

133 2688

UBCHEA ARCHIVES  
COLLEGE FILES  
RG 11

Girling  
Academic  
Related to faculty + staff  
Helen Loomis

1  
3  
3  
2  
5  
8  
8

0298



1  
3  
3  
2  
6  
8  
8

0299

Helen M. Loomis  
Tusculum College  
Greenville, Tennessee

This photomicrograph is  
about two years old.  
It is not very good, but  
is the best available.  
HML.

May 22, 1932.

0300

1  
E  
E  
2  
6  
8  
8

Miss Helen M. Loomis  
6432 Barnaby ~~Bridge~~ 1940-41 258 West 22nd Street  
Washington, D.C. New York, New York

[C194-]  
OFFICE 8 WEST 40  
AM. COM. CHINESE INDUSTRIAL  
COOPERATIVES

Name (maiden or married) by  
which you were known at Ginling Helen M. Loomis

1932-1937 at Ginling. Work: Secy to Dr Wu Yi-FANG

B.A. or B.S. Year 1923 School GEORGE WASHINGTON UNIVERSITY

M.A. or M.S. Year 1927 School BOSTON UNIVERSITY

Ph.D. Year \_\_\_\_\_ School \_\_\_\_\_

Other degrees \_\_\_\_\_ Year \_\_\_\_\_ School \_\_\_\_\_

\_\_\_\_\_ Year \_\_\_\_\_ School \_\_\_\_\_

Date of Marriage \_\_\_\_\_ Husband's name \_\_\_\_\_

Work and Travel (other than at Ginling)

Year(s) 1927-1932 Position Secretary to the President of Tusculum College,

Place Tusculum College, Greeneville, Tennessee

Year(s) 1932-1937 Position Secretary to Dr. Wu Yi-fang

Place Ginling College, Nanking, China

Year(s) 1937-present Position Executive Secretary of China Information Service

Place Washington, D. C.

Year(s) Sept. 1940 - Position Executive Secretary to Chinese Industrial Cooperatives  
to the present.

Place 8 West 40th Street, New York, New York

Year(s) \_\_\_\_\_ Position \_\_\_\_\_

Place \_\_\_\_\_

You can get in touch with the following people at the addresses indicated:

BERGER, Mrs. R. R.

RUEFF, Frau Gese

GAILEY, Miss Helen

VAIL, Miss

LAUCKS, Miss Blanche

ZIMMERMAN, Frau

MA, Mme, Yu-guiun

Signed: Helen M. Loomis

December 1940

0301

1  
3  
3  
2  
6  
8  
8

208 South Queen Street,  
Lancaster, Penna.  
February 4, 1932.

Miss Helen Loomis,  
Tusculum College,  
Greeneville, Tennessee

My dear Miss Loomis:-

Your name has been suggested to me as that of someone who might be interested in serving as secretary to Dr. Yi-fang Wu, president of Ginling College, Nanking, China. [This is a most inauspicious moment to present a position in China, but as this position will not be open until next summer it is hoped that before that time a peaceful solution will be found for the present most disturbing conditions between Japan and China. If the present conditions continue it would be most unlikely that new Americans would be sent out to the college, but as there is considerable red tape to appointment I wanted to give you an opportunity to consider this, and if you are sufficiently interested to apply for the position.

Dr. Wu is the first Chinese woman in all China's history to be a college president. She is much sought after by groups in the educational world of China and is at home in the Chinese social and political world. Her secretary would have a unique opportunity for learning of many phases of activity in China, and of being of service to a very unusual and fine woman.

The college was organized in 1915, by a group of Boards of Foreign Missions. It is now supported by the Boards of Foreign Missions listed in the letter head, and English Board and Smith College. It has been during most of this period the outstanding institution for women in China. Legally it is organized under the laws of the State of New York, and grants a B.A. degree. The president, Dr. Yi-fang Wu, is an alumna, member of the first graduating class, 1919, and Ph.D from the University of Michigan. She is as well grounded in Chinese scholarship and culture as she

1  
3  
3  
2  
6  
8  
8

FEB 4 1932 [2]

is in western scholarship, and the college is very fortunate to have a woman of this type at its head.

It is necessary that all American's sent out to the college be members of some Protestant church, be in sympathy with the missionary ideals of the founders, and be willing, whole-heartedly to accept Chinese as colleagues or superiors as the situation may require.

Salaries in China are not American salaries, but neither is the cost of living as high as in America. Every American member of the staff, regardless of length of service or of position, now receives at least \$1723 Mexican, as Chinese money is called, a year, and gets the advantage of exchange when that is above two to one. The rates of exchange for about two years have been four to one which has given a salary on the basis of \$3356 Mexican. No salary can fall below \$1723 Mexican. As far as I know the living expenses are \$60.00 Mexican a month for the ten months of the college year. This includes board, service and laundry. A furnished room is provided for each teacher. The furnishing does not include bed linen, blankets or towels. Vacation expenses depend wholly upon vacation plans.

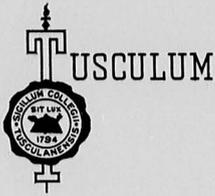
The college offers two contracts: one for three years and one for five years. The salary is the same for both and all necessary traveling expenses are paid both ways. The five year contract also grants \$200.00 (American money) for purchasing of clothing or anything one wishes to use it for before one starts; provides time for language study and grants financial help for the months immediately following the return to America at the end of the contract.

The position of secretary to Dr. Wu, I believe is one of the most interesting and important positions open at Ginling to an American. Dr. Wu is considered the leading Chinese woman educator of her country, and is unusually well balanced woman. The faculty, both American and Chinese, respect her and give her their willing cooperation. She needs efficient help and help that is willing to devote itself to her needs.

I am sending you the application blanks as you see a not made out primarily for secretaries, but I think you will be able to state what is necessary on them. I shall be glad to try to answer them.

I am sending you the application blanks. If there are any questions you wish to ask, I shall be glad to try to answer them. These application blanks as you see are not made out primarily for secretaries, but I think you will be able to tell what is needed on them.  
Yours very truly,  
Rebecca W. Griest.

0303



February 7, 1932.

Miss Rebecca W. Griest,  
208 South Queen Street,  
Lancaster, Pennsylvania.

My dear Miss Griest:

I thank you for your very kind letter of February 4. It was very gracious of you to write in so much detail, and I appreciate it.

I am very much interested in the position of Secretary to Dr. Yi-fang Wu, President of Ginling College, and shall be glad to submit my formal application within a few days. There are a number of details which must be considered before I can make this application. However, I do want you to know that I am interested.

In the fall of 1928, I very nearly went to Foochow. At that time, I was an accepted candidate under the Woman's Foreign Missionary Society of the Methodist Episcopal Church. I am a graduate of George Washington University and have my Master's degree in Religious Education from Boston University. During the time that I took my training in Boston, it was my intention to go to China. Circumstances over which I seemed to have no control prevented my going at that time.

Assuring you that you will hear further from me within a short time, I am

Sincerely yours,

*Helen M. Loomis*  
Helen M. Loomis.

*Tusculum College  
Greenville, Tenn*

0304

208 South Queen Street,  
Lancaster, Penna.  
February 13, 1932.

Miss Helen M. Loomis,  
Tusculum College,  
Greeneville, Tenna.

My dear Miss Loomis:-

I have been very much interested in your letter of February 7th. I wonder which Branch of the W. F. M. S. you intended being under, had you gone to China in 1928?

Miss Elizabeth Bender, Secretary for many years of the New York Branch was also for many years secretary of the Ginling College Committee. Do you by any chance know her.

I hope you will submit your papers for this position. The present news from China is deeply discouraging, but we hope that something soon will stop this wauton slaughter and destruction.

Yours very sincerely,

Rebecca W. Griest.

0305

1  
3  
3  
2  
6  
8  
8

Del. Feb. 17

**GINLING COLLEGE**  
NANKING, CHINA

**GINLING COLLEGE COMMITTEE**

Board of Founders, University of Nanking

ROBERT E. SPEER  
JOHN R. EDWARDS

Woman's American Baptist Foreign Mission Society

MISS MINNIE V. SANDBERG  
MRS. A. W. BEAVEN

United Christian Missionary Society

MISS LELA E. TAYLOR

Woman's Foreign Missionary Society  
Methodist Episcopal Church

MISS ELIZABETH R. BENDER  
MRS. FRANCIS J. MCCONNELL

Board of Missions,  
Methodist Episcopal Church, South

MISS ESTHER CASE

**PRESIDENT OF THE COLLEGE**

MISS YI FANG WU, PH.D.  
NANKING, CHINA

**OFFICERS OF THE COMMITTEE**

MISS MARGARET E. HODGE, CHAIRMAN  
156 Fifth Avenue, New York, N. Y.

RUSSELL CARTER, TREASURER  
156 Fifth Avenue, New York, N. Y.

SECRETARY

**GINLING COLLEGE COMMITTEE**

Board of Foreign Missions  
Presbyterian Church in the U. S. A.

MISS MARGARET E. HODGE  
MRS. CHARLES K. ROYS

Domestic and Foreign Missionary Society  
Protestant Episcopal Church

MISS GRACE LINDLEY

Board of Foreign Missions  
Reformed Church in the U. S. A.

MRS. LEWIS L. ANEWALT

Association for Christian Work, Smith College

MISS KATHARINE RICHARDS

Coopted Members

MISS REBECCA W. GRIEST  
MRS. HENRY S. LEIPER

February 15, 1932

Dear Miss Griest:

Mr. Carter has taken over the care of the Ginling College letterhead paper. I phoned his secretary today and asked her to send you a supply of the paper, but am sorry that there are no envelopes on hand. I have about a half dozen.

I looked through our file of Foreign Department Minutes, and found that Miss Helen M. Loomis' application was presented to our Society through the Baltimore Branch. Mrs. E. L. Harvey, 1626 Monroe St., N.W., Washington, D. C., is Corresponding Secretary of that Branch, and she is the one who will have the information regarding Miss Loomis that you want.

I hope that things are going well with you. Heard that you and Miss Bender were working together on the Minutes of the Annual Meeting of the Ginling College Committee. You must have had a good time together, even though there was a lot of work too.

Sincerely yours,

*Emily A. Dealy*

0306

ROXY LEFFORGE  
HAITANG ISLAND  
VIA FOCHOW  
CHINA

March 12, 1932.

Dear Helen:

I received your letter this afternoon about two o'clock, and now before supper I shall begin the answer. I may have to finish it to-night, but if I put it off there won't be time for another week or more. Miss Pang, our new Supervisor of Day Schools and I start out Monday to visit nine day school in the northwest part of our island and shall be gone all week, getting home sometime Saturday. Then after that we shall rest over Sunday and start out again the next Monday to be gone three days in another direction, and after a day and a half at home we shall go to a village where we shall be in meetings for ten days. That means I shall have little spare time until April 4 when we return for a ten days' respite between that and the next meeting. I have a very full schedule all spring until June 27, when the Bible Women's Institute closes. After that I shall have just time enough to pack up to go to Fochow for the meeting of the Field Reference Committee there July 6, and if boats do not run right, I may even miss connections with it. However, I think I can make it without much trouble.

Now as for yourself and your Ginling proposition. Helen, if you ever intend to come to the Orient, this is perhaps your best chance in the light of the way situations out here are developing. To me it looks like a real possibility, that is, if you can come at all. I know you are likely to run up against the circumstance of your home no matter what you may consider re this Eastern question. To me it looks as if you should decide now whether you really will try to come at all, or whether you will give it up finally. I don't know what the final effect upon your mother would be, but I wonder if it would be too serious. Perhaps after all that is for you to decide. Miss Wu is a lovely woman from all I have heard, and an exceptionally capable one, so you would doubtless find your work exceedingly interesting. There is no question but that the environment would be delightful, for Ginling is a beautiful place. My own best judgment is that if you ever intend to come to China, now is the time, and the position offered is a good one. Does that help you or complicate matters more? This is a time of great uncertainty, I know, but certainly something will happen before long. We on this side surely do not appreciate the things the Japanese are doing in China in the face of world opinion and the way in which they have flaunted the treaties which they have signed. There is no explanation that can satisfactorily exonerate them, for they have overstepped the mark of world honor and public righteousness. We cannot see that what they call defensive action is not aggression pure and simple. There is really no other name for it. Nevertheless, there is likely to be some sort of let-up before summer, I hope and then the way ought to be somewhat cleared.

I have myself somewhat lined up now, at least I think I have. I have asked to leave Haitang in November, or at Conference time next fall, which may come the last of October. I shall have to be in December for some Religious Education Meetings--All-China--and then I shall not return to Fochow, but stay on in Shanghai until I start on furlough, probably about the first of April, or whenever I can make the best boat connection for New York via Panama. The time is getting so short that

0307

MAR 12

1932

I almost gasp when I think of all the things that have to be done. I have not decided whether to come back to Haitang for the summer after our Reference Committee meeting or to stay on in Focchow. It may depend somewhat on the political situation. Haitang is reasonably cool in the summer and it may be I shall come back. Besides, I could get some things done before we start on the fall's work. However, I think I shall not attend many of our evangelistic meetings in the fall, for it will be necessary to turn over all accounts to my successor, who will likely be Carrie M. Bartlett. I want her not to have any difficulties after I am gone because I have been careless.

I can't find any record that I sent you one of my general letters and yet I can see myself doing it. In case I really did not, I am enclosing one of them which will tell you how this country work strikes me. I am finding it intensely interesting. It has done me a world of good to come close to the people and see what possibilities as well as problems there are in the country work. It will color all my teaching in later years, just to have been here this little more than a year. I used to think I was somewhat busy when I was teaching and I think I was, but here there is never a minute when I am not expected to be ready to meet any number of problems, and some of them I frankly do not know what to do about. But it is fun, just the same, and in the end I shall be the gainer for all the experiences I am having, and it may be that incidentally I shall be able to do a little good along the way.

I am having a very interesting experience in trying to help one of the Junior Middle School boys learn how to live with himself and others, to behave himself. I like him immensely, but he has been not very good, and has the greatest difficulties living up to his own best ideals to say nothing of what others expect of him. He has stolen things, gambled, and done other unworthy things, but after all there is a great deal of good in him, if he will only let it get the upper hand instead of the bad. Last Sunday afternoon he was with me for about four hours and we had a good time doing many things. We talked about everything from character up and down, played the Victrola, sang together, and examined the piano. What he has needed all these years is the right sort of companionship and he has not had it. Instead he has been with a group of older fellows who were bad, and he has not backbone enough to withstand temptation. He is not alone in this, for many another person has fallen under similar circumstances, but I am hoping that he and I can find a way out that will satisfy himself and give him some power to withstand evil. It is a problem, and if we can solve it in some measure, I shall be glad that I am here for this short time.

I hope, Helen, that you may find a happy solution for your problem. I wonder who the Dean is whom you mention. Is he someone of whom I have heard or not?

I shall be interested to hear what you decide, and meanwhile I shall hope that you may be led step by step in the way that will mean most to the Kingdom of God. Bless your heart, you have had a problem all along, haven't you?

With love,  
Rory

Give my love to Bernice when you write.

0308

1  
3  
3  
2  
6  
8  
8

**TUSCULUM COLLEGE**

CHARLES ALBERT ANDERSON, PRESIDENT

**GREENEVILLE, TENNESSEE**

OFFICE OF THE PRESIDENT

April 23, 1932.

Miss Rebecca W. Griest,  
203 South Queen Street,  
Lancaster, Pennsylvania.

My dear Miss Griest:

I have waited for a long time before sending to you any of my papers. However, I am sending them now, in an incomplete form. I shall be glad to know whether or not the position of Secretary to Miss Wu has been filled.

As evidence of the fact that I have been considering the matter rather seriously, I am sending you a personal letter which I have recently received from Miss Roxy Lefforge of Haitang Island, near Foochow, China.

As I stated to you before, I am very much interested in this particular position. However, with my mother's attitude what it is, it was absolutely necessary for me to wait until conditions were somewhat calmer before even attempting to do anything about the matter. If there is any possibility of the position being open for me, I shall be happy to go ahead with the matter at this time.

As soon as I hear from you in this regard, I shall send in my "life history". The photograph has been ordered for some time, but our small-town photographer is very leisurely, as I am sure it appears that I am!

Thanking you for any consideration you may be able to give me, I am

Sincerely yours,

*Helen M. Loomis.*

Helen M. Loomis.

0309

1  
3  
3  
2  
6  
8  
8

Woman's Foreign Missionary Society  
Baltimore Branch

CORRESPONDING SECRETARY  
MRS. EVERT L. HARVEY  
1626 MONROE ST., N. W., WASHINGTON, D. C.

SECRETARY OF HOME BASE  
MISS LULIE P. HOOPER  
100 UNIVERSITY PARKWAY, W., BALTIMORE

RECORDING SECRETARY  
MRS. WILLIAM E. MOORE  
3302 N. HILTON STREET  
BALTIMORE



TREASURER  
MRS. DANIEL L. ENNIS  
309 5TH ST., S. E., WASHINGTON, D. C.

HOME ADMINISTRATION TREASURER  
MRS. S. GEORGE WOLF  
103 LONGWOOD ROAD, ROLAND PARK  
BALTIMORE

BUREAU OF SUPPLIES  
MRS. CORA L. MOFFITT  
903 ST. PAUL STREET, BALTIMORE

PRESIDENT  
MRS. CHESTEEN SMITH, 2624 ST. PAUL STREET, BALTIMORE

April 29 1932.

Miss Rebecca W Griest.  
Lancaster, Pa.

Dear Miss Griest:

Your letter is received and I hasten to say that Miss Loomis was a very acceptable candidate- we made every plan for her going to China under our Board but a few weeks before she was to start her Mother absolutely refused to allow her to go. We never knew why she allowed us to collect all her papers and etc.

Since that time, 1928 I have heard or seen nothing from or about Miss Loomis- I was thinking about her a few days ago.

She has had much experience with College work and I know no reason why she should not succeed at Ginling.

Most Sincerely Yours,

*Maud C. Hanney*

*(Mrs. E. L. H.)*

0310

1  
3  
3  
2  
6  
8  
8

208 South Queen Street,  
Lancaster, Penna.,  
April 23, 1932.

Mrs. E. L. Harvey,  
1626 Monroe Street, N.W.,  
Washington, D. C.

My dear Mrs. Harvey:-

Miss Helen Loomis, at present at Tusculum College, Greeneville, Tennessee, ~~but~~ with a home address of 523 Fern Place, N.W., Washington, D.C. is under consideration for the position of secretary to Dr. Yi-fang Wu, president of Ginling College, Nanking, China. He writes me that in the fall of 1928 that she was an accepted candidate of the W.F.M.S., and expected to go to Foochow. I have written to New York and understand that her application was presented through the Baltimore Branch.

There is no position open at Ginling that is greater opportunity for an American. Dr. Wu is the first Chinese woman to become a college president and her contacts, ability, Christian character are such that she carries heavy responsibilities beyond the college.

I am assisting Miss Sandberg, the Chairman of the Candidate Committee and I should greatly appreciate all the information you can give us in regard to Miss Loomis. We want not only a capable secretary, but also a candidate with genuine Christian character, and with a personality that will gladly serve Dr. Wu and a background of fineness here that will make it easier for her to comprehend the fineness of the woman she is serving.

Yours sincerely,

Rebecca W. Griest.

0311

1  
3  
3  
2  
6  
8  
8

203 South Queen Street,  
Lancaster, Penna.,  
May 4, 1932.

Miss Helen Loomis,  
Tusculum College,  
Greeneville, Tennessee.

My dear Miss Loomis:-

I am sending you the inclosed blank for your physical examination. Such an examination is required of all candidates for Ginling who are being considered seriously. Could you have this attended to by a good physician, the college one or some other if you prefer, as soon as possible. The college has never planned a medical blank of its own, but uses the blank of one of the Mission Boards. At present we are using the Baptist one because Miss Minnie Sandberg, Chairman of the Candidate Committee happens to be a secretary of that Board. When you return this blank to me, I shall send it on to Dr. Dodd of the Presbyterian Board. He has lived in China and it is the policy of the Ginling College Committee to have this physician review all of our medical reports.

Yours sincerely,

Rebecca W. Griest.

03 12

1  
3  
3  
2  
6  
8  
8

**TUSCULUM COLLEGE**

CHARLES ALBERT ANDERSON, PRESIDENT  
GREENEVILLE, TENNESSEE

OFFICE OF THE PRESIDENT

May 10, 1932.

Miss Rebecca W. Griest,  
208 South Queen Street,  
Lancaster, Pennsylvania.

My dear Miss Griest:

I am writing to acknowledge receipt of the medical blanks, which have recently come. I shall take care of the matter at the very earliest time.

I am sure you must think that I am a bit slow in taking care of the details connected with this matter, but my work here in this small college is very confining. We are four miles out in the country and except for my trips on Sunday for my church work my opportunities for going to Greeneville are very limited. However, you will receive the blank properly filled in within a few days.

I have spent a good deal of thought in trying to determine the best method of approach to my mother. It would seem that if the matter is fairly well settled before I tell her too much about it, perhaps the shock will be less to her. Consequently I am anxious to know just what the chances are that I shall receive this appointment and also the probable date that the position will be open. Any further information you have will be appreciated.

Thanking you for your interest and courtesy in this matter, I am

Sincerely yours,

*Helen M. Loomis*

Helen M. Loomis.

0313

1  
3  
3  
2  
6  
8  
8

208 South Queen Street,  
Lancaster, Penna.,  
May 13, 1932.

Miss Helen M. Loomis,  
Tusculum College,  
Greeneville, Tennessee

My dear Miss Loomis:-

Your letter of May 10th reached me today. There are several candidates under consideration for the secretarial position, but you and one other are I think the only one now being given very serious consideration. Of the two your training and experience in college work makes you preferable, so I think the probability of your appointment is very great.

I must, however, first have your biographical sketch. As soon as I get that I shall send out your papers to the members of the Candidate Committee for their votes. In that you are asked to state your religious convictions and I hope you will make that section as positive and definite as possible. The medical examination must be given, but we can have the votes of the Committee on your papers previous to that if you have not time for it immediately. I would not want too great delay on it, for Dr. Dodd, the reviewing medical officer, sometimes asks for further checks.

There is one thing that troubles me. If you are appointed, can you go? It is so imperative that we send Dr. Wu a good secretary who should sail early in August that if you think at all that your family opposition would be such that at the last moment you could not go would you frankly tell me so now? We must not fail to get someone there, and if you found at the last moment that you could not go it would be a deep embarrassment to us and a blow for Dr. Wu. Will you think this through carefully and let me know what is your convictions upon the matter of going if you are appointed.

Also how far are you from Nashville? It is customary to have someone on the Ginling College Committee, as the Board of Trustees, is called, have a personal interview with a candidate. Our Committee member nearest you is in Nashville; and this is the reason for this question.

Yours sincerely,

Rebecca W. Griest.

0314

1  
3  
3  
2  
6  
8  
8

TUSCULUM COLLEGE  
GREENEVILLE, TENNESSEE

May 22, 1932.

Miss Rebecca W. Griest,  
208 South Queen Street,  
Lancaster, Pennsylvania.

My dear Miss Griest:

Again, you may think I have been procrastinating! On the basis of my last letter from you, however, I made certain decisions and went ahead with my plans to get my family's final reactions in the whole matter. Of course, my mother is bitter. I could not expect anything else, I suppose. She has stated definitely that she will do nothing to stand in my way. My father has written me very fully and seems interested and willing to help me in any way he can. In other words, I shall have an emotional problem there, but I am quite convinced that I shall never have the problem I had five years ago, when my mother took the matter into her own hands and absolutely placed me in a position where I could not go.

Therefore, if I am appointed, I shall be perfectly free and glad to go.

You ask me about the distance to Nashville. I am not quite sure of distances, but one can leave here at 3:11 p.m. and get into Nashville the next morning very early. This includes a three or four hour stop in Chattanooga. It is an eight-hour trip by bus, either night or day, I think.

With regard to the various write-ups about myself, I am not altogether pleased with all of them. They have been written at odd moments in the midst of many interruptions. I note that you ask particularly about the religious one. That is the most difficult in one way, for I am not particularly "theological" in my thinking, and it is a long time since I formulated my religious beliefs. I left that until last, inasmuch as it was the last item mentioned. If it is too brief, or if you have definite questions you would like to ask me, please feel free to do so. I trust that I have covered the important points in a manner that will indicate that my position is thoroughly Christian.

You may expect to receive the medical blank very shortly.

Thanking you for your interest and courtesy, I am

Sincerely yours,

*Helmer M. Loomis*

0315

LUCKNOW CHRISTIAN COLLEGE, LUCKNOW, INDIA.

May 24, 1932.

Dear Miss Griest:-

I am returning herwith the form which you have sent to me asking for information about Miss H. Loomis. I knew Miss Loomis for two years 1927-1929 when I was Dean of Tusculum College. I have no hesitation whatever in recommending her for the position of Secretary to Dr. Yi-fang Wu, President of Ginling College, Nanking, China. Miss Loomis has for many years wanted to go to China. She has a deep religious background, has tact, poise and a sense of co-operation. I feel sure that you would make no mistake in appointing her to this place.

Very sincerely yours,

R. D. Wellens, President,  
Lucknow Christian College,  
Lucknow, India

0316

1  
3  
3  
2  
6  
8  
8

203 South Queen Street  
Lancaster, Penna.,  
May 31, 1932.

Miss Helen M. Loomis,  
Tusculum College,  
Greeneville, Tennessee

My dear Miss Loomis:-

Your letter of May 22nd and the biographical sketch reached me some days ago. I shall circulate your references and this sketch to the members of the Committee in a day or so and I earnestly trust that your family situation will not be an unnecessarily unhappy one.

The interview we desire may mean a trip for you to Nashville, but of that I shall write you later.

As soon as the medical blank comes, I'll send it to Dr. Dodd for his review.

Yours sincerely,

Rebecca W. Griest.

0317

1  
3  
3  
2  
6  
8  
8

**TUSCULUM COLLEGE**

CHARLES ALBERT ANDERSON, PRESIDENT

GREENEVILLE, TENNESSEE

OFFICE OF THE PRESIDENT

June 2, 1932.

Miss Rebecca W. Griest,  
208 South Queen Street,  
Lancaster, Pennsylvania.

My dear Miss Griest:

I wish to thank you for the letter which I have just received from you. My medical blank was mailed, special delivery, this morning.

Thinking back over it, just now, I realize that I mailed it without adding my height and weight. I did not know them accurately, and so waited for the information from the doctor yesterday. He gave it to me, but I failed to type it in, as I had intended. If you have not already sent on the blank, you may add this to it: Height 5 ft. 9 in., Weight 160 $\frac{1}{4}$  lb.

Thanking you for your courtesy in this matter,  
I am

Sincerely yours,

*Helen M. Loomis*

Helen M. Loomis.

0318

1  
3  
3  
2  
6  
8  
8

**TUSCULUM COLLEGE**

CHARLES ALBERT ANDERSON, PRESIDENT

GREENEVILLE, TENNESSEE

OFFICE OF THE PRESIDENT

June 2, 1932.

Miss Rebecca W. Griest,  
208 South Queen Street,  
Lancaster, Pennsylvania.

My dear Miss Griest:

I am sending you my medical blank, properly filled in by a doctor in Greeneville. I trust that you will find it in good order. If there is further information that I can give you, please let me know.

I am wondering if my papers reached you in sufficient time for my consideration. I shall be glad to know of any developments.

We are in the midst of our Commencement rush here. I am expecting the diplomas today. Mr. Frank J. Loesch, of the Wickersham Commission is to be our Commencement speaker, and Dr. Paul Hutchinson, Managing Editor of THE CHRISTIAN CENTURY will preach the Baccalaureate sermon on Sunday morning.

Looking forward to hearing from you again, I am

Sincerely yours,

*Helen M. Loomis*

Helen M. Loomis.

03 19

1  
3  
3  
2  
6  
8  
8

208 South Queen Street,  
Lancaster, Penna.,  
June 7, 1932.

Miss Helen M. Loomis,  
Tusculum College,  
Greeneville, Tennessee

My dear Miss Loomis:-

Your medical blank has  
been received and I inserted the pounds and  
feet and inches.

I hope you are having a  
good commencement. Dr. Paul Hatchinson, you  
probably know, was at one time in China. I  
remember one Sunday afternoon at Ginling when  
his wife and I think twin children were our  
guests. I think a snapshot that I noticed the  
other day shows them playing in the garden.

Sincerely,

Rebecca W. Griest.

0320

1  
3  
3  
2  
6  
8  
8

TUSCULUM COLLEGE

CHARLES ALBERT ANDERSON, PRESIDENT  
GREENEVILLE, TENNESSEE

OFFICE OF THE PRESIDENT

June 9, 1932.

Miss Rebecca W. Griest,  
208 South Queen Street,  
Lancaster, Pennsylvania.

My dear Miss Griest:

Thank you for your letter of June 7. The Commencement season is all over, and the campus seems very quiet inspite of the work that is left to be done.

Dr. and Mrs. Hutchinson were with us for a very short time. I had an invitation to supper with them, but they were obliged to leave before supper time on Sunday, so I missed that pleasure. However, I did have a short conversation with them in Dr. Anderson's office. Mrs. Foster, the wife of our Dean, had told them of my interest in this position in Nanking. Dr. Hutchinson preached a remarkable sermon, showing himself to be master of the economic and political situation, as well as the philosophic and religious. His theme was "Can We Escape Despair?".

I shall be glad to hear of any developments regarding the Ginling position, for I feel a very real responsibility here to Dr. Anderson, and should, of course, give him the best opportunity possible to find someone for my position, in case I am to leave here.

Please give me any information about climate and clothing requirements.

Sincerely yours,

*Helen M. Loomis.*

Helen M. Loomis.

0321

TUSCULUM COLLEGE

CHARLES ALBERT ANDERSON, PRESIDENT  
GREENEVILLE, TENNESSEE

OFFICE OF THE PRESIDENT

June 13, 1932.

Miss Rebecca W. Griest,  
208 South Queen Street,  
Lancaster, Pennsylvania.

My dear Miss Griest:

I have just learned that I am to have my vacation beginning July 1, 1932. This means that I shall be in Washington and New York during the month of July. I am wondering if this information will help you any in making arrangements for an interview for me with any of the committee in charge of the Ginling matter.

I have asked Dr. Anderson to look around tentatively for a new secretary while he is in New York and Philadelphia. It seemed only fair to him to let him know that there is a possibility that the position will materialize and that I may have to leave Tusculum.

In view of this situation, I shall be glad to know if it is still the plan for the new secretary to sail in August. If you can give me any information about possible plans, it will help me in arranging my work here. I feel that I should have everything in such order that it will be as easy as possible for a new person to take hold of the work here, in case I leave.

If you have any further information about the need of a conference in Nashville, kindly let me know as soon as possible. I am planning to spend the coming week-end in Birmingham, Alabama, and thought that there might be a possibility of finding a substitute there.

Thanking you for your kindness in this matter, I am

Sincerely yours,

*Helen M. Loomis*

Helen M. Loomis.

0322

208 South Queen Street,  
Lancaster, Penna.,  
June 15, 1932.

Miss Helen Loomis,  
Tusculum College,  
Greeneville, Tenn.

My dear Miss Loomis:-

I can't as yet state anything positive about the Ginling appointment, but I shall be very much surprised if you are not appointed, and personally I think you can count on it.

Since you are to have your vacation beginning July 1st an interview in the East will be very much more satisfactory. This can be arranged for either in New York or Philadelphia I think. Will you let me know when you expect to be in New York or when you will be coming through Philadelphia?

You should, if appointed, sail in August. Miss Vautrin, former dean of the college, is sailing back to China on August 13th on the Empress of Asia from Vancouver. If you are appointed, I should think it wise for you to try to be on the same boat. If, however, you have friends going about the same time some other way arrangements can no doubt be made to suit you about your sailing date.

Yours sincerely,

Rebecca W. Griest.

0323

1  
3  
3  
2  
6  
8  
8

THE BOARD OF FOREIGN MISSIONS  
OF THE PRESBYTERIAN CHURCH IN THE U. S. A.  
156 FIFTH AVENUE  
NEW YORK

JUN 17 1932

MEDICAL DEPARTMENT  
E. M. DODD, M.D.

June 16, 1932

Miss Minnie V. Sandberg  
152 Madison Ave.  
New York, N.Y.

My dear Miss Sandberg:

Your note with the medical blank for Miss Helen M. Lommis came in while I was still away at the Hartford New Missionaries Conference.

The examination report for her seems to be normal throughout. And I would concur in feeling that she could be accepted.

May I add that we enjoyed having Dr. English with us very much. She was roped in for a good deal more work than the original set up. But that is the way with useful people at a Conference. She made a real contribution, and I think also enjoyed it.

Cordially yours,

*E. M. Dodd*

EMD:MM

1  
3  
3  
2  
6  
8  
8

0324

JUN 21 1932

WELLS COLLEGE  
AURORA-ON-CAYUGA NEW YORK  
OFFICE OF THE DEAN

June 20, 1932

*M. V. S.  
approved*

Miss Minnie V. Sandberg  
152 Madison Avenue  
New York City

My dear Miss Sandberg:

I have read with great care the résumé of Miss Helen M. Loomis's papers in application for the position of secretary to President Wu of Ginling College. I am glad to send herewith my affirmative vote in favor of her appointment.

Very sincerely yours,

(Mrs. Charles K. Roys)

*Mabel M. Roys.*

Dean

MMR/BE

1  
3  
3  
2  
6  
8  
8

0325

JUN 22 1932

SMITH COLLEGE  
NORTHAMPTON, MASSACHUSETTS  
OFFICE OF THE DIRECTOR OF RELIGIOUS AND SOCIAL WORK

June 20, 1932.

Miss Minnie V. Sandberg  
152 Madison Ave.  
New York City.

My dear Miss Sandberg,

I take it that you wish approval of Miss Loomis' credentials although your note does not ask for it. In any case, she seems a candidate of exceptional promise and I hope she may prove as satisfactory at Ginling as she has at Tusculum.

Sincerely

*Katharine Y. Richards*

Director of Religious and Social Work

0326

1  
3  
3  
2  
6  
8  
8

JUN 23 1932

"The Love of Christ Constraineth Us"

# United Christian Missionary Society

STEPHEN J. COREY, PRESIDENT  
I. J. CAHILL, FIRST VICE-PRESIDENT  
MRS. MARY CAMPBELL METCALF, SEC. VICE-PRES.  
MISS HAZEL I. SCOTT, RECORDER  
C. W. PLOPPER, TREASURER

THE FIELD IS THE WORLD

MISSIONS BUILDING

INDIANAPOLIS, INDIANA

ADMINISTRATIVE DIVISION

DEPARTMENT OF FOREIGN MISSIONS

C. M. YOCUM, SECRETARY  
MISS LELA E. TAYLOR, SECRETARY  
ALEXANDER PAUL, SECRETARY

CABLE ADDRESS "GO"

June 21, 1932

Miss Minnie V. Sandberg,  
Ginling College Committee,  
152 Madison Avenue,  
New York, New York.

My dear Miss Sandberg:

I am writing today to approve the appointment  
of Miss Helen M. Loomis for the position of secretary to  
Doctor Wu, at Ginling College.

Faithfully yours,

*Lela E. Taylor*

LEt:2-S39

1  
3  
3  
2  
6  
8  
8

0327

JUN 25 1932

GEORGE F. SUTHERLAND CHAIRMAN WILLIAM A. HILL VICE-CHAIRMAN PHILIP S. SUFFERN TREASURER HARRY S. MYERS RECORDING SECRETARY

MISSIONARY EDUCATION MOVEMENT  
OF THE UNITED STATES AND CANADA

150 FIFTH AVENUE NEW YORK CITY



THE FRIENDSHIP PRESS

EDUCATIONAL DIVISION

FRANKLIN COGSWELL  
SECRETARY

HAZEL V. ORTON  
SECRETARY OF  
ELEMENTARY WORK

WALTER GETTY  
SECRETARY OF LEADERSHIP  
TRAINING AND PROMOTION

T. H. P. SAILER  
HONORARY SECRETARY

BUSINESS DIVISION

GILBERT Q. LESOURD  
SECRETARY AND  
ASSISTANT TREASURER

MERTON A. NICHOLAS  
ASSISTANT

TELEPHONE CHELSEA 3-4033

CABLE ADDRESS: MOVEMENT, NEW YORK

June 24, 1932

Miss Minnie V. Sandberg,  
152 Madison Avenue,  
New York City.

Dear Miss Sandberg:

I have looked over Miss Loomis's  
credentials and am glad to approve them.  
Her personal statement seems a little self-  
conscious, but I note that the correspondents  
do not think of her in this way. There  
seems to be pretty general testimony that she  
wears well, and I am therefore glad to record  
my vote for her.

Very sincerely,

*J. H. P. Sailer*

S/M

0328

1  
3  
3  
2  
6  
8  
8

GINLING COLLEGE  
NANKING, CHINA

GINGLING COLLEGE COMMITTEE

Board of Founders, University of Nanking  
ROBERT E. SPEER  
JOHN R. EDWARDS

Woman's American Baptist Foreign Mission Society  
MISS MINNIE V. SANDBERG  
MRS. CURTIS LEE LAWS

United Christian Missionary Society  
MISS LELA E. TAYLOR

Woman's Foreign Missionary Society  
Methodist Episcopal Church  
MISS ELIZABETH R. BENDER  
MRS. FRANCIS J. MCCONNELL

Board of Missions,  
Methodist Episcopal Church, South  
MISS ESTHER CASE

PRESIDENT OF THE COLLEGE

MISS YI FANG WU, PH.D.  
NANKING, CHINA

OFFICERS OF THE COMMITTEE

MISS MARGARET E. HODGE, CHAIRMAN  
156 Fifth Avenue, New York, N. Y.

RUSSELL CARTER, TREASURER  
156 Fifth Avenue, New York, N. Y.

SECRETARY

MISS MINNIE V. SANDBERG,  
SECRETARY FOR CANDIDATES  
152 Madison Avenue, New York, N. Y.

GINGLING COLLEGE COMMITTEE

Board of Foreign Missions  
Presbyterian Church in the U. S. A.  
MISS MARGARET E. HODGE  
MRS. CHARLES K. ROYS

Domestic and Foreign Missionary Society  
Protestant Episcopal Church  
MISS GRACE LINDLEY

Board of Foreign Missions  
Reformed Church in the U. S. A.  
MRS. LEWIS L. ANEWALT

Association for Christian Work, Smith College  
MISS KATHARINE RICHARDS

Coopted Members  
MISS REBECCA W. GRIEST  
MRS. HENRY S. LEIPER

June 25, 1932.  
(Dictated June 23)

Miss Minnie V. Sandberg  
152 Madison Avenue  
New York, N. Y.

Dear Miss Sandberg:

I have received the summary of the papers for Miss Loomis as secretary to Dr. Wu. My vote is heartily in favor of the appointment if the personal interview is satisfactory.

Sincerely yours,

*Margaret E. Hodge. (m)*

✓ P.S. I will be grateful if you will have your secretary send to me a copy of the cables you have sent to Dr. Wu this spring. I have copies of her cabled replies but do not seem to have copies of yours and would like them for my files here. Thank you.

MEH:M

0329

**TUSCULUM COLLEGE**

CHARLES ALBERT ANDERSON, PRESIDENT

GREENEVILLE, TENNESSEE

523 Fern Place  
W. W.  
Washington D.C.

OFFICE OF THE PRESIDENT

June 28, 1932.

copy (2)

Miss Rebecca Griest,  
208 South Queen Street,  
Lancaster, Pennsylvania.

My dear Miss Griest:

I am leaving for my vacation within a very short time. If you have any information for me regarding the Ginling appointment before Saturday noon, July 2, I shall appreciate receiving it by wire. Any wire should reach me here before noon, Central Standard Time.

I am going to ask that any information after that time be sent to me, Care of Mr. A. M. Loomis, 630 Indiana Avenue, N. W., Washington, D. C. I will get it most promptly in this way, and my mother will not be worried by it.

I do not like to trouble you so often, but the time is getting so very short, and I feel my obligation to my present employer and to the institution for which I have been working for the past five years. I should therefore like a definite answer just as soon as possible. Also, if it is possible for me to delay the sailing any time, I should like to know that. Since I have heard nothing more from you up to the present time, I am afraid it will be necessary for me to return to Tennessee after my vacation to take care of my packing. I should like any information about what I should take with me, in case I am appointed.

Thanking you for your courtesy in the matter, I am

Sincerely yours,

*Helen M. Loomis*

Helen M. Loomis.

Georgia  
4064  
M. T. W. T. T.  
W. S. B. 78

0330

June 28, 1932

My dear Miss Hodge:

With reference to Miss Helen M. Loomis, all the votes approving her appointment seem to be in, but upon receipt of your note of June 25th saying that you approve "if the personal interview is satisfactory", I wondered just what to do, for there is nothing in the correspondence here regarding a personal interview. If the interview has taken place and was satisfactory, we will of course notify Miss Loomis of her appointment, but in view of the sentence in your letter we did not think she should be informed that she was to go to Ginling until that was clear. Perhaps you can throw some light on this. I am sorry that I cannot locate anything here in the office about it.

Sincerely yours,

Secretary to Miss Sandberg

B.

Miss Margaret B. Hodge  
112 W. Gravers Lane  
Philadelphia, Pa.

0331

1  
3  
3  
2  
6  
8  
8

208 South Queen Street,  
Lancaster, Penna.,  
June 30, 1932.

Miss Helen Loomis,  
523 Fern Place, N. W.,  
Washington, D. C.

My dear Miss Loomis:-

Your medical report has been declared satisfactory by Dr. Dodd. The votes are not as yet all in on your papers, but those that are are favorable. I have in my own mind no doubt of your appointment.

We, however, do wish a personal interview and I am wondering when it would suit you to come to Philadelphia or to Lancaster. Miss Margaret Hodge, the Chairman of the Ginling College Committee, as our Board of Trustees is called, lives in Chestnut Hill, Philadelphia and will I think be the best person to interview you. Her address is 112 West Gravers Lane. If you wish you could write directly to her telling her when you could come and asking if that time would suit her. She lives very near the Pennsylvania railroad station, but she may prefer to see you in town. I shall write her I have written you.

The college registration date is September 8th and Senior Retreat and Freshman week precede this so September 1st should be the arrival date in China. Miss Vautrin of the Ginling College faculty is sailing from Vancouver on August 13th. If you are appointed would you wish to try for a booking on the same boat?

I hope your family can make a contented adjustment to this move on your part.

Yours sincerely,

Rebecca W. Griest.

0332

1  
3  
3  
2  
6  
8  
8

JUL 1 - 1932

GINLING COLLEGE  
NANKING, CHINA

GINLING COLLEGE COMMITTEE

Board of Founders, University of Nanking

ROBERT E. SPEER  
JOHN R. EDWARDS

Woman's American Baptist Foreign Mission Society

MISS MINNIE V. SANDBERG  
MRS. CURTIS LEE LAWS

United Christian Missionary Society

MISS LELA E. TAYLOR

Woman's Foreign Missionary Society  
Methodist Episcopal Church

MISS ELIZABETH R. BENDER  
MRS. FRANCIS J. MCCONNELL

Board of Missions,  
Methodist Episcopal Church, South

MISS ESTHER CASE

PRESIDENT OF THE COLLEGE

MISS YI FANG WU, PH.D.  
NANKING, CHINA

OFFICERS OF THE COMMITTEE

MISS MARGARET E. HODGE, CHAIRMAN  
156 Fifth Avenue, New York, N. Y.

RUSSELL CARTER, TREASURER  
156 Fifth Avenue, New York, N. Y.

SECRETARY

MISS MINNIE V. SANDBERG,  
SECRETARY FOR CANDIDATES  
152 Madison Avenue, New York, N. Y.

GINLING COLLEGE COMMITTEE

Board of Foreign Missions  
Presbyterian Church in the U. S. A.

MISS MARGARET E. HODGE  
MRS. CHARLES K. ROYS

Domestic and Foreign Missionary Society  
Protestant Episcopal Church

MISS GRACE LINDLEY

Board of Foreign Missions  
Reformed Church in the U. S. A.

MRS. LEWIS L. ANEWALT

Association for Christian Work, Smith College  
MISS KATHARINE RICHARDS

Coopted Members

MISS REBECCA W. GRIEST  
MRS. HENRY S. LEIPER

208 South Queen Street,  
Lancaster, Penna.,  
June 30, 1932,

Mrs. H. N. Jagger,  
152 Madison Avenue,  
New York City

My dear Mrs. Jagger:-

Thank you for forwarding me the copy of the cable about "Lu shuh yin." I received your letter just as I was leaving Wellesley and wired Miss Lu. She has written me a letter, a copy of which I inclose for your files. I have written her to Seth Low Hall, 106 Morningside Drive, New York where she is to be after July 1st, suggesting that she cable Dr. Wu directly or ask us to do it, and asking her if she wishes help in getting travel reservations. We do not pay the travel of Chinese teachers, but I think we have made travel arrangements for them when they wished it.

If you have any more information about Miss Loomis may I have it? I am trying to arrange for Miss Hodge to interview her.

If her appointment seems probable to you would it be well to ask Mr. Carter to have her in mind for a sailing reservation? She should be at Ginling by September 1st, as Freshman week will begin then and the new secretary will be much needed. Miss Vautrin is sailing August 13th from Vancouver, and while I do not know Miss Loomis' preference about routes that date from Vancouver is good.

My vote, as a member of the Candidate Committee, is favorable for Miss Loomis, as I suppose you know.

Sincerely,

*Rebecca W. Griest*

Rebecca W. Griest.

0333

1228 A

Charge to the account of \_\_\_\_\_

\$ \_\_\_\_\_

CLASS OF SERVICE DESIRED	
DOMESTIC	CABLE
TELEGRAM	FULL RATE
DAY LETTER	DEFERRED
NIGHT MESSAGE	NIGHT LETTER
NIGHT LETTER	WEEK END LETTER

Patrons should check class of service desired; otherwise message will be transmitted as a full-rate communication.

# WESTERN UNION

NEWCOMB CARLTON, PRESIDENT

J. C. WILLEVER, FIRST VICE-PRESIDENT

CHECK
ACCT'G INFMN.
TIME FILED

Send the following message, subject to the terms on back hereof, which are hereby agreed to

July 1, 1932

Miss Helen Loomis  
Tusculum College  
Greenville, Tenn.

Your appointment in all probability assured awaiting word from Miss Hodge. Final word should go to you early next week.

Minnie V. Sandberg

WESTERN UNION GIFT ORDERS SOLVE THE PERPLEXING QUESTION OF WHAT TO GIVE.

0334

1  
3  
3  
2  
6  
8  
8

PATRONS ARE REQUESTED TO FAVOR THE COMPANY BY CRITICISM AND SUGGESTION CONCERNING ITS SERVICE

1201 S

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable sign above or preceding the address.

# WESTERN UNION

SIGNS

- DL = Day Letter
- NM = Night Message
- NL = Night Letter
- LCO = Deferred Cable
- NLT = Cable Night Letter
- WLT = Week-End Letter

NEWCOMB CARLTON, PRESIDENT

J. C. WILLEVER, FIRST VICE-PRESIDENT

The filing time as shown in the date line on full-rate telegrams and day letters, and the time of receipt at destination as shown on all messages, is STANDARD TIME.

Received at LANCASTER, PENN.

1932 JUL 1 PM 5 45

P203 11=EZ NEWYORK NY 1 315P

MINUTES IN TRANSIT	
FULL-RATE	DAY LETTER

MISS REBECCA GRIEST=

208 SOUTH QUEEN ST LANCASTER PENN=

AWAITING WORD FROM MISS HODGE RE PERSONAL INTERVIEW WITH  
MISS. LOOMIS=

L BULLARD.

JUL 1 1932

THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

0335

1  
3  
3  
2  
6  
8  
8

1228 A

Charge to the account of \_\_\_\_\_

\$ \_\_\_\_\_

CLASS OF SERVICE DESIRED	
DOMESTIC	CABLE
TELEGRAM	<input checked="" type="checkbox"/> FULL RATE
DAY LETTER	DEFERRED
NIGHT MESSAGE	NIGHT LETTER
NIGHT LETTER	<input checked="" type="checkbox"/> WEEK END LETTER

Patrons should check class of service desired; otherwise message will be transmitted as a full-rate communication.

# WESTERN UNION

NEWCOMB CARLTON, PRESIDENT

J. C. WILLEVER, FIRST VICE-PRESIDENT

CHECK
ACCT'G INFMN.
TIME FILED

Send the following message, subject to the terms on back hereof, which are hereby agreed to

July 1, 1932

Miss Rebecca Griest  
208 S. Queen Street  
Lancaster, Pa.

Awaiting word from Miss Hodge re personal interview with Miss Loomis.

L. Bullard

WESTERN UNION GIFT ORDERS SOLVE THE PERPLEXING QUESTION OF WHAT TO GIVE.

0336

1  
3  
3  
2  
5  
8  
8

Woman's American Baptist Foreign Mission Society  
152 Madison Avenue New York, N. Y.

PRESIDENT  
MRS. HERBERT E. GOODMAN  
VICE PRESIDENTS  
MRS. NATHAN R. WOOD  
MRS. HOWARD WAYNE SMITH



IN SIXTY YEARS  
648 MISSIONARIES HAVE  
GONE TO THE FOREIGN FIELD.

Sixtieth Anniversary  
1871 - 1931

July 1, 1932

My dear Miss Griest:

Your letter to Mrs. Jagger came this morning and as she is away on vacation this week, I am taking care of her work. All the votes on Miss Loomis seem to be in and she is approved, with the exception of word from Miss Hodge. Miss Hodge wrote that she approved "if the personal interview is satisfactory." I could not locate any correspondence in the files regarding this personal interview and therefore wrote Miss Hodge about it. This morning your letter throws light on this, and all there is to do now is wait until the interview has taken place. I will, however, get in touch with Mr. Carter about a tentative reservation until final word has been received from Miss Hodge.

Mrs. Jagger will be back in the office Tuesday and will keep you informed as to developments.

Sincerely yours,

*Letty Bullard*  
Secretary to Miss Sandberg

B.

Miss Rebecca Griest  
208 S. Queen Street  
Lancaster, Pa.

0337

1  
3  
3  
2  
6  
8  
8

PATRONS ARE REQUESTED TO FAVOR THE COMPANY BY CRITICISM AND SUGGESTION CONCERNING ITS SERVICE

1201 S

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable sign above or preceding the address.

# WESTERN UNION

NEWCOMB CARLTON, PRESIDENT

J. C. WILLEVER, FIRST VICE-PRESIDENT

SIGNS

DL = Day Letter

NM = Night Message

NL = Night Letter

LCO = Deferred Cable

NLT = Cable Night Letter

WLT = Week-End Letter

The filing time as shown in the date line on full-rate telegrams and day letters, and the time of receipt at destination as shown on all messages, is STANDARD TIME.

Received at 17 West 33rd St. (Empire State Bldg.), New York, N. Y. 1932 JUL 1 PM 2 20

NAY217 25 XU=CHAMBERSBURG PENN 1 205P

MINUTES IN TRANSIT	
FULL-RATE	DAY LETTER
15	

MRS H N JAGGER=

152 MADISON AVE=

HELEN LOOMIS TUSCULUM COLLEGE GREENVILLE TENN WANTS INFORMATION ABOUT PROBABILITY GINLING APPOINTMENT BY NOON SATURDAY PLEASE WIRE HER BEST INFORMATION YOU HAVE INFORM ME ALSO=

REBECCA W GREIST.

JUL 1 1932

THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

0338

1  
3  
3  
2  
6  
8  
8

JUL 7 1932

# GINLING COLLEGE

NANKING, CHINA

## GINLING COLLEGE COMMITTEE

Board of Founders, University of Nanking  
**ROBERT E. SPEER**  
**JOHN R. EDWARDS**

Woman's American Baptist Foreign Mission Society  
**MISS MINNIE V. SANDBERG**  
**MRS. A. W. BEAVEN**

United Christian Missionary Society  
**MISS LELA E. TAYLOR**

Woman's Foreign Missionary Society  
 Methodist Episcopal Church  
**MISS ELIZABETH R. BENDER**  
**MRS. FRANCIS J. MCCONNELL**

Board of Missions,  
 Methodist Episcopal Church, South  
**MISS ESTHER CASE**

## PRESIDENT OF THE COLLEGE

**MISS YI FANG WU, PH. D.**  
NANKING, CHINA

## OFFICERS OF THE COMMITTEE

**MISS MARGARET E. HODGE, CHAIRMAN**  
 156 Fifth Avenue, New York, N. Y.

**RUSSELL CARTER, TREASURER**  
 156 Fifth Avenue, New York, N. Y.

SECRETARY

## GINLING COLLEGE COMMITTEE

Board of Foreign Missions  
 Presbyterian Church in the U. S. A.  
**MISS MARGARET E. HODGE**  
**MRS. CHARLES K. ROYS**

Domestic and Foreign Missionary Society  
 Protestant Episcopal Church  
**MISS GRACE LINDLEY**

Board of Foreign Missions  
 Reformed Church in the U. S. A.  
**MRS. LEWIS L. ANEWALT**

Association for Christian Work, Smith College  
**MISS KATHARINE RICHARDS**

Coopted Members  
**MISS REBECCA W. GRIEST**  
**MRS. HENRY S. LEIPER**

208 South Queen Street,  
Lancaster, Penna.,  
July 6, 1932.

Miss L. Bullard,  
152 Madison Avenue,  
New York City

My dear Miss Bullard:-

I am inclosing the copy of Miss Loomis' letter which I received just as I was leaving the house on Friday morning for the Chambersburg conference. Thank you for your telegram to me and to Miss Loomis.

The interview with Miss Hodge has not yet taken place as Miss Loomis has just reached Washington, but I am hoping it can be arranged for within the next week.

Will you please note the Washington address which Miss Loomis wishes used in correspondence with her?

Yours sincerely,

*Rebecca W. Griest.*

Rebecca W. Griest.

0339

1  
3  
3  
2  
6  
8  
8



Miss Rebecca W. Grant,  
208 South Green Street,

ADDRESS  
TO  
YOUR MAIL  
STREET AND  
NUMBER



H. Loomis  
523 Fern Place,  
Takoma Park  
Washington, D.C.

1430

1  
F  
F  
2  
9  
8  
8

ack.  
July 9, 1932

523 Fern Place, Takoma Park,  
Washington, D.C.

July 6, 1932

My dear Miss Grieb:

Thank you for your letters. I have  
also received a telegram from  
Miss Sandberg, and am now  
awaiting final word.

I have not yet written Miss  
Hodge, but shall do so as soon  
as I can tell her definitely  
about dates. This should be  
very soon.

It seems wisest to at least  
try for a booking from

0342

over  
Vancouver on August 13th.  
I shall be glad to have you  
do anything you can for  
me in this matter. Any  
information you can  
give me about passports  
and other arrangements  
will be greatly appreciated.

I shall let you know later  
about my plans with regard  
to the New York trip. It may  
be that you would like  
to see me during that  
trip.

I shall be glad to receive  
any letters here for the

0343

1  
E  
E  
2  
5  
8  
8

JUL 6 1932

next week. Telegrams  
should be sent to 630  
Indiana Avenue, Washington,  
D.C. I am trying to  
avoid any further dis-  
cussion or emotional  
aspect on the part of my  
mother.

Thanking you for all your  
kindnesses, I am

Sincerely yours,  
Helen K. Loomis.

0344

1  
M  
M  
2  
5  
8  
8

GINLING COLLEGE  
NANKING, CHINA

GINLING COLLEGE COMMITTEE

Board of Founders, University of Nanking

ROBERT E. SPEER  
JOHN R. EDWARDS

Woman's American Baptist Foreign Mission Society

MISS MINNIE V. SANDBERG  
MRS. CURTIS LEE LAWS

United Christian Missionary Society

MISS LELA E. TAYLOR

Woman's Foreign Missionary Society  
Methodist Episcopal Church

MISS ELIZABETH R. BENDER  
MRS. FRANCIS J. McCONNELL

Board of Missions,  
Methodist Episcopal Church, South

MISS ESTHER CASE

PRESIDENT OF THE COLLEGE

MISS YI FANG WU, PH.D.  
NANKING, CHINA

OFFICERS OF THE COMMITTEE

MISS MARGARET E. HODGE, CHAIRMAN  
156 Fifth Avenue, New York, N. Y.

RUSSELL CARTER, TREASURER  
156 Fifth Avenue, New York, N. Y.

SECRETARY

MISS MINNIE V. SANDBERG,  
SECRETARY FOR CANDIDATES  
152 Madison Avenue, New York, N. Y.

GINLING COLLEGE COMMITTEE

Board of Foreign Missions  
Presbyterian Church in the U. S. A.

MISS MARGARET E. HODGE  
MRS. CHARLES K. ROYS

Domestic and Foreign Missionary Society  
Protestant Episcopal Church

MISS GRACE LINDLEY

Board of Foreign Missions  
Reformed Church in the U. S. A.

MRS. LEWIS L. ANEWALT

Association for Christian Work, Smith College

MISS KATHARINE RICHARDS

Coopted Members

MISS REBECCA W. GRIEST  
MRS. HENRY S. LEIPER

July 7, 1932.

My dear Miss Griest:

I am wondering what is developing in the case of Miss Loomis. Our last word from Miss Hodge was that you were arranging the interview and would notify us as to the result. Miss Loomis will be very anxious to know whether or not she is going and Mr. Carter also should be notified of her definite appointment before very long to make sailing plans. I shall be glad to have further word from you at an early date.

Sincerely yours,

*Irma C. Jagger*  
Secretary to Miss Sandberg (Mrs. H. N.)  
Candidate Secretary, Ginling  
College Committee.

Miss Rebecca Griest  
208 S. Queen St.,  
Lancaster, Pa.

J.

0345

208 SOUTH QUEEN STREET  
LANCASTER, PENNSYLVANIA

July 9, 1932.

My dear Mrs. Jagger:-

Miss Hodge is interviewing  
Miss Loomis in Philadelphia today, and  
if the interview is satisfactory she will  
send word directly to Mr. Carter, and  
I hope to you. Miss Loomis was not  
free to leave Tennessee until last  
Saturday and Miss Hodge was busy  
part of this week, so probably the interview  
has taken place as soon as it possibly could.

Miss Loomis has indicated  
her willingness <sup>of the appearance</sup> to sail August 13 on the  
Empress of Russia. This would get her to  
London in time. Sincerely,  
Rebecca Thorne

0346

1  
3  
3  
2  
6  
8  
8

4953 112 W. Gravers Lane, Philadelphia, Penna.

The Board of Foreign Missions of the Presbyterian Church in the U. S. A.

156 FIFTH AVENUE

NEW YORK July 11, 1932.

Please tell Miss Lundberg when you write her.

Dear Miss Bullard,

I had <sup>on July 9<sup>th</sup></sup> a very satisfactory interview with Miss Helen M. Loomis and told her that she is appointed to Linking on a three-year basis, and I have referred her to Mr. Carter for all travel arrangements for her sailing Aug. 13<sup>th</sup>. Will you please send her two copies of the contracts, both of which she is to sign and return to me for my signature. Her address is 630 Indiana Ave., N.W., Washington D. C. And if a contract has not been sent to Miss McKenzie please send it to her also. If they have been sent and she has not returned them please drop her a card urging her to. Yours sincerely, M. E. Hodge

0347

1  
3  
3  
2  
6  
8  
8

THIS SIDE OF CARD IS FOR ADDRESS

Miss Letty Bullard  
Care Miss Sandberg  
152 Madison Ave.  
New York  
N.Y.



1  
E  
E  
2  
6  
8  
8

0348

over

**GINLING COLLEGE**  
NANKING, CHINA

**GINLING COLLEGE COMMITTEE**

Board of Founders, University of Nanking  
**ROBERT E. SPEER**  
**JOHN R. EDWARDS**

Woman's American Baptist Foreign Mission Society  
**MISS MINNIE V. SANDBERG**  
**MRS. CURTIS LEE LAWS**

United Christian Missionary Society  
**MISS LELA E. TAYLOR**

Woman's Foreign Missionary Society  
Methodist Episcopal Church  
**MISS ELIZABETH R. BENDER**  
**MRS. FRANCIS J. MCCONNELL**

Board of Missions,  
Methodist Episcopal Church, South  
**MISS ESTHER CASE**

**PRESIDENT OF THE COLLEGE**

**MISS YI FANG WU, PH.D.**  
NANKING, CHINA

**OFFICERS OF THE COMMITTEE**

**MISS MARGARET E. HODGE, CHAIRMAN**  
156 Fifth Avenue, New York, N. Y.

**RUSSELL CARTER, TREASURER**  
156 Fifth Avenue, New York, N. Y.

**SECRETARY**

**MISS MINNIE V. SANDBERG,**  
**SECRETARY FOR CANDIDATES**  
152 Madison Avenue, New York, N. Y.

**GINLING COLLEGE COMMITTEE**

Board of Foreign Missions  
Presbyterian Church in the U. S. A.  
**MISS MARGARET E. HODGE**  
**MRS. CHARLES K. ROYS**

Domestic and Foreign Missionary Society  
Protestant Episcopal Church  
**MISS GRACE LINDLEY**

Board of Foreign Missions  
Reformed Church in the U. S. A.  
**MRS. LEWIS L. ANEWALT**

Association for Christian Work, Smith College  
**MISS KATHARINE RICHARDS**

Coopted Members  
**MISS REBECCA W. GRIEST**  
**MRS. HENRY S. LEIPER**

112 W. Gravens Lane  
July 11, 1932

Dear Rebecca,

I had a very satisfactory interview with Miss Loomis and told her that she is appointed. She came on from Washington, lunched with us, staying about four hours and then went on to New York and hopes to get in touch with you Wed. P. M. or Thursday morning. There was no question about her belief in the atonement and in "the uniqueness of Christ," or as she put it "He is the way, not a way." She wonders why she did not definitely state this in her letter.

She says that, unknown to herself, her mother wrote to the Secy of the Meth. Branch such a strong letter of opposition that the Secy wrote Miss Loomis she could not think of appointing her. Miss L. yielded then but has no intention of doing so now, there is nothing but an unreasoning prejudice against China and a determination to have her own way on the mother's part. The father is much interested and is encouraging her to go. Her letters go to his office largely because she receives them more quickly than if sent to her home in Takoma Park, though I imagine there is an element of desire not to irritate her mother.

0349

The girl is business-like, frank, intelligent, has a broad outlook, sensible. Katharine says she is more the Methodist or Baptist type than Presbyterian! And before she knew her denomination.

I sent your letter with Miss Loomis and Martha Blackett's enclosures to Mr. Carter as the best way to explain about Luis' financial situation, and I asked him to attend to her requests saying that I would approve any decision he makes.

I also asked him to cable Dr. Wu to the effect "Luis appointed, Loomis for secy, do you still want Thomas?"

I hope you are having a nice trip and that I can see you after you get back. We are spending the week-end with a cousin at Downingtown, a lovely place in the country with a wonderful sweep for the breeze. We go home Tuesday.

Affectionately yours,

Margaret E. Hodge

Miss P.  
Miss Hancock - C

The Beaches, Towson, Maryland.

of E. B. Passano

JUL 11 1932

0350

# GINLING COLLEGE

NANKING, CHINA

## GINLING COLLEGE COMMITTEE

Board of Founders, University of Nanking

ROBERT E. SPEER  
JOHN R. EDWARDS

Woman's American Baptist Foreign Mission Society

MISS MINNIE V. SANDBERG  
MRS. CURTIS LEE LAWS

United Christian Missionary Society

MISS LELA E. TAYLOR

Woman's Foreign Missionary Society  
Methodist Episcopal Church

MISS ELIZABETH R. BENDER  
MRS. FRANCIS J. MCCONNELL

Board of Missions,  
Methodist Episcopal Church, South

MISS ESTHER CASE

## PRESIDENT OF THE COLLEGE

MISS YI FANG WU, PH.D.  
NANKING, CHINA

## OFFICERS OF THE COMMITTEE

MISS MARGARET E. HODGE, CHAIRMAN  
156 Fifth Avenue, New York, N. Y.

RUSSELL CARTER, TREASURER  
156 Fifth Avenue, New York, N. Y.

## SECRETARY

MISS MINNIE V. SANDBERG,  
SECRETARY FOR CANDIDATES  
152 Madison Avenue, New York, N. Y.

## GINLING COLLEGE COMMITTEE

Board of Foreign Missions  
Presbyterian Church in the U. S. A.

MISS MARGARET E. HODGE  
MRS. CHARLES K. ROYS

Domestic and Foreign Missionary Society  
Protestant Episcopal Church

MISS GRACE LINDLEY

Board of Foreign Missions  
Reformed Church in the U. S. A.

MRS. LEWIS L. ANEWALT

Association for Christian Work, Smith College

MISS KATHARINE RICHARDS

Coopted Members

MISS REBECCA W. GRIEST  
MRS. HENRY S. LEIPER

July 13, 1932.

My dear Miss Griest:

Thank you for your note this morning. I have had word from Miss Hodge regarding the interview and Miss Loomis' definite appointment. She has also referred Miss Loomis to Mr. Carter for all travel arrangements for her sailing in August. I am today sending Miss Loomis the contracts to be signed and also asking her to have inoculations and vaccination at an early date.

I am so glad this appointment has finally been settled and am happy to know that she is willing to sail at such an early date.

Sincerely yours,

*Irma C. Jagger*

Secretary to Miss Sandberg (Mrs. H. Y.)  
Candidate Secretary  
Ginling College Committee

Miss Rebecca Griest  
208 S. Queen St.,  
Lancaster, Pa.

J.

0351

July 13, 1932.

My dear Mr. Carter:

I understand from Miss Hodge that she has notified you of Miss Helen Leemis' appointment to Ginling College for a three year term. You have no doubt gotten in touch with her by this time regarding sailing plans, etc.

If I can give you any further information please let me know.

Sincerely yours,

Secretary to Miss Sandberg  
Candidate Secretary  
Ginling College Committee

Mr. Russell Carter  
156 Fifth Ave.,  
New York City.

J.

0352

1  
3  
3  
2  
6  
8  
8

July 13, 1932.

My dear Miss Hodge:

Thank you for your note this morning. I am glad to know that Miss Loomis' appointment has been definitely settled and that she is willing to sail at such an early date. I have written to her today sending the contracts to be signed and I am also asking her to have inoculations and vaccination before she sails.

Miss MacKenzie's contracts have already been taken care of.

Sincerely yours,

Secretary to Miss Sandberg  
Candidate Secretary  
Ginling College Committee

Miss Margaret E. Hodge  
112 W. Gravers Lane,  
Phila., Pa.

J.

0353

1  
3  
3  
2  
6  
8  
8

July 13, 1932.

My dear Miss Loomis:

Up to this time you have been corresponding with Miss Rebecca Griest regarding the position as secretary to Dr. Wu at Ginling College. We are glad to know that your appointment has been definitely made and that you are planning to sail in August.

I believe it is for a three year term that you are going and I am enclosing two contracts for you to sign. Please return both to me so that our Chairman can sign them. I will then return one to you.

You are perhaps already in touch with Mr. Russell Carter, 156 Fifth Avenue, N.Y.C. who will take care of all your sailing plans, etc.

You will be glad to know that your medical examination is entirely satisfactory. You should be inoculated and vaccinated some time soon in order to be thorely over the effects of it before the last final rush of your packing.

If there are any questions which I can answer, I shall be very happy to do so. We are delighted to know that you are going and trust that you will be happy in your experience at the College.

Sincerely yours,

Secretary to Miss Sandberg  
Candidate Secretary,  
Ginling College Committee

Miss Helen M. Loomis  
630 Indiana Ave., N.W.  
Washington, D.C.

J.  
encl.

0354

1  
3  
3  
2  
6  
8  
8

GINLING COLLEGE CONTRACT FOR THREE YEAR TERM

I accept an appointment to Ginling College, Nanking, China, as missionary teacher, for a term of three years on the following basis:

1. Salary of \$864. Gold per annum (1728. Mexican) to be paid by the College; the same to begin upon arrival at Nanking and to cease at departure at end of term.
2. Necessary travel to Nanking and return by the shortest route to be paid by the college, the necessary items of expense incident to travel to be a non-personal charge, and an allowance of \$1.50 per day to be granted for personal expenses.
3. Regular travel allowance and proportionate furlough salary, beginning on arrival home by the most direct route, to be given those who expect to return to the College; one month's retiring allowance to be given to those not expecting to return.
4. Medical and surgical expenses to be paid by the college when incurred according to college regulations.
5. A furnished room to be provided by the College.
6. Assignment of work to be made by the faculty, all of whom share in the extra-curriculum activities of the College.
7. In case of resignation before the termination of the contract, for other than ill health, certified to by the College physician and one other missionary physician, a proportional refund on travel shall be made to the College.

Name... *Helena M. Loomis* .....

Date... *July 20, 1932* .....

The Ginling College Committee appoints... *Helena M. Loomis* .....

to Ginling College for a term of three years on the above basis.

Chairman... *Margaret E. Hodge* .....

Date... *July 25, 1932* .....

1  
3  
3  
2  
6  
8  
8

HELEN M. LOOMIS

1932

Summary of Training and Experience for  
a position as Secretary to Dr. Wu, Pres-  
ident, Ginling College, Nanking, China.

DATE OF BIRTH: September 26, 1901-Fredonia, New York

*Home Address - 630 Indiana Ave. N.W. Washington D.C. (father's office)  
523 Fern Place, N.W., Washington, D.C. (residence)*

EDUCATION: High Schools-

Jamestown, New York  
Albany, New York - 1918

College:-

George Washington University - B.A. 1923.  
(Boston, University Sept. 1924-Feb. 1925  
(School of Religious Education Sept. 1926-June 1927-M.A.)

EXPERIENCE:

1919-1921 Federal Highway Council-Office Work  
1921-1923 Library of George Washington University  
Student Assistant  
1923-1924 U.S. Dept. of Agriculture-Junior  
Marketing Specialist  
1921-1927 Summers-National Dairy Union-Secretarial  
Assistant to father  
1927-1932 Tusculum College, Greeneville, Tennessee,  
Secretary to President.

CHURCH MEMBERSHIP: Methodist

Under appointment to China by W.F.M.S. of the  
Methodist Church in 1928

Unable to go for family reasons.

0356

HEERN M. LOOMIS

Summary of Training and Experience for a position as Secretary to Dr. Wu, President, Ginling College, Nanking, China.

DATE OF BIRTH: September 26, 1901- Fredonia, New York

EDUCATION:

High Schools:-

Jamestown, New York  
Albany, New York-1918

College:-

George Washington University - B.A. 1923.  
(Boston, University Sept. 1924-Feb. 1925  
(School of Religious Education Sept. 1926-June 1927-M.A.

EXPERIENCE:

1919-1921 Federal Highway Council Office Work  
1921-1923 Library of George Washington University  
Student Assistant  
1923-1924 U.S. Dept. of Agriculture-Junior  
Marketing Specialist  
1921-1927 Summers-National Dairy Union-Secretarial  
Assistant to father.  
1927-1932 Tusculum College, Greeneville, Tennessee,  
Secretary to President.

CHURCH MEMBERSHIP:-Methodist

Under appointment to China by W.F.M.S. of the  
Methodist Church in 1928.  
Unable to go for family reasons.

0357

1  
3  
3  
2  
6  
8  
8

HELEN M. LOOMIS

Summary of Training and Experience  
for a position as Secretary to Dr.  
Wu, President, Ginling College,  
Nanking, China.

---

Rating on characteristics as follows:-

Spirituality	8 A		
Judgment	7 A	1 B	
Capacity for leadership	7 A		
Ability to work with others	6 A	1 A-	1 B
Adaptability	6 A	1 B/	1 B
Tact	6 A	1 B/	1 B
Unselfishness	2 A/	6 A	
Cheerfulness	1 A/	5 A	2 B
Scholarship	7 A	1 A--	
Teaching ability	2 A	3 B	
Executive ability	5 A	1 A-	1 B
Open mindedness	1 A/	6 A	1 B/
Versatility	7 A	1 B/	
Promptness	5 A	2 B	1 B-
Sense of order and neatness	2 A	2 B	1 B-
Refinement	6 A	1 B	
Physical endurance	3 A	4 B	

---

0358

1  
3  
3  
2  
6  
8  
8

HELEN M. LOOMIS

Summary of Training and Experience  
for a position as Secretary to Dr.  
Wu, President, Ginling College,  
Nanking, China.

Rating on characteristics as follows:-

Spirituality	8 A		
Judgment	7 A	1 B	
Capacity for leadership	7 A		
Ability to work with others	6 A	1 A-	1 B
Adaptability	6 A	1 B/	1 B
Tact	6 A	1 B/	1 B
Unselfishness	2 A/	6 A	
Cheerfulness	1 A/	5 A	2 B
Scholarship	7 A	1 A--	
Teaching ability	2 A	3 B	
Executive ability	5 A	1 A-	1 B
Open mindedness	1 A/	6 A	1 B/
Versatility	7 A	1 B/	
Promptness	5 A	2 B	1 B-
Sense of order and neatness	2 A	2 B	1 B-
Refinement	6 A	1 B	
Physical endurance	3 A	4 B	

0359

1  
3  
3  
2  
6  
8  
8

copy

GINLING COLLEGE  
NANKING, CHINA.

Ginling College is a Christian missionary institution. The highest professional standards are desired in the members of its faculty. It is also expected that they have a missionary motive and a Christian purpose.

APPLICATION FOR APPOINTMENT

Candidate Blank #1

ACADEMIC AND PROFESSIONAL RECORD.

1. Name. Helen May Loomis Date. February 25, 1932
2. Present Address. Tusculum College, Greeneville, Tennessee.
3. Permanent Address. 523 Fern Place, N. W., Washington, D. C.
4. Place and date of birth. September 26, 1901, Fredonia, Chautauqua County, New York.
5. Academic Training. (High School, College, University, Special Courses.)

Dates	Institution	Degrees
February 1915 - June 1918	Jamestown, N.Y. High School Albany, N. Y. Milne High School	Graduated
September 1919 - June 1923	George Washington University, Washington, D. C.	A. B.
September 1924 - February 1925 and September 1926 - June 1927	School of Religious Education Boston University, Boston, Massachusetts	M. A. (plus)

6. Professional Experience.

Dates	Institution	Type of Work
1919 - 1921	Federal Highway Council	Office work - part-time.
1921 - 1923	Library, George Washington University	Student assistant.
1923-- 1924	U. S. Department of Agriculture	Junior Marketing Specialist.
Summers 1921-1927	National Dairy Union	Assisting father, A. M. Loomis, in legislative work. (Secretarial)
1927 - 1932	Tusculum College, Greeneville, Tennessee	Secretary to President.

0360

9. References:

- ✓ Mrs. Lee Shelhorse  
✗ X Route 3, Danville,  
Virginia.
- Miss Roxy Lefforge,  
Haitung, China.
- Dr. Ralph Dillingham Wellons,  
President, Lucknow Christian  
College, Lucknow, India.
- ✗ Walter T. Murdock,  
Tusculum College,  
Greeneville, Tennessee.
- ✗ Frank C. Foster,  
Tusculum College,  
Greeneville, Tennessee.
- ✗ James H. Warner,  
Tusculum College,  
Greeneville, Tennessee.
- ✗ Dr. William A. Crozier,  
Tusculum College,  
Greeneville, Tennessee.
- Former worker in religious educa-  
tion. Can give information about  
undergraduate and graduate work.
- Candidate for Doctor of Religious  
Education, Boston University.  
Missionary, formerly at Hwa Nan  
College, where I planned to go.
- Dean at Tusculum College during my  
first two years here. Knows my  
work and interests.
- Registrar at Tusculum College. Has  
known my work for nearly five years.
- Dean at Tusculum College. Has known  
my work only this present academic  
year.
- Head of English Department, Tusculum,  
and has known me and my work for four  
years.
- College Pastor and Professor of  
Philosophy. Knows me and my work.

1  
3  
3  
2  
6  
8  
8

GINLING COLLEGE

Ginling College is a Christian missionary institution. The highest professional standards are desired in the members of its faculty. It is also expected that they have a missionary motive and a Christian purpose.

APPLICATION FOR APPOINTMENT

Candidate Blank #2.

PERSONAL AND RELIGIOUS RECORD.

1. Full Name. Helen M. Loomis Date. February 25, 1932
2. Present Address. Tusculum College, Greeneville, Tennessee.
3. Permanent Address. 523 Fern Place, N. W., Washington, D. C.
4. Date and Place of Birth. September 26, 1901, Fredonia, New York.
5. Name in full of father. Alton Mathewson Loomis
6. Name in full of mother. Bertha Colegrove Loomis
7. Address of parents. 523 Fern Place, N. W., Washington, D. C.
8. Nationality of parents. American born and parentage.
9. Father's occupation. Legislative Representative (Dairy Industry)
10. Church membership of parents. Hamline Methodist Episcopal - Father member of Official Board.
11. Is your family in sympathy with your desire to serve in China? No. My mother actively opposes it, my father objects only on her
12. Are you responsible for the payment of any debts? No. /account.
13. Is anyone dependent upon you for support? No.
14. Have you been married? No.
15. Are you engaged? No.
16. Could you happily accept Chinese as colleagues and superiors on the college faculty? Yes.
17. Of what church are you now a member? Asbury Memorial Methodist Episcopal Church, Greeneville, Tennessee.
18. When and where did you unite with the church? First M.E. Church, Jamestown, New York when I was about twelve or thirteen years old.
19. How do you keep vital your religious life? Personal devotional reading, meditation, prayer, etc. Active participation in church activities. Active participation in college mission study group and Tennessee State Student Volunteer organization.

0362

20. Through what forms of religious activity have you given your religious life expression?

See (19). I serve as Faculty Adviser to the Wellons Club, which fosters missionary study and interest on the campus. I have been particularly interested in modern religious education, have my M. A. degree in that field, and devote much of my (little) spare time to it.

21. Will you give loyal support to the fundamental Christian purpose of the college, the furtherance of the cause of Christ in China?

Yes.

22. Will you be willing so to order your life that its influence may be reflected in a deepening love for Christ and a desire to follow him? Yes.

23. Write at sufficient length to make it an introduction to you, a sketch of yourself, including in it the following points; parentage and ancestry, home life, health including any illnesses you have had, friendships, use of leisure time, social interests and special activities, church life, fundamental religious convictions, and reasons for interest in teaching at Ginling College.

If it is possible please type this sketch and put it on paper of similar size to this, and return with this blank.

24. Please inclose a recent photograph of yourself, preferably with front view, distincy outlines and printed on smooth, white paper. Give date of photograph.

25. References. In addition to the references asked for on the Academic and Professional Blank give the name and addresses of eight people, at least three of whom must be women, and state the capacity in which they have known you. It is suggested that these references be divided people who have known you well in the following ways; as a student, as a teacher, in church relationships, as a personal friend.

- ✓ 1. Miss Roxy Lefforge, Haitang Island, via Foochow, China. Personal friend, has known me as student and in church relationships.
- X ✓ 2. Mrs. Noel H. Cardwell, King's Park, L. I., N.Y. Personal friend, has known me in church relationships.
- ✓ 3. Mrs. James H. Warner, Tusculum College, Greeneville, Tenn. Personal friend, has known me in professional relationships.
- X ✓ 4. Mrs. Rufus Bowman, Dubois Avenue, Elgin, Illinois. Personal friend, has known me as student.
- X ✓ 5. Mrs. Lynn Rohrbough, Delaware, Ohio. Knew me as student.
- X ✓ 6. Miss Belle G. Moore, 523 Durham Drive, Birmingham, Alabama. Personal friend. Knew me in professional relationships.
- X ✓ 7. Mrs. Winifred Lawrence Lipscomb, Tusculum College, Greeneville, Tennessee. Personal friend, has known me professionally.
- ✓ 8. Miss Elizabeth Merritt, First Methodist Church, Duluth, Minnesota. Knew me as student.

10 copies

Biographical sketch of  
Helen Roberts, candidate for  
Secretary of Dr. Yi Pang  
Use of Guilford College, Guilford,  
Chlor

Blank # 2 - Personal and Religious Record -  
Question 23.

PARENTAGE AND ANCESTRY

My background is that of an average American--and yet I believe that my father and mother have made far more of themselves in view of their financial limitations than have the majority of people. The words "interesting" and "individual" characterize my parents.

My mother is the daughter of a small-town newspaper man, journalist and printer. Her paternal grandfather was an old-time Methodist circuit-rider. Her paternal grandmother was a woman of unusually strong personality. She managed a large farm, made money, and brought up three sons. Two of these sons graduated from Allegheny College. My grandfather went for one year, I believe. My mother was not able to continue her education very far because of very poor eye-sight. Perhaps had it been determined just what the trouble was, she might have been able to go on. However, against the wishes of her family and the general practice of her generation, she became a reporter on a small-city newspaper. She met my father when she was about twenty-two or three and married. I know very little about my maternal grandmother except that she was a mild individual. I have always felt that she must have been more or less overwhelmed by the strong personalities with whom she was forced to live. She was of Welsh and English extraction.

My father's family did not have the social position, I suppose, that my mother's family had. Both his mother and father came from stock which came to America in very early Colonial days. From Massachusetts they migrated to Western New York, where my father was born. They were farmers of very moderate means. My grandfather helped to clear the land on which Bishop Vincent started Chautauqua. My Grandmother Loomis was one of a large family, and apparently all of them were pioneers in spirit, for all of them went to the west during the days when it was a dangerous and hard trip. With very few exceptions, they all remained poor inspite of prospecting, mining silver, running ranches and the rest. My grandfather was not so anxious to settle in the west, and it was not until my father was four or five years old that he was persuaded to try it. After six or seven years on a ranch, in Colorado, my father's parents returned with him to Western New York. By this time he had finished high school in Denver and was ready for further education. He was very poor. He worked his way through the Fredonia Normal School and was graduated before he was seventeen. After teaching a very few years, he was offered a partnership in a small-town newspaper. Because he did not see any way of financing further education toward the profession he had chosen, Chemical Engineering, he went into newspaper work. It was at this period that he married. He continued his newspaper work, showing particular interest in the problems of the agricultural group. He became interested in various Agricultural organizations, and served as an officer in a number of them. Because of his knowledge of this type of thing and his large contacts in his own particular section, he was chosen to go to Albany during the War to serve as Secretary to the man heading up the Food Commission work of the state. During all the years before this time, he had written in a small way for the agricultural press, and had supplemented his small income by various types of newspaper correspondence and writing. After less than two years in Albany, politics began to replace patriotism in the Food Commission, and, I suppose, due largely to the fact that my mother and father differ fundamentally

1  
3  
3  
2  
6  
8  
8

in their politics, the decision was made to leave state work. Through some of the same contacts which had made the opening in Albany, my father was offered an opportunity to become the Assistant to the Washington representative of the National Grange, a national organization of farmers. There was scarcely enough money in the position to support the family, but in this position my father saw great possibilities. In 1918, about six months after I graduated from high school, we moved to Washington, D. C.

My father has never become famous and probably never will. However, I regard his place among Washington legislative workers as quite enviable. He is known for his wide knowledge of his own particular field, the problems of the American farmer, particularly of the dairy farmer. He has branched out so that he has for a number of years represented all parts of the Dairy Industry. He has the confidence of those members of the House and Senate with whom he has dealt so that they often refer people to him for advice or legislative matters.

1  
3  
3  
2  
6  
8  
8

## HOME LIFE

My father's profession has always made it necessary for us to have certain contacts which we might not have had on the basis of our financial standing. It has only been within the past fifteen years that we have been free from financial strain, and according to the standards of many we are not beyond it yet as a family. However, we are people of simple tastes. The children in the family have been taught to expect only those things which can be afforded. At the same time the intellectual interests of my father and mother have guided the expenditure of money for pleasure and recreation in such a way that we have always had the best. We were always offered more in the way of cultural and educational training than we took. One sister has had excellent training in piano and pipe organ. My younger sister has had almost ten years of violin lessons and is still studying. The only very unpleasant things in our home life have come out of a certain economic strain, which I find as I grow older is the rule and not the exception among families whose intellectual resources exceed their financial resources, and out of certain emotional situations where mere strength of personality and desire could not overcome the more ordinary monotony of every-day life.

## HEALTH

The history of my health has been a steadily improving one. I have never had many illnesses, and yet I was not a strong child. I do not think you could find a healthier individual than I am now, nor one who can stand more strain, physically and mentally. I think the trouble I had as a child was due largely to lack of ability to properly assimilate my food, and as soon as that problem was solved my health-problems were solved. I am nervous in the sense that I have a highly responsive nervous system, and in the past I have suffered to some extent because of that. However, for over ten years I have been free from anything of the kind.

0366

FRIENDSHIPS

The story of anyone's life can be told in terms of his friendships. This is particularly true of that group of people to whom people mean more than any other one thing in the world. Until I was nearly sixteen and a senior in high school, people outside my family were not of as much interest to me as books. I had been active in groups in my church and school but outside of a few outstanding personalities, usually those of older people, I was not consciously attracted to people. There seemed to be a certain amount of reason for expressing my loyalty to these groups by active participation. I was usually the leader but do not remember having much "feeling" about it all. In connection with these groups the only thing I remember clearly is a desire "to give the under-dog a chance." I lived in a city where there were mill and factory people, as well as others. There was a clear class distinction made in the Sunday School, as I look back to it now. The fact that I was not more interested in people, I believe, was due in part to the fact that I was always several years younger than the children with whom I was associated in school. Added to this was the fact that I was not a robust child.

During my senior year in high school I had the associations of the Girl Scout Movement. I formed several good friendships which I still keep up, after thirteen or fourteen years. Two of those girls have visited me since I have been in Tennessee, and I correspond with both of them, as well as with one or two others. At this time I was attracted to several older people, too. One of these is a woman of outstanding personality who is a religious leader of young people. As I have grown older and have studied religion and religious education, I realize that I do not hold altogether the same religious views that she holds, but I still know her to be a woman of unusual spirituality and Christlike character. At this same period I formed a very warm friendship with a Jewish girl three or four years older than myself. She was a student-teacher in the high school, where I was doing post-graduate work. She and I are still warm friends and correspond occasionally. She is a girl of exceptionally brilliant mind, a linguist, and a most interesting personality. I also had several interesting (and my first) contacts with men. The two who stand out were both men of good education and keen intellects, and I suppose have helped to make my standards along that line very high. They were several years older than I.

When I entered college I was thrust into an entirely new environment. I did not know a single soul on the campus. I was self-conscious and in spite of the fact that I had a fairly long list of warm friends behind me, with whom I kept up by correspondence, I was not particularly conscious of the fact that I should even want to make friends. I was studying architecture and naturally was isolated from large groups of girls for long periods, since there were more boys in the drawing rooms than girls. In spite of this fact I soon found myself fairly active in a group on the campus. This was the more conservative group, to be sure. There was no Y. W. C. A. on campus, so we organized one. We formed special study groups to consider specific philosophic problems that seemed to trouble us. We had Bible study groups. We started a little-sister movement. We fostered

the chapel service. We looked after foreign students--and that job fell particularly to me. Wai Ling Sze, niece of Dr. K. Alfred Sze, I believe, became a warm friend at this time. We became close enough friends so that when she returned to the United States after an absence of about two years in China I helped her arrange her wedding, which was held in the Chinese Legation in Washington.

Since I lived at home and attended college, I carried on my church activities as well. In this way I was associated with an entirely different group. I was an officer in several young people's groups. Also, I had a certain amount of contact with people through my family, whose interests were still different. My closest friend during this time was a girl who was a year ahead of me in college and who went to the same church with me. She is a brilliant girl and graduated at the head of her class from college. She is still my best friend in many ways.

During the times I have worked I have always been interested in the people with whom I worked. While I should not rate all these associations as friendships, they had certain elements in common with friendship, for I have always tried to be sincerely interested in the life of the group in which I find myself. It is not difficult to do this, provided one reserves enough time and energy to carry on one's own program.

My friendships in Boston, when I was attending the School of Religious Education, were among the most interesting and, naturally, I have carried over a larger number of them than from any other one period of my life. There were professional interests which would naturally bring people together. The group was very selected. My friends were very decidedly of two types. First, there were those girls who were younger and undergraduates who looked to a group of us for leadership, in a sense. Then, there were those of my own age, but mostly older, who had fully determined their way of life. Many of this latter group had been engaged in the practice of their professions. I was a bit young for them, for most of the graduate students were older than I. But I was a bit older than the undergraduate students. So I found friends in both groups. For the most part, the older ones have stayed more close and I have kept up my contacts with them to a greater extent. Because of my definite interest in foreign missions, the missionary group adopted me and I had many interesting experiences because of this fact. There were a number of foreign students who were with me a great deal.

I spent a great deal of my leisure, what little there was of it, with small groups of people interested in the same type of problem as mine, exchanging ideas and discussing the things we were studying, but there was very little time for pure recreation.

During the past five years, of course, I have made new friends among the faculty of Tusculum, the people in the church where I have been working, and the student body. Naturally, there have been a few people who have been more intimate friends than others. Among these are a woman was the head of the English Department during my first year here, the minister and his wife who served the church of which I am a member, and the wife of one of the professors on the campus. I try not to devote too large a proportion of my time to any one individual.

1  
3  
3  
2  
6  
8  
8

SOCIAL INTERESTS AND SPECIAL ACTIVITIES

Because of the long hours required of me in the work I have been doing in the past five years and a type of isolation which is a part of the whole situation, there is naturally some difference between my social interests and my social activities. That is, I am really interested in a number of things in which I can have no participation. However, this fact makes very little difference in the satisfaction which life seems to bring me.

I am primarily interested in people and am therefore interested in most things that they do. Because of my limited time, I have narrowed my activities to include those centered in my church and those centered in the college in which I work. I have kept my own denominational contacts largely because they seemed to need me in the local church. Also, I have never been quite able to give up the idea that I might go to China under the church. However, this centering of social activities in these two places has made it necessary for me to help in the directing of social activities of younger people, since I worked in the Sunday School and in a college. A few times a year I accept invitations to formal teas or receptions, but here again my own responsibilities limit the amount of that sort of thing. The social life of a faculty in a small college has certain responsibilities, and I have cooperated and enjoyed that, too. I belong to very few organizations outside the church. I am a member of one book-club and attend as regularly as my work will permit. I enjoy the type of activity which this organization carries on much more than I do the purely social activities of many other organizations.

Using the term "social" in its broader sense, I am interested in the Student Volunteer Movement and do all I can to foster interest in and knowledge of missions on this campus. I have been sponsor for the Wellons Club for three years. This organization is interested in international problems from the standpoint of religion. It is a student organization and varies in effectiveness with the quality and background of its membership from time to time. I am also interested in various Peace Movements, and while I do not feel that I do a great deal, I do try to keep the right kind of posters and other information before the student body. I am also interested in law-enforcement and prohibition. I am also interested in the whole problem of woman in relation to the home, to industry, to government. While I am not connected with any organizations which deal particularly with these problems, I do make it a point to do all I can to make girls think about themselves in relation to the responsibilities which are theirs. As indicated in other places, I am interested in religious education. I have been trying to the best of my ability to help in this movement wherever I have found myself.

1  
3  
3  
2  
6  
8  
8

USE OF LEISURE TIME

My actual working day, not counting my lunch time, averages, I believe, nine hours, six days a week. I usually spend four hours on Sunday in town. There are a number of college affairs outside of office hours which must be taken care of. The result is that my leisure hours in daylight are limited.

Until my days became so full, I made it a practice to walk for at least an hour a day. In this beautiful place, this has been one of my most enjoyable pastimes. I read a great deal. It is necessary to do a certain amount of reading in order to keep up with my church school work. Then, I have a number of interests hanging over from my intensive work in religious education. I am very fond of fiction and find the reading of fiction about the quickest method of relaxation and rest which I have available. I read as many books and all good magazines available. I spend two evenings a week reading, perhaps, and there is not a day in which I do not find at least an hour for some type of reading. I spend the greater part of the remainder of my leisure time with people. Sometimes these people are students, sometimes faculty or other adults. During my first three years at Tusculum, I spent a great deal more time with students than I do now. This is due largely to the fact that my work has become so much heavier that the students do not feel as free to take my time. I am much interested in good conversation, and spend as much time as I can with interesting people.

My work with the Wellons Club takes one Sunday evening every two weeks.

I am much interested in art and music. I attend all concerts and lectures. There are few of such things here because of our isolation and lack of money. During my first two years at the college, I taught a class in sketching during two evenings a week. With the increase in other responsibilities, this seemed unwise and was discontinued. I have in the past spent a good deal of leisure time sketching and painting. However, I consider that distinctly a part of my past.

My life in the summer is quite different from my life in the school term. I live in a dormitory during the nine months. Then I must board or keep an apartment. For three summers I have done the latter. Then, of course, much of my leisure is spent in cooking and general housekeeping. I am particularly fond of cooking and entertaining. There is an interesting group of young women, most of them just out of college, and my apartment is the rendezvous for many an interesting gathering.

This past year, I have had my younger sister with me at Tusculum. Consequently, a good bit of my leisure has been spent with her in the things in which a girl twelve years younger than I would be interested. Needless to say, the whole set-up of my spare time has been changed somewhat during the present year.

In other words, I can find recreation in the every-day affairs of life. I enjoy people and books.

1  
3  
3  
2  
6  
8  
8

FUNDAMENTAL RELIGIOUS CONVICTIONS

The most important of my religious convictions center about my conception of the value of personality, both human and Divine. God is a Person, Christ is a Person and His Son, and life has meaning and value only as it is related to persons.

I believe in God as a loving Father. I believe that Christ has given us the best idea of God but that some of the conceptions given by the prophets, notably the eighth century prophets, are good and approach the conception which Christ gave to the world.

I believe that Christ was sent into the world to reveal God to the world in his teachings and in his life, and to show men what relationship can exist between God and men, if men are willing. I believe that He lived the type of life that God expects men to live with His help. I believe that the Christian way of life is just as worthwhile for people of this generation as for those of any generation, and that it is a life which can be lived satisfactorily by men of any race with any background. I believe that Christ's principles, if seriously applied, will eventually solve the problems of the world, social, economic, and spiritual. This solution must come from the individual to society, because God works with human individuals.

I believe in the very real existance of evil in the world, not as God's will, but nevertheless real. I believe, as indicated above, that Christ's way of life is the only real and permanent solution. This way of life is no superficial thing, and it must be put into practice and shown to the world by people of real intellectual, moral and spiritual ability. Inasmuch as the redemption which must come is one which will reach into every phase of personal and social life, the Christian of our generation must be thoroughly Christian in his personal and private life, but he must also be serious enough about the whole matter to provide for himself the background of knowledge which is necessary if he is to be truly a world-Christian.

I believe in worship and prayer as very vital and real parts of ones religious life, both personal and social. I believe that those more or less mystical elements of Christianity suggested by St. Augustine when he said " x x x our hearts are restless until they rest in Thee" and by Brother Lawrence in his "practice of the presence of God" are among the most powerful factors of ones religion.

I believe that the church is the best institution in the world through which the religion of Jesus Christ can be spread and fostered.

1  
3  
3  
2  
6  
8  
8

REASONS FOR INTEREST IN THE POSITION AT GINLING COLLEGE

Briefly:

1. Very vital interest in foreign missions.
2. Very particular interest in China and Chinese people.
3. Opportunity to fulfil definite purpose of long standing to do work of some type in China.
4. Very real interest in college work (administrative) work in any country.
5. Background of experience which would seem to fit me for this particular task.
6. Conviction that work of this type on the part of Christians from one country in another will do a great deal to foster international understanding and friendship.

1  
3  
3  
2  
6  
8  
8

FILING IN  
JUL 1 1932  
HOME FILE

REFERENCES CONCERNING MISS HELEN LOOMIS  
CANDIDATE FOR THE POSITION OF SECRETARY TO DR. YI-FANG WU, PRES.  
OF GINLING COLLEGE,  
NANKING, CHINA.

1. STATEMENT OF PROFESSOR JAMES H. WARNER OF THE ENGLISH DEPARTMENT OF TUSCULUM COLLEGE, GREENEVILLE, TENNESSEE.

It gives me great pleasure to recommend Miss Helen Loomis to you for the position of Secretary to Dr. Yi-fang Wu, President of Ginling College. I have known Miss Loomis for four years, and I therefore feel that my knowledge of her work is sufficiently wide.

In the first place, Miss Loomis is justly and widely known here at Tusculum College for her Christian character. She has displayed more genuine unselfishness in her work here as Secretary to the President than any other member of the Institution, either among the faculty or administration. The students instinctively go to Miss Loomis with their problems, and she invariably helps them regardless of personal sacrifice. For example, during the past three years Miss Loomis has acted very successfully as Adviser to the Wellons Club, an organization of students interested in foreign missions; and this club has become most active on the campus. Furthermore, in spite of the inconvenience of innumerable trips to Greeneville, Miss Loomis has been very active and regular in her work as Superintendent of the Intermediate Department of the Sunday School of the Asbury Methodist Episcopal Church in that town.

Miss Loomis has also been efficient and successful as a Secretary. She takes dictation easily, and she is careful and conscientious in her work in the typewriter. No one has more of a cooperative spirit than Miss Loomis, and she is ever willing to do more than her share. She is quite devoid of race prejudice, and I am sure she would be as loyal to her superior as she has been here at Tusculum. In emergencies, Miss Loomis can always be counted upon; and, as her judgment is excellent, she is successful in carrying out administrative details.

For these reasons, I am sure that Miss Loomis would be pre-eminently successful in the position under consideration.

2. STATEMENT OF DR. FRANK C. FOSTER, DEAN OF TUSCULUM COLLEGE, GREENEVILLE, TENNESSEE

Since I suggested the name of Miss Helen Loomis to Miss Vautrin when we met at the Association of American Colleges, I am naturally impressed with her capacity for the type of service she would be called upon to render at Ginling.

As you know from her application, she has training in religious education as well as in secretarial service. As secretary to Dr. Gray as well as to Dr. Anderson she has had the experience of serving two presidents with different methods of work.

Miss Loomis has long been an active Student Volunteer. While acting as secretary she has been the sponsor of the Wellons Club, named after Dean Wellons who returned to India after serving Tusculum as dean for three years.

I have urged Miss Loomis to consider it as an opportunity. While we value her services here, I believe she deserves wider experience. I would not exchange my experiences in China for any other education and I am always ready to urge others to share in the work. I have such delightful recollections of visiting Ginling when it was in the lovely old Chinese residence in Nanking that I can only wish many a share in the service the college is giving to China.

I believe you will find her devoted, experienced, and completely in sympathy with the work Ginling is attempting.

0373

FILING IN  
JUL 1 1932  
HOME FILE

REFERENCES CONCERNING MISS HELEN LOOMIS  
CANDIDATE FOR THE POSITION OF SECRETARY TO DR. YI-FANG WU, PRES.  
OF GINLING COLLEGE,  
NANKING, CHINA.

1. STATEMENT OF PROFESSOR JAMES H. WARNER OF THE ENGLISH DEPARTMENT OF TUSCULUM COLLEGE, GREENEVILLE, TENNESSEE.

It gives me great pleasure to recommend Miss Helen Loomis to you for the position of Secretary to Dr. Yi-fang Wu, President of Ginling College. I have known Miss Loomis for four years, and I therefore feel that my knowledge of her work is sufficiently wide.

In the first place, Miss Loomis is justly and widely known here at Tusculum College for her Christian character. She has displayed more genuine unselfishness in her work here as Secretary to the President than any other member of the Institution, either among the faculty or administration. The students instinctively go to Miss Loomis with their problems, and she invariably helps them regardless of personal sacrifice. For example, during the past three years Miss Loomis has acted very successfully as Adviser to the Wellons Club, an organization of students interested in foreign missions; and this club has become most active on the campus. Furthermore, in spite of the inconvenience of innumerable trips to Greeneville, Miss Loomis has been very active and regular in her work as Superintendent of the Intermediate Department of the Sunday School of the Asbury Methodist Episcopal Church in that town.

Miss Loomis has also been efficient and successful as a Secretary. She takes dictation easily, and she is careful and conscientious in her work in the typewriter. No one has more of a cooperative spirit than Miss Loomis, and she is ever willing to do more than her share. She is quite devoid of race prejudice, and I am sure she would be as loyal to her superior as she has been here at Tusculum. In emergencies, Miss Loomis can always be counted upon; and, as her judgment is excellent, she is successful in carrying out administrative details.

For these reasons, I am sure that Miss Loomis would be pre-eminently successful in the position under consideration.

2. STATEMENT OF DR. FRANK C. FOSTER, DEAN OF TUSCULUM COLLEGE, GREENEVILLE, TENNESSEE

Since I suggested the name of Miss Helen Loomis to Miss Vautrin when we met at the Association of American Colleges, I am naturally impressed with her capacity for the type of service she would be called upon to render at Ginling.

As you know from her application, she has training in religious education as well as in secretarial service. As secretary to Dr. Gray as well as to Dr. Anderson she has had the experience of serving two presidents with different methods of work.

Miss Loomis has long been an active Student Volunteer. While acting as secretary she has been the sponsor of the Wellons Club, named after Dean Wellons who returned to India after serving Tusculum as dean for three years.

I have urged Miss Loomis to consider it as an opportunity. While we value her services here, I believe she deserves wider experience. I would not exchange my experiences in China for any other education and I am always ready to urge others to share in the work. I have such delightful recollections of visiting Ginling when it was in the lovely old Chinese residence in Nanking that I can only wish many a share in the service the college is giving to China.

I believe you will find her devoted, experienced, and completely in sympathy with the work Ginling is attempting.

0374

1  
3  
3  
2  
6  
8  
8

MISS HELEN LOOMIS

• STATEMENT OF MRS. RUFUS D. BOWMAN, A FRIEND AND FELLOW STUDENT IN BOSTON UNIVERSITY

I have tried to be as fair as I know how to be in filling out the inclosed blank. I wanted to be fair both to Miss Loomis and to Dr. Yi-fang Wu. Whether it be this very dear friend of mine or some other, may you have the wisdom to choose aright. I know of no person who could qualify so satisfactorily for this position.

Miss Loomis is an unusual woman. She has had practice in the art of service to others. Her life has been an outward projecting power for good. Always thinking of the highest and the best for all concerned.

Miss Loomis has the type of personality that wears, all through the years since we met I have been continually discovering new heights and new depths of her personality.

She is a genuine Christian lady. The characteristics which were the most striking to me in student days were:

1. Scholarship
2. Cheerfulness
3. Unselfishness
4. Courage
5. Appreciation of the beautiful.
6. Sense of the real values of life.
7. A very unusual philosophy of life.
8. A most loyal devotion to the cause of Christianity to which she consecrated her whole life.

In sincerity of purpose, loftiness of ideals and in practical Christian application of these principles I cannot recommend her too highly. (All during these eight years she has spoken of China as her chosen field).

4. STATEMENT OF MRS. WINIFRED LAWRENCE LIPSCOMB, PROFESSOR OF ART, TUSCULUM COLLEGE, GREENEVILLE, TENNESSEE.

It is a pleasure to quote a few lines in behalf of Miss Loomis. Professionally, she is a thoroughly competent secretary and has always been courtesy and consideration itself to the members of the faculty here.

I have had the pleasure of knowing her not only professionally, but intimately too as she is a frequent guest in my home where her kindness, intelligence and warmth of personality have endeared her not only to myself but to my two little sons also.

It has been almost a life long ambition with her to go the foreign field, and I feel if ever anyone would be useful there, she would prove so.

Miss Loomis is a hard worker, absolutely trustworthy, and with splendid background as her father and mother are intellectually gifted and brilliant. She has had many advantages in her home life, excellent college and post-graduate education and travel.

If there is any particular phase which you might care to know more about, please feel free to write for any other desired particulars which I would be very glad to send you to the best of my ability.

5. STATEMENT OF PROFESSOR BELLE G. MOORE, FORMERLY HEAD OF THE ENGLISH DEPARTMENT AT TUSCULUM COLLEGE, GREENEVILLE, TENNESSEE.

Miss Loomis is an unusual and superior person; hence the large number of A's on the enclosed blank are justified, I think.

As I have never had an opportunity to observe Miss Loomis teaching, I cannot rate her ability in this work. However she possesses many qualities necessary for successful teaching.

I should be truly sorry to see our college lose her, but I know she will serve well any institution by which she is employed.

She has won many staunch friends among all classes of students and faculty members, to whom she has been an inspiration, a wise counselor, and an unfailing comforter in trouble. I have never known a more genuine and devoted Christian. Although her hours of work as Secretary have been unusually long, she has always done much in Sabbath School supervision and management.

Miss Loomis has the ability to anticipate the needs and difficulties of others and to render assistance at the opportune moment although she is never officious or meddling. She has been absolutely loyal to the President and the College, never revealing or talking about impending changes in policy and management.

MISS HELEN LOOMIS

6. STATEMENT OF MRS. N. E. CARDWELL, WIFE OF PASTOR FORMERLY AT GREENEVILLE, TENNESSEE.

On returning the blank regarding Miss Loomis, I find myself rather hoping that she may be chosen for this interesting and responsible position. We have been in New York since fall and I did not know that she was applying for this particular place, but I do know that her heart is in China and that she will be happy there in giving the fullest measure of devotion, even at great cost to herself, for she is utterly unselfish and absolutely devoted to the Christian cause.

Perhaps just a few illustrations will exemplify some of the characteristics on which I have graded her. When we went to the Greeneville Church our church school was very poorly organized if you could call it organized at all. We heard that the Secretary to the President at Tusculum College (about five miles out) was trained in the field of Religious Education. Miss Loomis came in, organized and directed our Intermediate, Junior, and Senior departments. In fact she was officially and actively our Director of Religious Education, and on Sunday acted as Superintendent of the Junior Department. Gradually and with great tact she changed things, introducing modern methods. She filled in whenever necessary and kept the pupils interested and active. She is continuing in this work. During the summer she put on a two-weeks Daily Vacation Church School for us and for the little community which had grown up around Tusculum. This she did by organizing her faculty and materials in advance, and meeting with them in evenings for reports and plans as the school was in session.

Her missionary zeal is evidenced by her part in the organization and subsequent leadership of a sort of missionary club among the students of the college which meets for study and discussion. She was the organizer and leader of several movements to lift the spiritual life of the college.

We liked her so much we began inviting her to spend the week-ends in our home. She fitted in perfectly and immediately, taking on her share and more of the necessary work so naturally you would think she belonged to the family.

She took a cottage on the college campus for the summer and invited us to spend a month with her. So successful did this prove that last summer we took the cottage together. Here I learned that she loved to have her home pretty, flowers around, company for dinner. But the chief point is the hold she had on the students. Those who were near enough and those who had summer work on the campus were always coming in to talk over things with her. People of all ages bring their problems to her, possibly because she has the faculty of entering into the interests of others to a marked degree. I learned what a great influence she had with the students. I give you the tribute one of the girls who had just completed her first year of medical work at Vanderbilt University paid her, she said "Miss Loomis is the only person I have known who lived up to my conception of a real Christian."

In the college every teacher and every student seemed to turn to her for suggestion and help. That is what made her activities so many and never-ending.

This rather lengthy letter pictures Miss Loomis as I truly have seen her. You will realize the joy of it is to a minister's wife to find such a personality in a church membership. I can most heartily recommend her for the position of Secretary to Dr. Yi-fang Wu.

She seems to have a winning personality since all who know her on work with her like her. I think I have never known one more really and practically Christian in attitude and action. She is devoted to the cause of Christ.

0376

1  
3  
3  
2  
6  
8  
8

-4-  
MISS HELEN LOOMIS

STATEMENT OF DR. WILLIAM A. GROZIER, COLLEGE PASTOR AND PROFESSOR OF PHILOSOPHY AT TUSCULUM COLLEGE.

I have known Miss Loomis under all the conditions and through the varied and frequent contacts of a small college and a rural community, and find that she "wears" well.

Her personality, Christian character and devotion are Excellent. I can commend Miss Loomis in the highest terms. She is unusually well qualified for this important post and is a young woman of the finest character, unselfish in every way, with a fine sense of loyalty. I know that she would give the highest satisfaction in this position.

8. STATEMENT OF ELIZABETH S. MERRITT-SEC. AND CHURCH VISITOR-FIRST METHODIST EPISCOPAL CHURCH-DELUETH, MINNESOTA.

Helen was my room-mate for a year in the School of Religious Education in Boston "U" and I have not had a chance to know her since except thru correspondence. I was impressed at the time and since of her fine consecration to Christian service and her desire to go to China.

Helen has a fine mind, free from prejudice, open to the search for truth, keen in her analysis of values and not bound by details yet aware of them. She has high ideals. Very sociable with all types and ages and races, mixed freely and happily among them all at school. I am glad to say a good work for Miss Loomis, and hope that she may be considered for this splendid opportunity in China. She will be faithful, intelligent and willing to cooperate in the plans of her superior and be a real interested friend of every girl in the school.

0377

1  
3  
3  
2  
6  
8  
8

Concerning Helen Loomis

Lucy Rose Lefforge

Hartung Island

via Hoochun Chien

GINLING COLLEGE, NANKING, CHINA.  
CONFIDENTIAL-CANDIDATE INFORMATION.

How long have you known the candidate? Since 1924

In what relations have you known her? As a fellow-student in Boston University School of Religious Education, living in adjoining rooms in dormitory and later in the same home in West Somerville, Mass. and since then as a friend.

Among women you know how would you rank her on the characteristics listed below? Indicate rank by letters: A, superior; B, average; C, below average. Make any comment you desire in addition.

Rank Characteristics

Remarks

Spirituality	A	So far as I know very good.
Judgement-(common sense)	A	
Capacity for leadership	A.	
Ability to work with others	A.	
Adaptability	A	
Tact	A	generally
Unselfishness	A	
Cheerfulness	A	
Scholarship	A	I do not know from observation, though I should judge good.
Teaching ability	A	
Executive ability	A	I have not seen her in such capacity.
Open mindedness	A	She has improved greatly since I knew her.
Versatility	A	
Promptness	B	
Sense of order and neatness	B	Great improvement in this also.
Refinement	A	With steady increase in endurance.
Physical endurance	B	

State your opinion of her personality and Christian character and devotion.

Among the people whom I know, she ranks very high in Christian character and devotion. She is a follower after "the ideal" and holds herself to a high standard of Christian living at the same time that she is most merciful in her attitudes towards others, knowing full well how to forgive and win others by her own persistent faith in them.

Make any statement which will give your freest opinion of the candidate.

I have known Miss Loomis both as a fellow-student and as a friend I have visited in her home. Her home conditions are not easy for there is clash of personalities, but by her everlasting patience and good will she has risen above what might prove very disconcerting conditions. Knowing as I do the problems facing one who works in China today, and also knowing what sort of person Miss Loomis is, I can unreservedly recommend her for the Ginning position as Secretary to the President, Dr. Wu. Miss Loomis has had very happy relations with some of the young women (Chinese) in the Consular family in Washington, D.C., has had pleasant associations with other Chinese young people whom I have known, so she already has a background that would help her to fit into this new situation. I have already in a personal letter to her some weeks ago advised her to accept this position, conditional upon appointment of course, if she really wishes to come to China to work. She would most certainly consider Dr. Wu's interests above all else.

Lucy Rose Lefforge

GINLING COLLEGE

NANKING, CHINA

GINLING COLLEGE COMMITTEE

Board of Founders, University of Nanking
ROBERT E. SPEER
JOHN R. EDWARDS
Woman's American Baptist Foreign Mission Society
MISS MINNIE V. SANDBERG
MRS. A. W. BEAVEN
United Christian Missionary Society
MISS LELA E. TAYLOR
Woman's Foreign Missionary Society
Methodist Episcopal Church
MISS ELIZABETH R. BENDER
MRS. FRANCIS J. MCCONNELL
Board of Missions,
Methodist Episcopal Church, South
MISS ESTHER CASE

PRESIDENT OF THE COLLEGE

MISS YI FANG WU, PH. D.
NANKING, CHINA

OFFICERS OF THE COMMITTEE

MISS MARGARET E. HODGE, CHAIRMAN
156 Fifth Avenue, New York, N. Y.
RUSSELL CARTER, TREASURER
156 Fifth Avenue, New York, N. Y.

SECRETARY

GINLING COLLEGE COMMITTEE

Board of Foreign Missions
Presbyterian Church in the U. S. A.
MISS MARGARET E. HODGE
MRS. CHARLES K. ROYS
Domestic and Foreign Missionary Society
Protestant Episcopal Church
MISS GRACE LINDLEY
Board of Foreign Missions
Reformed Church in the U. S. A.
MRS. LEWIS L. ANEWALT
Association for Christian Work, Smith College
MISS KATHARINE RICHARDS
Coopted Members
MISS REBECCA W. GRIEST
MRS. HENRY S. LEIPER

208 South Queen Street,
Lancaster, Penna.,
April 27, 1932.

Mrs. Rufus Bowman,
Dubois Avenue,
Elgin, Illinois

My dear Mrs. Bowman:-

Miss Helen Loomis is under con-
sideration for the position of secretary to Dr. Yi-
fang Wu, president of Ginling College, Nanking, China.
Dr. Wu is one of the great women of China in character
and ability. She holds the respect of her faculty both
Chinese and foreign and she is in demand by groups out-
side the college for advice and leadership. No position
open to an American at Ginling offers more of interest
and opportunity than does this. It is desired that
the candidate be a capable secretary, a woman of good
judgment, of Christian character, of cooperative ability
and one who will put Dr. Wu's interests first.

Miss Loomis has offered your name in
reference. Will you please send me a very frank opinion
about her and also answer the inclosed blank?

Yours very truly,

Rebecca W. Griest

(Miss) Rebecca W. Griest.

Elgin, Ill.

50 So. Dubois Ave.

May 2, 1932

my dear Miss Griest: (I have tried to be as fair

as I know how to be in filling out the enclosed blank.
I wanted to be fair both to Miss Loomis and to Dr. Yifang Wu.
Whether it be this very dear friend of mine or some other,
may you have the wisdom to choose aright.)

Sincerely,
Mrs. Rufus D. Bowman

0379

How long have you known the candidate? nearly 8 years

In what relations have you known her? as fellow-student in Boston U.  
and  
as a friend

Among women you know how would you rank her on the characteristics listed below? Indicate rank by letters: A, superior; B, average; C, below average. Make any comment you desire in addition.

Rank Characteristics

Remarks

Spirituality A  
Judgement-(common sense) A  
Capacity for leadership  
Ability to work with others A  
Adaptability A  
Fact A  
Unselfishness A+  
Cheerfulness A+  
Scholarship A  
Teaching ability A  
Executive ability A  
Open mindedness A+  
Versatility A  
Promptness A  
Sense of order and neatness A  
Refinement A

\*Physical endurance B.

\*I understand that her health has greatly improved of late years.

State your opinion of her personality and Christian character and devotion.

(Miss Loomis has the type of personality that wears, all through the years since we met I have been continually discovering new heights and new depths of her personality.)

Make any statement which will give your freest opinion of the candidate.

(She is a genuine Christian lady. ~~The~~ characteristics which were the most striking to me in student days were:

1. Scholarship - 2. Cheerfulness - 3. Unselfishness - 4. Courage (A+) - 5. appreciation of the beautiful - 6. Sense of the real values of life - 7. a very unusual philosophy of life - 8. a most loyal devotion to the cause of Christianity to which she consecrated her whole life.

In sincerity of purpose, loftiness of ideals and in practical Christian application of these principles I cannot recommend her too highly. (All during these eight years she has spoken of China as her chosen field.) Sincerely,  
Mrs. Rufus Bournes

1 Kings Park

Long Island, New York

May 4, 1922

17  
over

Miss Rebecca Griest  
Lancaster, Pennsylvania

My dear Miss Griest:

In returning the blank regarding Miss Loomis, I find myself rather hoping that she may be chosen for this interesting and responsible position. We have been in New York since Fall and I did not know that she was applying for this particular place, but I do know that her heart is in China and that she will be happy there in giving the fullest measure of devotion even at great cost to herself, for she is utterly unselfish and absolutely devoted to the Christian cause.

Perhaps just a few illustrations will exemplify some of the characteristics in which I have graded her. When we went to the Greenvill<sup>church</sup> church school was very poorly organized if you could call it or-

0381

MAY 4 1932 <sup>(27)</sup>  
ganized at all. We heard that the Sec-  
retary to the President at Tusculum  
College (about five miles out) was  
trained in the field of Religious Education.  
Miss Loomis came in, organized and  
directed our Intermediate, Junior, and  
Senior departments. In fact she was  
officially and actively our Director of  
Religious Education, and on Sunday  
acted as Superintendent of the Junior  
Department. Gradually and with great  
tact she changed things, introducing  
modern methods. She filled in when-  
ever necessary and kept the pupils  
interested and active. She is continuing  
in this work. During the summer  
she put on a two-weeks' Daily Vacation  
Church School for us and for the  
little community which had grown up  
around Tusculum. This she did by or-  
ganizing her faculty and materials in  
advance, and meeting with them in  
the evenings for reports and plans as the  
school was in session.

Her missionary zeal is evidenced  
by her part in the organization and  
subsequent leadership of a sort of mis-  
sionary club among the students of  
the college which meets for study and

MAY 4 1932 [37]  
discussion. She was the organizer  
and leader of several movements to  
lift the spiritual life of the college.

We liked her so much we began  
inviting her to spend the week-ends  
in our home. She fitted in perfectly  
and immediately, taking on her share  
and more of the necessary work so  
naturally you would think she belonged  
to the family.

She took a cottage on the college cam-  
pus for the summer and invited us  
to spend a month with her. So suc-  
cessful did this prove that last sum-  
mer we took the cottage together. There  
I learned that she loved to have her  
home pretty, flowers around, company  
for dinner. But the chief point is  
the love she had for the students. Those  
who were near enough and those  
who had summer work on the campus  
were always coming in to talk over  
things with her. People of all ages bring  
their problems to her, possibly be-  
cause she has the faculty of entering  
into the interests of others to a  
marked degree. I learned what a  
great influence she had with the

students. I give you the tribute one<sup>[47]</sup>  
of the girls who had just completed  
her first year of medical work at Van-  
derbilt University paid her. She said  
"Miss Loomis is the only person I have  
known who lives up to my conception  
of a real Christian."

In the college every teacher and every  
student seemed to turn to her for  
suggestion and help. That is what  
made her activities so many and  
never-ending.

This rather lengthy letter pictures  
Miss Loomis as I truly have seen her.  
You will realize the joy it is to a min-  
ister's wife to find such a person-  
ality in a church membership. I  
can most heartily recommend her  
for the position of Secretary to Dr.  
Gyford Wm.

Sincerely yours,

May Louise B. Cardwell  
(Mrs. N. H. Cardwell)

MAY 4 1932

0384

GINLING COLLEGE, NANKING, CHINA.  
CONFIDENTIAL-CANDIDATE INFORMATION.

How long have you known the candidate? *For nearly four years*

In what relations have you known her? *First as Superintendent of the Junior Department of the Church School of the Church where Mr. C. was pastor; second, as friend; third as hostess & later as partner in house-keeping.*

Among women you know how would you rank her on the characteristics listed below? Indicate rank by letters: A, superior; B, average; C, below average. Make any comment you desire in addition.

Rank	Characteristics	Remarks
A	Spirituality	
A	Judgement-(common sense)	
A	Capacity for leadership	
A	Ability to work with others	
A	Adaptability	
A	Tact	
A	Unselfishness	
A	Cheerfulness	
A	Scholarship	
A	Teaching ability	
A	Executive ability	
A	Open mindedness	
B	Versatility	
B	Promptness - - -	<i>see below X</i>
A	Sense of order and neatness.	<i>see below - see other side of page</i>
A	Refinement	
A	Physical endurance	

State your opinion of her personality and Christian character and devotion.

*(She seems to have a winning personality since all who know her or work with her like her. I think I have never known one more really and practically Christian in attitude and action. She is devoted to the cause of Christ.)*

Make any statement which will give your freest opinion of the candidate.

*I can heartily recommend her. See letter. X I hesitate to grade here as I want to be perfectly honest with you, so I'll just tell you the situation. During the time we lived together I never knew her to be late in keeping a business appointment - that is one directly connected with her work as Secretary to the President or connected with the college at all. On the other hand she was not always prompt in keeping appointments of a social nature or with me. I feel that this is explained and excused by the fact that her duties at the college were so many, and so many extra and unexpected calls were made on her - all looked to her.*

It would be impossible to keep things in perfect order and do as much as Miss Loomis did. I do not know so much about the office, but I am judging here by her room. Of course her every minute was full and she paid one of the college girls who needed help to clean her room each morning. The girl did not always do her work well and realizing the studying the girl must do, Miss Loomis was rather lenient. It was always her policy to give what work she could to students who needed financial help and sometimes they were really more of a nuisance than a help as of course they were inexperienced. In this case the room had to wait until she could find time to go over it herself. As a result it was not dirty, but often a bit piled up

7) Statement of Dr. William H. Crozier, College pastor and professor of philosophy at Tusculum College.

GINLING COLLEGE, HANKING, CHINA.  
 CONFIDENTIAL-CANDIDATE INFORMATION, Mrs. Noel H. Cardwell

How long have you known the candidate? *About 5 years*

In what relations have you known her? *She has been a member of the college staff --*

Among women you know how would you rank her on the characteristics listed below? Indicate rank by letters: A, superior; B, average; C, below average. Make any comment you desire in addition.

Rank	Characteristics	Remarks
A	Spirituality	<i>(I have known Miss Soomin under all the conditions and through the varied and frequent contacts of a small college and a rural community, and find that she "wears" well.)</i>
A-	Judgement-(common sense)	
A-	Capacity for leadership	
A-	Ability to work with others	
B+	Adaptability	
B+	Tact	
B+	Unselfishness	
B+	Cheerfulness	
A	Scholarship	
A	Teaching ability	
A-	Executive ability	
A	Open mindedness	
A	Versatility	
A	Promptness	
B	Sense of order and neatness	
B	Refinement	
A	Physical endurance	

State your opinion of her personality, ~~and~~ Christian character and devotion.

*are Excellent ~~in every one~~*

Make any statement which will give your freest opinion of the candidate.

*(I can comment Miss Soomin in the highest terms. She is unusually well qualified for this important post - and is a young woman of the finest character - unselfish in every way - with a fine sense of loyalty. I know that she would give the highest satisfaction in this position.*  
 Wm. H. Crozier, Dept. Philos. Religion

**TUSCULUM COLLEGE**  
**GREENEVILLE, TENNESSEE**

April 30, 1932

2  
My dear ~~Miss Greist~~:

Since I suggested the name of Miss Helen Loomis to Miss Vautrin when we met at the Association of American Colleges, I am naturally impressed with her capacity for the type of service she would be called upon to render at Ginling.

As you know from her application, she has training in religious education as well as in secretarian service. As secretary to Dr. Gray as well as to Dr. Anderson she has had the experience of serving two presidents with different methods of work.

Miss Loomis has long been an active Student Volunteer. While acting as secretary she has been the sponsor of the Wellons Club, named after Dean Wellons who returned to India after serving Tusculum as dean for three years.

I have urged Miss Loomis to consider it as an opportunity. While we value her services here, I believe she deserves wider experience. I would not exchange my experiences in China for any ~~other~~ education and I am always ready to urge others to share in the work. I have such delightful recollections of visiting Ginling when it was in the lovely old Chinese residence in Nanking that I can only wish many a share in the service the college is giving to China.

I believe you will find her devoted, experienced, and completely in sympathy with the work Ginling is attempting.

Miss Rebecca W. Greist  
208 South Queen St.  
Lancaster, Penn'a.

Sincerely yours,

*Frank C. Foster*

Frank C. Foster  
Dean

0300

Jusculum College  
Greenville Tenn  
April 30, 1932

[17  
over

Miss Rebecca W. Guest  
~~Georgetown College Committee~~

My dear Miss Guest,

(It is a pleasure to  
write a few lines in behalf of Miss Loomis.  
Professionally, she is a thoroughly competent  
secretary and has always been courtesy  
and consideration itself to the members  
of the faculty here.

I have had the pleasure of knowing  
her not only professionally but intimately,  
so as she is a frequent guest in my  
home where her kindness intelligence  
and warmth of personality have  
endeared her not only to myself but  
to my two little sons also.

It has been almost a life long  
ambition with her to go to the foreign  
field, and I feel if ever anyone would

0389

1  
3  
3  
2  
6  
8  
8

be useful there she would prove so. [27]

Miss Loomis is a hard worker absolutely trustworthy, and with splendid background as her father and mother are intellectually gifted and brilliant. She has had many advantages in her home life, excellent college and post graduate education and travel.

If there is any particular phase which you might care to know more about, please feel free to write for any other desired particulars which I would be very glad to send you to the best of my ability.

Yours very truly,  
~~Winifred Lawrence Lippcomb~~  
(Miss)  
Professor of Art  
Tusculum College  
Greenville Tenn.

APR 30

1932

0390

1  
3  
3  
2  
6  
8  
8

Mrs. Winifred Lawrence Lipscomb [37]

GINLING COLLEGE, NANKING, CHINA.  
CONFIDENTIAL-CANDIDATE INFORMATION.

How long have you known the candidate? *Three years.*

In what relations have you known her? *First, in her capacity as college secretary, and then as a close intimate friend*

Among women you know how would you rank her on the characteristics listed below? Indicate rank by letters: A, superior, B, average; C, below average. Make any comment you desire in addition.

<u>Rank</u>	<u>Characteristics</u>	<u>Remarks</u>
	Spirituality	<i>a</i>
	Judgement-(common sense)	<i>a</i>
	Capacity for leadership	<i>a</i>
	Ability to work with others	<i>a</i>
	Adaptability	<i>a</i>
	Tact	<i>a</i>
	Unselfishness	<i>a+</i>
	Sheerfulness	<i>a</i>
	Scholarship	<i>a</i>
	Teaching ability	<i>B</i>
	Executive ability	<i>a</i>
	Open mindedness	<i>a</i>
	Versatility	<i>a</i>
	Promptness	<i>a</i>
	Sense of order and neatness	<i>c</i>
	Refinement	<i>a</i>
	Physical endurance	<i>B</i>

State your opinion of her personality and Christian character and devotion. *(She is one of the most unselfish loyal girls I have ever known and a splendid Christian worker and character.)*

Make any statement which will give your freest opinion of the candidate.

*(Miss Loomis is a young woman of fine principles, absolutely Christian and the very keynote of her personality seems to be service. She is not smug or "holier than thou" in her religious attitudes and her wholesome sincerity is genuine and real.)*

*Winifred Lawrence Lipscomb  
Professor of Art, Tusculum College, Greeneville, Tenn*

GINLING COLLEGE, NANKING, CHINA.  
CONFIDENTIAL-CANDIDATE INFORMATION.

How long have you known the candidate? Since September 1925

In what relations have you known her? Room-mate in S.R.E.-Boston "U"

Among women you know how would you rank her on the characteristics listed below? Indicate rank by letters: A, superior, B, average; C, below average. Make any comment you desire in addition.

<u>Rank</u>	<u>Characteristics</u>	<u>Remarks</u>
	Spirituality	A... Sensitive yet practical
	Judgement-(common sense)	B
	Capacity for leadership	A
	Ability to work with others	B
	Adaptability	B
	Tact	B
	Unselfishness	A
	Cheerfulness	B
	Scholarship	A-- in research work as well as regular studies
	Teaching ability	Did not have opportunity to observe
	Executive ability	" " " " " "
	Open mindedness	A ...exceptionally so
	Versatility	A
	Promptness	B
	Sense of order and neatness	Not fussy-
	Refinement	B
	Physical endurance	B

State your opinion of her personality and Christian character and devotion.

( Helen was my room-mate for a year in the School of Religious Education in Boston "U"- and I have not had a chance to know her since except thru correspondence. I was impressed at the time and since of her fine consecration to Christian service and her impelling desire to go to China. Make any statement which will give your freest opinion of the candidate.

Helen has a fine mind, free from prejudice, open to the search for truth, keen in her analysis of values and not bound by details yet aware of them. She has high ideals. Very socialbe with all types and ages and races- mixed freely and happily among them all at school. I am glad to say a good word for Miss Loomis, and hope that she may be considered seriously for this splendid opportunity in China. She will be faithful, intelligent and willing to cooperate in the plans of her superior- and be a real interested friend of every girl in the school.

// (S) Statement of Elizabeth S. Merritt.

Secretary and Church Visitor  
First Methodist Episcopal Church  
Duluth, Minnesota

0392

GINLING COLLEGE, NANKING, CHINA.  
CONFIDENTIAL-CANDIDATE INFORMATION.

How long have you known the candidate? Since September 1925

In what relations have you known her? Room-mate in S.R.E.-Boston "U"

Among women you know how would you rank her on the characteristics listed below? Indicate rank by letters: A, superior, B, average; C, below average. Make any comment you desire in addition.

<u>Rank Characteristics</u>	<u>Remarks</u>
Spirituality	A... Sensitive yet practical
Judgement-(common sense)	B
Capacity for leadership	A
Ability to work with others	B
Adaptability	B
Tact	B
Unselfishness	A
Cheerfulness	B
Scholarship	A-- in research work as well as regular studies
Teaching ability	Did not have opportunity to observe
Executive ability	" " " " " "
Open mindedness	A ...exceptionally so
Versatility	A
Promptness	B
Sense of order and neatness	Not fussy-
Refinement	B
Physical endurance	B

State your opinion of her personality and Christian character and devotion.

( Helen was my room-mate for a year in the School of Religious Education in Boston "U"- and I have not had a chance to know her since except thru correspondence. I was impressed at the time and since of her fine consecration to Christian service and her impelling desire to go to China. Make any statement which will give your freest opinion of the candidate.

Helen has a fine mind, free from prejudice, open to the search for truth, keen in her analysis of values and not bound by details yet aware of them. She has high ideals. Very socialbe with all types and ages and races- mixed freely and happily among them all at school. I am glad to say a good word for Miss Loomis, and hope that she may be considered seriously for this splendid opportunity in China. She will be faithful, intelligent and willing to cooperate in the plans of her superior- and be a real interested friend of every girl in the school.

|| (S) Statement of Elizabeth S. Merritt. ||

Secretary and Church Visitor  
First Methodist Episcopal Church  
Duluth, Minnesota

[1]  
BELLE G. MOORE  
1309 NORTH THIRTY-THIRD STREET  
BIRMINGHAM, ALABAMA

526 Durham Drive,  
Birmingham, Alabama,  
May 1, 1932.

Miss Rebecca W. Griest,  
Lancaster, Pennsylvania.

My dear Miss Griest:

Miss Loomis is an unusual and superior person; hence the large number of A's on the enclosed blank are justified, I think. As I have never had an opportunity to observe Miss Loomis teaching, I cannot rate her ability in this work. However she possesses many qualities necessary for successful teaching.

I should be truly sorry to see our college lose her, but I know she will serve well any institution by which she is employed.)

Very truly,

*Belle G. Moore.*

0393

1  
3  
3  
2  
6  
8  
8

How long have you known the candidate? For the past five years, during which time Miss Loomis has been employed as Secretary to the President of Tusculum College, Greeneville, Tennessee.

In what relations have you known her? Miss Loomis took my course in Shakespeare in 1927-'28, while I was Head of the Department of English at Tusculum. We are also friends.

Among women you know how would you rank her on the characteristics listed below? Indicate rank by letters: A, superior; B, average; C, below average. Make any comment you desire in addition.

Rank Characteristics

Remarks

- A Spirituality
- A Judgement-(common sense)
- A Capacity for leadership
- A Ability to work with others
- A Adaptability
- A Tact
- A Unselfishness
- A Cheerfulness
- A Scholarship
- Teaching ability No opportunity to judge.
- A Executive ability
- A Open mindedness
- A Versatility
- A Promptness
- A Sense of order and neatness

Refinement True refinement of heart and character, as well as *of intellect*  
Physical endurance She has stood well the strain of many and varied tasks at Tusculum.

State your opinion of her personality and Christian character and devotion. (She has won many staunch friends among all classes of students and faculty members, to whom she has been an inspiration, a wise counselor, and an unfailing comforter in trouble. I have never known a more genuine and devoted Christian. Although her hours of work as Secretary have been unusually long, she has always done much in Sabbath <sup>supervision</sup> and management.)

Make any statement which will give your freest opinion of the candidate. (Miss Loomis has the ability to anticipate the needs and difficulties of others and to render assistance at the opportune moment although she is never officious or meddlesome. She has been absolutely loyal to the President and the College, never revealing or talking about impending changes in policy and management.)

Belle G. Moore

526 Durham Drive  
Birmingham, Ala.

**TUSCULUM COLLEGE**  
GREENEVILLE, TENNESSEE

May 10, 1932.

Miss Rebecca W. Griest,  
208 South Queen Street,  
Lancaster, Pennsylvania.

My dear Miss Griest:

-10- ( It is with pleasure that I write you concerning my knowledge of Miss Helen M. Loomis, who is being considered for the position of secretary to Dr. Yifang Wu.

As Registrar of Tusculum College, I have been associated with Miss Loomis during her entire term of office as secretary to the President of Tusculum College. During the five years that she has been here at Tusculum, her work has been greatly appreciated by not only the President of the college but by the faculty as well. Her ability lies not only in secretarial lines, but her training in other fields has proved to be of great value to the faculty and to the college. I feel that no educational institution would make a mistake in choosing Miss Loomis for secretarial work. Her interest in the foreign missionary field has been apparent during her entire connection with the college, and I feel that this vital interest would prove of real value in such a position as she is contemplating with you. It is without any reservation whatsoever that I recommend her to you as the type of woman well qualified for the work which you have in hand, as I see it. )

Very truly yours,

*W. T. Murdock*

W. T. Murdock,  
Registrar.

0395

1  
3  
3  
2  
6  
8  
8

Helen Louise

GINLING COLLEGE, NANKING, CHINA.  
CONFIDENTIAL-CANDIDATE INFORMATION.

Katherine F. Rohrbough

How long have you known the candidate? Since 1924.

In what relations have you known her? Fellow students at Boston University School of Religious Education

Among women you know how would you rank her on the characteristics listed below? Indicate rank by letters: A, superior; B, average; C, below average. Make any comment you desire in addition.

Rank Characteristics

Remarks

Spirituality A  
 Judgement-(common sense) A  
 Capacity for leadership B  
 Ability to work with others A  
 Adaptability A  
 Tact A  
 Unselfishness A  
 Cheerfulness A  
 Scholarship —  
 Teaching ability —  
 Executive ability —  
 Open mindedness A  
 Versatility B  
 Promptness —  
 Sense of order and neatness B  
 Refinement A  
 Physical endurance B

I am not accurately informed, but I believe her work was very good.

State your opinion of her personality, and Christian character, and devotion.

(In all these respects she is one of the finest women I know.)

Make any statement which will give your freest opinion of the candidate.

(I truly believe she would "make good" in the position you mention. I know she would give her utmost to it.)

Katherine F. Rohrbough

12. Statement of Mrs. Lynne Rohrbough who knew her as a student at Boston University.

1  
3  
3  
2  
6  
8  
8

Mrs. Lee Shelbourn

GINLING COLLEGE, NANKING, CHINA.  
CONFIDENTIAL-CANDIDATE INFORMATION.

How long have you known the candidate?

12 years.

In what relations have you known her?

classmate and friend

Among women you know how would you rank her on the characteristics listed below? Indicate rank by letters: A, superior; B, average; C, below average. Make any comment you desire in addition.

Rank Characteristics

Remarks

- A Spirituality
- A+ Judgement-(common sense)
- A Capacity for leadership
- A Ability to work with others
- A Adaptability
- A Tact
- A Unselfishness
- B Cheerfulness
- A Scholarship
- B Teaching ability
- B Executive ability
- B+ Open mindedness
- B+ Versatility
- B Promptness
- B Sense of order and neatness
- A Refinement
- B Physical endurance

State your opinion of her personality and Christian character and devotion.

-11- (- A person of outstanding personality and Christian character of the highest type.)

Make any statement which will give your freest opinion of the candidate.

(Miss Loomis is a person of unusual ability. She makes splendid contacts with young people and has had much experience with college students.)

Mrs. Lee Shelbourn  
Danville, Virginia - Route 2

1  
3  
3  
2  
6  
8  
8

[17]

**TUSCULUM COLLEGE**  
GREENEVILLE, TENNESSEE

April 30, 1932

Miss Rebecca W Griest  
208 South Queen Street  
Lancaster, Penna.

My dear Miss Griest:

It gives me great pleasure to recommend Miss Helen Loomis to you for the position of Secretary to Dr. Yi Fang Wu, President of Ginling College. I have known Miss Loomis for four years, and I therefore feel that my knowledge of her work is sufficiently wide.

In the first place, Miss Loomis is justly and widely known here at Tusculum College for her Christian character. She has displayed more genuine unselfishness in her work here as Secretary to the President than any other member of the institution, either among the faculty or administration. The students instinctively go to Miss Loomis with their problems, and she invariably helps them regardless of personal sacrifice. For example, during the past three years Miss Loomis has acted very successfully as Advisor to the Wellons Club, an organization of students interested in foreign missions; and this club has become most active on the campus. Furthermore, in spite of the inconvenience of innumerable trips to Greeneville, Miss Loomis has been very active and regular in her work as Superintendent of the Intermediate Department of the Sunday School of the Asbury Methodist Episcopal Church in that town.

Miss Loomis has also been efficient and successful as a Secretary. She takes dictation easily, and she is careful and conscientious in her work on the typewriter. No one has more of a cooperative spirit than Miss Loomis, and she is ever willing to do more than her share. She is quite devoid of race prejudice, and I am sure she would be as loyal to her superior as she has been here at Tusculum. In emergencies, Miss Loomis can always be counted upon; and, as her judgment is excellent, she is successful in carrying out administrative details.

For these reasons, I am sure that Miss Loomis would be preeminently successful in the position under consideration.

Sincerely yours,

*James H. Warner.*  
James H. Warner  
Professor of English

0398



May 5, 1932

Miss Rebecca Grist  
208 South Queen St.,  
Lancaster, Penn.

My dear Miss Grist,

(9) (I regret that my reply to your inquiry concerning Miss Loomis has been delayed. Please know, however, that my tardiness does not indicate any disinterest, but was due, rather, to illness.)

You will note that the blank has been filled out in considerable detail. Consequently, I may just say briefly here that I feel justified in recommending Miss Loomis highly for this position. Hers is a personality that wears extremely well. Add to that a keen mind and a great willingness to serve and you have a rather rare combination.)

Hoping that this information is of assistance to you, I am,  
yours very truly,  
(Mrs. J. H.) Alice Wilson Warner

0399

How long have you known the candidate? *Almost four years*

In what relations have you known her? *As friends we have worked together for various projects and on many committees*

Among women you know how would you rank her on the characteristics listed below? Indicate rank by letters: A, superior; B, average; C, below average. Make any comment you desire in addition.

Rank Characteristics

Remarks

- A Spirituality
- A Judgement-(common sense)
- A Capacity for leadership
- A Ability to work with others
- A Adaptability
- A Fact
- A Unselfishness
- A Cheerfulness
- A Scholarship
- ? Teaching ability
- A Executive ability
- A Open mindedness
- A Versatility
- A Promptness
- A Sense of order and neatness
- A Refinement
- A Physical endurance

*I think Miss Leonius would have natural ability as a teacher but I do not know what her experience in this field has been*

*I do not know personally about this aspect of Miss Leonius' secretarial work - However, she would have Dr. Wu's interest at heart ~~and~~ in this respect, I am sure.*

State your opinion of her personality and Christian character and devotion. *(I should say that her ability to throw herself into her work with contagious enthusiasm is outstanding. And everyone feels that her Christianity is real and vital, expressing itself in all she does.)*

Make any statement which will give your freest opinion of the candidate.

*(My strong reaction to your statement as to the type of person wanted as Dr. Wu's secretary is that Miss Leonius would fit in perfectly. She has a very genuine interest in China and her background in the field of Religious Education should be of especial value. Added to these items is her fund of practical information and office experience. Perhaps I should mention also her great capacity for loyalty.)*

BISHOP J. R. CHITAMBAR, D.D.  
PRESIDENT, BOARD OF GOVERNORS

REV. R. D. WELLONS, PH. D.  
PRESIDENT

# LUCKNOW CHRISTIAN COLLEGE, LUCKNOW, INDIA

*The only Methodist College for Men in Southern Asia*

CABLE ADDRESS:—"LUCCO. LUCKNOW. INDIA"

HAS OVER 1,000 STUDENTS  
SERVES A CHRISTIAN COMMUNITY  
OF FIVE HUNDRED THOUSAND



LUCKNOW, INDIA

May 24th, 1932.

Miss Rebecca W. Griest,  
208 South Queen Street,  
Lancaster, Penna.,  
U. S. A.

Dear Miss Griest,

I am returning herewith the form which you have sent to me asking for information about Miss H. Loomis. I knew Miss Loomis for two years 1927-1929 when I was Dean of Tusculum College. I have no hesitation whatever in recommending her for the position of Secretary to Dr. Yi Fang Wu, President of Ginling College, Nanking, China. Miss Loomis has for many years wanted to go to China. She has a deep religious back ground, has tact, poise and a sense of co-operation. I feel sure that you would make no mistake in appointing her to this place.

Very sincerely yours,

RDW/EB

*R. D. Wellons*

President  
Lucknow Christian College  
Lucknow, India.

Enclo: 1

\$100 Will Support a Student for a year.

\$250 Names a Room in new Dormitory.

\$1,000 Names a Room in the College Building.

\$2,000 Endows a Permanent Scholarship.

0401

How long have you known the candidate? *Since 1927*

In what relations have you known her? *Secretary*

Among women you know how would you rank her on the characteristics listed below? Indicate rank by letters: A, superior, B, average; C, below average. Make any comment you desire in addition.

Rank Characteristics

Remarks

- Spirituality - - - - - A
- Judgement-(common sense) - - - - A
- Capacity for leadership - - - - B
- Ability to work with others - - - A
- Adaptability - - - - - A
- Tact - - - - - A
- Unselfishness - - - - - A
- Sheerfulness - - - - - A
- Scholarship - - - - - A
- Teaching ability - - - - - B (*very little experience*)
- Executive ability - - - - - B
- Open mindedness - - - - - A
- Versatility - - - - - A
- Promptness - - - - - A
- Sense of order and neatness - - - A *in office work; B in dress.*
- Refinement - - - - - B
- Physical endurance - - - - - B

State your opinion of her personality and Christian character and devotion.

*She ranks very high in these traits*

Make any statement which will give your freest opinion of the candidate.

*Statement of Dr. R. D. Wellons - President of  
Lucknow Christian College, Lucknow, India.*

1  
3  
3  
2  
6  
8  
8