

SYRACUSE UNIVERSITY

HENDRICKS MEMORIAL CHAPEL | OFFICE OF THE DEAN | SYRACUSE, NEW YORK 13210

November 17, 1975

Dr. Walter Capps
Department of Religion
HBC

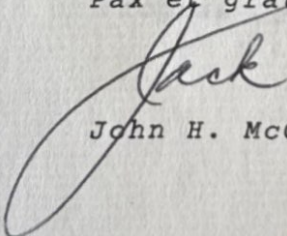
Dear Walter:

Woe is me! Only today did I discover that as yet you have not received from us any formal word of appreciation following your sermon in Hendricks Chapel. I should have gone through my correspondence file much sooner; however, my embarrassment is so heavy that I confess dereliction on all counts.

Let me hasten to report once again how much the congregation appreciated your contribution to our spiritual journey. Nice work! The students have been enthusiastic and sensitive about your insights and affirmations. In fact, we would like to publish your sermon as part of our semester's publication program. If it would not be an overburden on you, could you supply me with a manuscript in the near future for this purpose? If there is a problem with this, we will understand.

In a few days, Darrell will be sending along our very modest honorarium. This indicates, at least, that we practice in poverty the graces of sincere and deep appreciation.

Pax et gratia,


John H. McCombe, Dean

HENDRICKS CHAPEL—OFFICE OF THE DEAN
SYRACUSE UNIVERSITY

Memorandum

To Dr. Capps

Date November 20, 1975

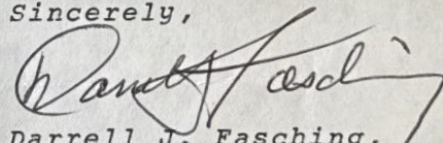
Subject

I just wanted to send you a short note thanking you for your participation in our worship service on November 9. I am enclosing a copy of the Extra Services Voucher which I have sent to the Accounting Department authorizing an honorarium of \$50.00 as an expression of our appreciation. Unfortunately, due to university red tape, this will not come to you as a separate check, but as an addition to your regular paycheck. I wish there was some way for me to issue this check to you directly and separately, but this does not seem possible.

I believe Dean McCombe has already been in touch with you about the positive response of students to your sermon and of our desire to print copies of the sermon in written form, if that is possible. I will be in touch with you further about this.

Thank you again.

Sincerely,



Darrell J. Fasching,
Program Coordinator

enclosure

**SYRACUSE UNIVERSITY
EXTRA SERVICES VOUCHER**

To be used for the following types of wages and salary payments:

- a. Inter-departmental Services
- b. Additional Services in the Same Department (for EXEMPT Staff Only)

Payments will NOT be honored unless this form is completed in all details, (has all the necessary signatures) and the employee is currently on the University payroll. It is *distinctly against* University policy to employ individuals for extra employment who are already on the appointed staff. All such employment *must* be arranged for in advance with the department where the individual is already employed.

Date 11-13-75

Employee Name Dr. Walter Capps Social Security Number 506 36 9927

Dept. Where Work Was Performed: Name Hendricks Chapel Number 40801

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL
DATE	<u>11-9-75</u>							
HOURS	<u>11-12</u>							

Rate 50.00 Multiplied by Hours Honorarium for preaching Equals Total Payment \$ 50.00

Account Number to be Charged 1 155442060 111 40801

Dept. Where Regularly Employed: Name Religion Dept. Number _____

Approved: _____
Dept. Head Where Work is Performed Dean

Forward Three (3) Copies to Department Where Regularly Employed.

Approved: _____
Dept. Head Where Regularly Employed Dean

Employee's Current Rate _____ Forward two (2) copies to Personnel Department, 804 University Avenue. Overtime payments which occur as a result of these services will be charged to the department where regularly employed. A copy of this form will be forwarded to the PROVOST'S OFFICE by the Payroll Dept.

Approved: _____