McMechen had been 3500 and 4000 population each. The Benwood City Clerk indicated that the 1960 population for Benwood would probably be no more. McMechen may have increased slightly; however, there was not much indication of any new houses in either community. The 1960 U. S. Census figures will be of interest here.

FACILITIES
MINNIE NAY SETTLEMENT HOUSE

The Settlement property is two lots, one covered with the building and one a paved fenced playground, equipped with a child's slide and a small jungle gym.

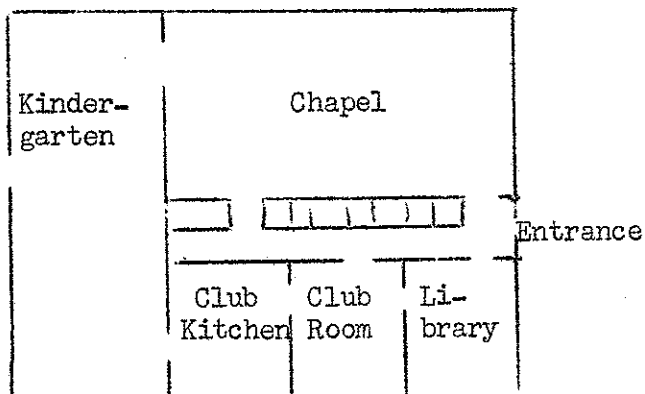
The Settlement Building, a brick structure which appears to be in good repair, is a converted residence and bar. It contains a white-washed basement (with numerous pillars and a low ceiling) for activities, a first floor used for clubs and for kindergarten activities, and a second floor used for a staff residence.

The main street runs along in front of the building with only a sidewalk between the street and the building. The new highway that is to come through Benwood may take some of the traffic off this street but at this time it is extremely noisy and busy. Piles of ore which for many years have been stored across the street from Minnie Nay Settlement House are being moved. Rumor says there is to be a new industry there.

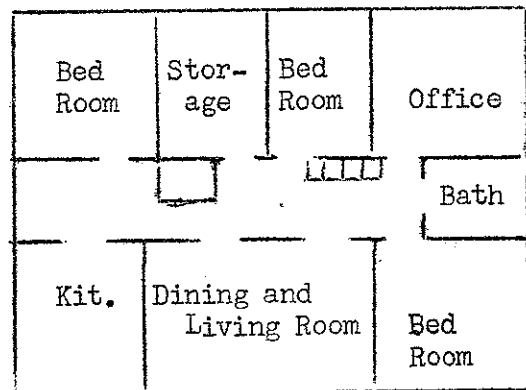
The present facilities, because of lack of program staff, are not used even to normal capacity. Actually the building is open only for scheduled groups (mostly Scouts) but the Head Resident is usually on call. There has been no supervised playground this summer. The building has been renovated within the last 18 months and appears to be in good condition for program. There was no way of determining the adequacy of program equipment and supplies but there appeared to be a recognition of their necessity. They would probably be made available, if needed. The Settlement at this time does not own a car as the present director does not drive. The car was sold in the fall of 1958. Insurance on the building is carried by the West Virginia Conference of the Woman's Society. At this time any repair items of \$200 or more are referred to the WSCS Conference Board of Trustees for attention.

Should the Settlement look for possible facilities for extension services in the various neighborhoods, they could very likely be found--especially if the leadership in the neighborhoods are used to discover them.

A rough sketch of each of the two floors of the Settlement building follow:



First Floor
Program Floor



Second Floor
Residence

STAFF
MINNIE NAY SETTLEMENT HOUSE

The staff has typically from the beginning been composed of a superintendent or head resident and a kindergarten teacher. Part-time assistants have helped in the kindergarten and volunteers have led the various scout groups. Actually the agency has furnished the facilities and some staff supervision to these outside groups using the agency facilities. At least two workers have usually lived in the Residence, located on the second floor of the Settlement. There are numerous indications that the staff members have had adequate identification with the areas served and have been persons respected in the community.

There is no indication of written policies governing the employment and continued supervision of staff, of job descriptions, or of salary scales. There appears to be adequate maintenance help but there is no secretarial or bookkeeping help at this time. The books are kept by the elected treasurer. The director does not have the responsibility for the authorization of expenditures within the budget. The resident staff is paid a cash salary plus a furnished residence and "provisions". Although it was difficult to determine the exact amount of compensation which goes to the director, it does not appear to be even the minimum for one with a Deaconess relationship to the Methodist Church as required by the Commission on Deaconess Work---\$3600. References were made on several occasions to the exact amount of cash which the director makes and reference on one occasion was made to the fact that staff members were on one specific occasion eating expensive food. These references would indicate that a little more attention needs to be paid to respecting the dignity of the employed personnel. The residence does not appear to be separated in any way from the work of the Settlement nor the activities of the Board. At this time the staff members do not appear to be related in any way to any community agencies except to the Methodist Church.

The staff during 1959-60 was composed of the head resident, the kindergarten teacher and her helper.

There appears to be very little awareness on the part of either the board or the staff now or in previous years of the role of the executive director as an executive officer who staffs the board and all of its committees. An executive director with settlement experience and with some good executive experience could be a real help to this Local Advisory Board.

The records which have been kept in the past appear to be statistical records and a narrative annual report in general outlining the program of the just completed year.

The Junior Board, a traditional group composed of some 25 to 35 women from the various Methodist Churches in the District, is described as a service group that does "physical things" around the Settlement. They raise funds for special "extras" (such as a new kitchen sink and rugs for the residence), they make "The place attractive", and they assist with special programs such as Christmas parties. This group which meets monthly at the Settlement is sponsored by someone they invite to chair them. This sponsor then becomes a member of the local Advisory Board. This group appears to be an excellent source for potential board members.

PROGRAM OF SERVICES
MINNIE NAY SETTLEMENT HOUSE

Down through these years the program of services has remained firaly constant and has typically included: Kindergarten, a Kindergarten Mothers' or Parents' Club, a Woman's Club, play groups for the 6-8 year old children, playground activities, home visitation, relief activities, Sunday School, Vacation Shurch School, piano lessons, an occasional group for young people, and special parties and activities. Outside groups which have traditionally used the facilities of the Settlement there have been the Boy Scouts and Girl Scouts with their programs for the various aged groups. Activities have typically been carried on primarily in the building without regularly organized extension services.

Those served in the Kindergarten and in the Scout groups seem to come from a wide-spread geographic area from South Wheeling to Bogg's Run to McMechen. Those who use the playground appear to come from the immediate neighborhood. There was evidence that some few families have become almost too dependent upon the Settlement. Most of the kindergarten children and thus their parents are Catholic; about half of the Brownies and Cubs are Protestant; most of the members of the Women's Club are Protestant. The Catholic Church does not have a kindergarten in the area. Services to young people in the area have not been regular.

According to the director, the main needs of the people of the service area as she has seen them are for medical care, strengthening of family life, stabilizing of income, better housing, more adequate adult recreation, help in family management, and community leadership.

There is some indication in conversation that the settlement has served as a relief agency without having any particular policies to govern such service.

As the program for the last seven years is studied (see shart on following page), there is evidence that the program for a given year is developed on the basis of the program activities offered the year before. The last indication of a study of neighborhood needs was in 1943. There is no indication that there is or that there has usually been any working together with other existing agencies in order to avoid duplication or to increase and improve services in the area except that staff members may have helped with the Vacation Church School in the Benwood Methodist Church and the Settlement has traditionally made facilities available for the various Scout groups. Actually other existing agencies in all of Benwood are few: a small ymca extension building in South Benwood, a small playground and an American Legion Hall in Center Benwood, and a supervised playground in Wouth Wheeling. Two ethnic clubs, Broatian Social Club and Sokol Club, provide some social activities for some of the adults. There is an informal ball field on the property of Vulcan Rail used by some of the employees there. Social Welfare services available were not ascertained. County Welfare Department and County Health Department surely are available.

Membership:

The Settlement has no agency membership as such but individuals are members of particular groups. Those served are primarily children and the parents of some of the younger children. The characteristics of those served do not seem to vary appreciably from those of the general area.

In 1934 the weekly attendance was stated as 450 but no basis for determining this figure was given. In various annual reports the membership in organized groups (including Scout groups which are actually outside groups using the agency facilities) has been stated as follows:

1954.....158	1959.....195
1955.....282	1960.....176
1956.....382	
1958.....310	

These figures are not very significant, however, unless interpreted in the light of other information.

GROUPS AND GROUP MEMBERSHIP, 1953-4 through 1959-60
(As could be determined from the Annual Reports of the Head Residents)

Year	1953 -54	1954-55	1955-56	1956 -57	1957-58	1958 -59	1959-60
Number of members	158	282	352	?	310	185	176
Kindergarten (two sessions some years)	23	50	63	29	26	26	31
Kindergarten Mothers' Club	23	48	11	*	42(?)	17	21
Doll Club (6-8 girls)	5	8	7	*	8		
Indian Club (6-8 boys)	12	15	10	*	12		
Cubs	12	12	10	*	16	10	12
Brownies	22	50	40	*	35	12	14
Girl Scouts		16	9	*	47	39	23
Boy Scouts	5	8	*	?	25	17	21
Teens	9	29	11	*	38		
Woman's Club	26	21	21	*	15	10	10
Sunday School	?	25	27	16	22	16	16
Intermediate Girls	15						
Junior Neighbors	6						
Junior Teens					21		
Vacation Church School	44	*	70	*	*	33	29
Piano Lessons			12	*	3	5	5
Scout Explorers					4		
Playground	*	*	*	*	*	*	*
Home Visitation	*	*	*	*	*	*	*
Special Parties and Activities	*	*	*	*	*	*	*

* Indicates the group or activity was offered but not recorded in figures.
 ? Figure questioned.
 Blank--indicates the activity or group was not offered.

FINANCES
MINNIE NAY SETTLEMENT HOUSE

Sources of Income:

1. Woman's Division of Christian Service Appropriations (from the West Va. Conf. WSCS)
2. Cash for Supplies
3. Supplementary Giving
4. Special Gifts

Possible Sources of New Money:

1. Increased Appropriations
2. More Cash for Supplies
3. Supplementary Giving could be greatly increased.
4. Gifts
5. Fees.

Fees:

The persons served by Minnie Nay Settlement House should be permitted and encouraged to participate in paying for the services they receive to the degree they are able and more as their own economic conditions improve. There has traditionally been registration of members in kindergarten and in organized groups but there has been no Settlement membership fee. Up to July, 1960, Kindergarten fees (\$3 a month plus a \$3 registration fee) have not gone through the Settlement books. They have been handled by the group of Kindergarten mothers and by the Kindergarten teacher as seemed appropriate to meet the needs of the Kindergarten for supplies. It seems that the salary of the Kindergarten assistant has been supplemented from this fund during this past year. No sliding scale in used in determining Kindergarten fees. Such fees should become a part of a unified budget.

At this time it can be said that the persons served do not raise any of the stated budget. Minnie Nay Settlement House at this time does not appear to be eligible for membership in the Wheeling Community Chest since it does not include agencies in Benwood. However, the services of Minnie Nay Settlement House to the people of South Wheeling are legitimate Wheeling services.

Expenditures: The budget figures which were available are:

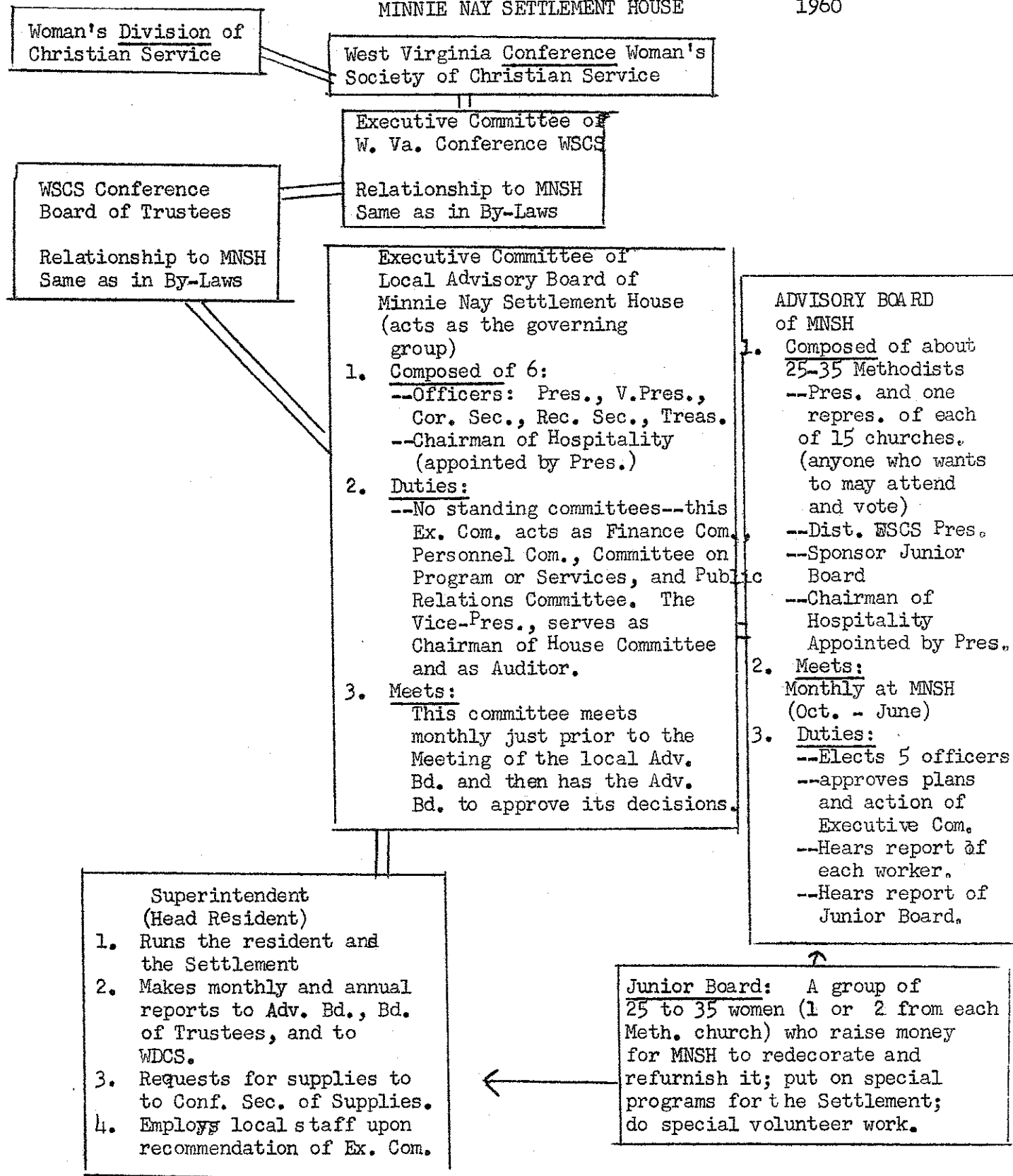
1957-58	\$8805
1958-59	\$7595
1959-60	\$8805
1960-61	\$8655
1961-62	?

These appear to be only partial budgets since they do not include expenditures for kindergarten, expenditures for furnishings provided by the Junior Board, and Conference expenditures for insurance. The actual expenditures per year would probably be nearer \$12,000 than \$8800. There is every indication

that a unified budget is a necessity before accurate budgetary planning can be done. At this time cost accounting is not possible. There appears to be more authority for spending in the hands of the treasurer and the president than in the hands of the director. The percentage of the total budget going into staff compensation appears to be less than 50% when it ought to be between 75 and 85%. However, it is difficult to determine the cost of the residence as well as to ascertain the total amount of expenditures.

Budget Process: The Executive Committee of the Advisory Board of Minnie Nay Settlement House (6 people--five elected officers plus one committee chairman) acts as the budget committee. It meets in the Spring to go over the expenditures of last year (of which it has record) to determine next year's needs--not too different from the year before. Budget askings are submitted directly to the Board of Trustees of the Conference WSCS. The local treasurer sends monthly and annual financial reports to the Conference WSCS and to the WDCS.

CHART OF ORGANIZATION STRUCTURE IN ACTUAL PRACTICE
MINNIE NAY SETTLEMENT HOUSE 1960

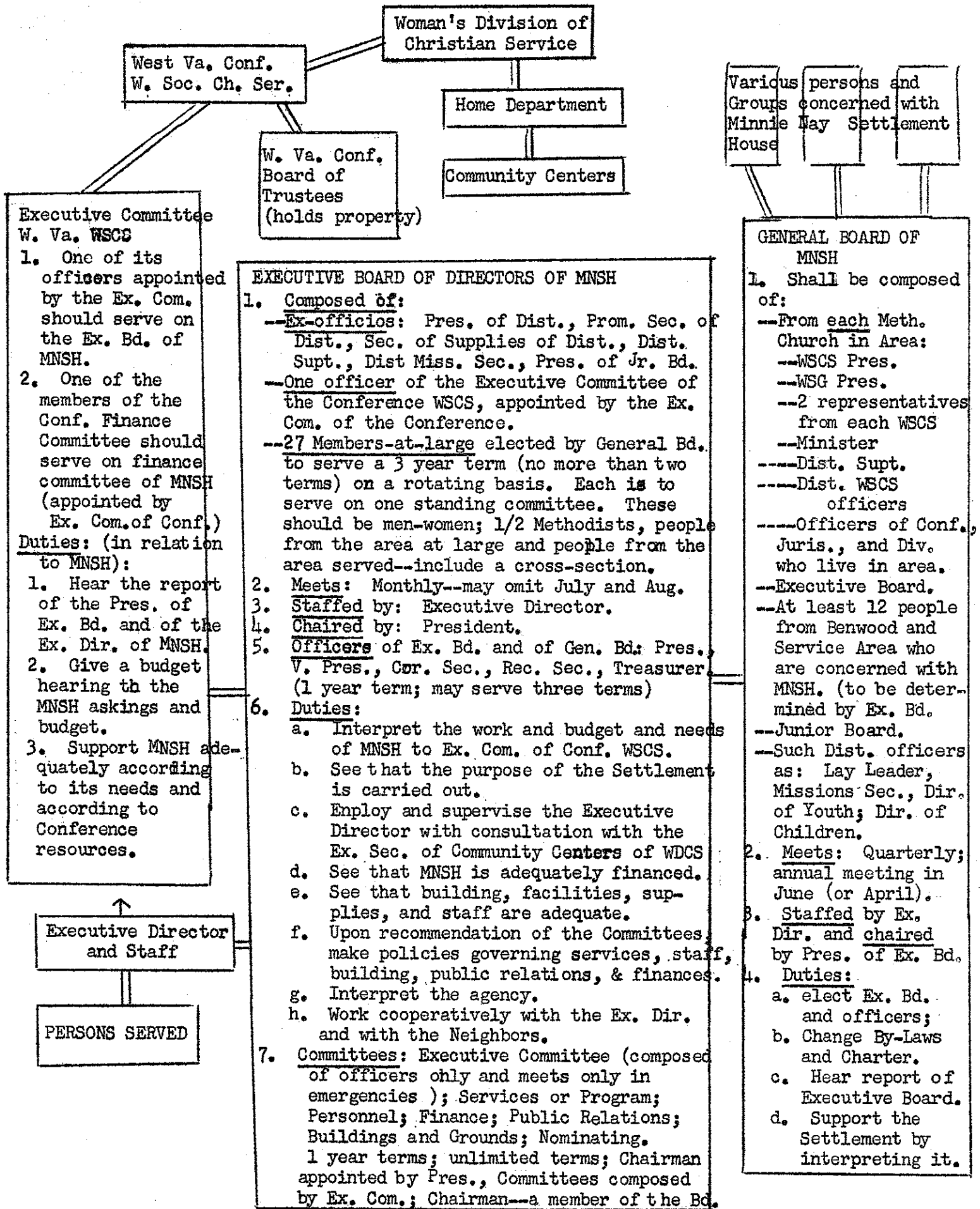


RECOMMENDED ORGANIZATIONAL STRUCTURE OF MNSH

The Recommended Organizational Structure for Minnie Nay Settlement House is shown on a chart on the next page. The By-Laws should be revised to record this structure. Its Charter can serve as its Constitution. Briefly, these recommendations are:

1. The present local advisory board should be recognized for what it is--an administrative board with certain restrictions: (1) legal property matters are to be referred to the Conference WSSC Board of Trustees; (2) the Board of Directors will need to consult with the Executive Secretary of Community Centers of the WDCS in the employment of the Executive Director (and with the Commission on Deaconess Work of WDCS if deaconesses are employed); (3) the budget will need to be referred for final approval to the Executive Committee of the Conference WSCS and to the WDCS; (4) any revision of By-Laws or change of purpose as stated in the Charter (Constitution) will have to be referred to the Ex. Com of the Conf. WSCS and to the WDCS for final decision. All local matters would be left to the Executive Board of Directors of Minnie Nay Settlement House.
2. The present group known as the Local Advisory Board should become the General Board of Minnie Nay Settlement House. Its composition should become in actuality what the By-Laws call for and it should be enlarged to include more people from the community-at-large and more from the neighborhoods served. It should include some non-Methodists and more men. It should meet only quarterly. Its duties should be revised to include following: (1) elect the Executive Board of Directors and its officers and give this group the responsibility for governing the Settlement; (2) revise the By-Laws and the Charter (upon recommendation of the Executive Board of Directors; and (4) support the Settlement by interpreting its services and by standing for it in the community at large. It and all other meetings should be staffed by the Executive Director of the Settlement.
3. The Governing Group of the agency should be an Executive Board of Directors, elected by the General Board and composed of 27 members-at-large elected on a rotating basis (3-year term; possible two terms) because of their interest in, energy and time for, and talent to give to the Settlement. This group should include men and women, 1/2 Methodist, people from the area served and from a cross-section of the community-at-large. The officers would be elected from the experienced board members. In addition this Executive Board of Directors would have on it certain ex-officios: Dist. President, Prom. Sec. and Sec. of Supplies, Dist Supt., and one of the Conf. WSCS officers appointed by the Ex. Com. of the Conf. WSCS. The Finance Committee should also include a member of the Finance Committee of the Conf. WSCS appointed by the Conf. WSCS Ex. Com.
4. The detailed work of this Executive Board of Directors should be carried on primarily in Committees--probably these: Nominating, Personnel, Building and Grounds, Finance, Public Relations, Services (Program), and Executive Committee. The Executive Committee (officers only) is not a powerful committee because the real responsibility is kept in the hands of the Executive Board itself. The Executive Committee acts only in emergencies and even then its activities are referred to the Executive Board of Directors for ratification. The Executive Director staffs all board committees. Other staff members serve on appropriate committees as staff. The President is ex-officio member of all committees. She appoints all Committee Chairmen to be her helpers. The Executive Committee appoints all committees. The Chairman is already a member of the Board of Directors. Every member of the Ex. Board serves on at least one committee but a non-board member may also be asked to serve as a regular member of a given committee.
5. The By-Laws are the by-laws not of the Board of Directors but of Minnie Nay Settlement House; therefore, the first Article of the By-Laws would read: "The Name of this organization shall be Minnie Nay Settlement House. It's governing group shall be known as the Executive Board of Directors of Minnie Nay Settlement House."

RECOMMENDED ORGANIZATIONAL STRUCTURE OF MNSH



West Va. Conf.
W. Soc. Ch. Ser.

Woman's Division of
Christian Service

Home Department

Community Centers

Various persons and
Groups concerned with
Minnie May Settlement
House

W. Va. Conf.
Board of
Trustees
(holds property)

Executive Committee
W. Va. WSCS

1. One of its officers appointed by the Ex. Com. should serve on the Ex. Bd. of MNSH.
 2. One of the members of the Conf. Finance Committee should serve on finance committee of MNSH (appointed by Ex. Com. of Conf.)
- Duties: (in relation to MNSH):
1. Hear the report of the Pres. of Ex. Bd. and of the Ex. Dir. of MNSH.
 2. Give a budget hearing to the MNSH askings and budget.
 3. Support MNSH adequately according to its needs and according to Conference resources.

EXECUTIVE BOARD OF DIRECTORS OF MNSH

1. Composed of:
 - Ex-officios: Pres. of Dist., Prom. Sec. of Dist., Sec. of Supplies of Dist., Dist. Supt., Dist. Miss. Sec., Pres. of Jr. Bd.
 - One officer of the Executive Committee of the Conference WSCS, appointed by the Ex. Com. of the Conference.
 - 27 Members-at-large elected by General Bd. to serve a 3 year term (no more than two terms) on a rotating basis. Each is to serve on one standing committee. These should be men-women; 1/2 Methodists, people from the area at large and people from the area served--include a cross-section.
2. Meets: Monthly--may omit July and Aug.
3. Staffed by: Executive Director.
4. Chaired by: President.
5. Officers of Ex. Bd. and of Gen. Bd.: Pres., V. Pres., Cor. Sec., Rec. Sec., Treasurer (1 year term; may serve three terms)
6. Duties:
 - a. Interpret the work and budget and needs of MNSH to Ex. Com. of Conf. WSCS.
 - b. See that the purpose of the Settlement is carried out.
 - c. Employ and supervise the Executive Director with consultation with the Ex. Sec. of Community Centers of WDCS
 - d. See that MNSH is adequately financed.
 - e. See that building, facilities, supplies, and staff are adequate.
 - f. Upon recommendation of the Committees, make policies governing services, staff, building, public relations, & finances.
 - g. Interpret the agency.
 - h. Work cooperatively with the Ex. Dir. and with the Neighbors.
7. Committees: Executive Committee (composed of officers only and meets only in emergencies); Services or Program; Personnel; Finance; Public Relations; Buildings and Grounds; Nominating. 1 year terms; unlimited terms; Chairman appointed by Pres., Committees composed by Ex. Com.; Chairman--a member of the Bd.

GENERAL BOARD OF
MNSH

1. Shall be composed of:
 - From each Meth. Church in Area:
 - WSCS Pres.
 - WSG Pres.
 - 2 representatives from each WSCS
 - Minister
 - Dist. Supt.
 - Dist. WSCS officers
 - Officers of Conf., Juris., and Div. who live in area.
 - Executive Board.
 - At least 12 people from Benwood and Service Area who are concerned with MNSH. (to be determined by Ex. Bd.)
 - Junior Board.
 - Such Dist. officers as: Lay Leader, Missions Sec., Dir. of Youth; Dir. of Children.
2. Meets: Quarterly; annual meeting in June (or April).
3. Staffed by Ex. Dir. and chaired by Pres. of Ex. Bd.
4. Duties:
 - a. elect Ex. Bd. and officers;
 - b. Change By-Laws and Charter.
 - c. Hear report of Executive Board.
 - d. Support the Settlement by interpreting it.

Executive Director
and Staff

PERSONS SERVED