



The Vital Link

Fall 2009, Vol. 29, No. 4

A quarterly publication for professional church secretaries of the United Methodist Church

There's Exciting News To Share!

It's not that there wasn't anything going on before, but ever since the summer issue of *The Vital Link* was delivered to your mailbox (both snail-mail and E-mail) there has been a lot taking place within the PAUMCS organization. This front page brings you some of the exciting news you have been waiting for. Inside, you will find the latest details regarding the upcoming annual conference in Orlando, Florida. Be sure not to miss any of it!

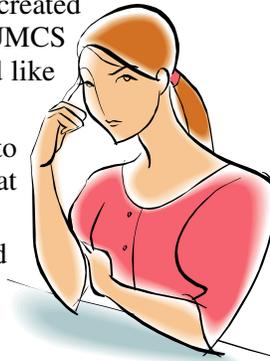
Advanced Shopping

By Karen Martin, Advanced Certification Ad Hoc Committee Member

Our national PAUMCS Executive Committee has formed an ad hoc committee to formulate a proposal for the Advanced Certification program. Chaired by Sheilah Kyburz, a past PAUMCS president and member of the first Advanced Certification class, the five-member committee represents both the original and advanced classes. In addition, Karen Albro and Cynthia Haralson are providing excellent support for this committee and will continue to be part of this conversation.

The 2003 Advanced Certification Class was created to offer an advanced educational opportunity for PAUMCS members. We have begun our conversation but would like to have your input.

- » PAUMCS members: if you were going to "shop" for an advanced PAUMCS course, what would it include?
- » Certified secretaries: you've already benefitted from the original certification class. What would you like to see offered as the 'next step' in your PAUMCS education?



It is the hope of those of us on the ad hoc committee to have a proposal to submit to the Executive Committee in January. Our next committee conference call is the first week of November. Although we might not have your input prior to that call, please send your response now — while these questions are fresh in your mind — and they will be shared via E-mail with the committee.

We welcome your comments and suggestions at all times during our brainstorming — in addition to your prayers. Please let us know what you'd like to learn! You're welcome to contact any member of the committee as follows:

Sheilah Kyburz: sheilah.kyburz@mnumc.org

Sherry Heath: sherry_heath@sbcglobal.net

Treschere Washington: noladistrict@bellsouth.net

Katie Swisher: mrs.swish@gmail.com

Karen Martin: kmartin@wocumc.org

New Website — Up and Running!

If you've not seen it yet, you'll want to go to www.paumcs.org, and check out the look of the new PAUMCS website. You'll find bright colors, easy to read print — and, most of all — more valuable information than you ever thought possible.

Pam Quayle is responsible for the newly designed website. Pam is a certified member of PAUMCS and part of the Communications Committee. She worked diligently all summer to gather information as she began creating the site. With the help of the members of the Executive Committee, information was added, corrected, updated, and moved around. That's not to say there won't be a need to tweak it a bit further, so if you have any questions, don't hesitate to contact any member of the Executive Committee — or Pam, herself. Pam will be happy to receive your comments, suggestions, — and surely your appreciation. E-mail Pam at umc@mqtddistrict.com.

On behalf of the Executive Committee and the entire PAUMCS organization, thanks Pam, for a job, very well done!



Quick To Listen, Slow To Speak!

By Karen Albro, President



In April each year, I begin looking for the books I want to read during the summer. In April 2009 I started, ending up with eight books for my summer reading. As fall begins, I still have five books left on my “to read shelf.”

As many of you know, this summer has been a little different for me than a normal summer. Last January, the day I returned home from the Executive Committee meeting in Orlando, my mother suffered a stroke. From January through her death in August, my sister and I kept pretty busy helping our mom as much as we could. When I would take her to an appointment, the nurse would say to me “This may take a while.” The first thing my mom would say is, “Don’t worry about her, she has a book. She takes one with her everywhere she goes.” This is very true. I have one I am reading, I listen to one on CD in my car, and am in a Bible study based on a book called Bad Girls of the Bible which I read as well.

The book I am reading now is called Fireproof by Eric Wilson. This book was made into a movie which starred Kirk Cameron. I have not seen the movie but usually like to read a book before I see a movie based on the book.

This book is about a man and women who are on the verge of divorce. The man’s father asks his son to hold off on the divorce for forty days. The son of course replies, “forty days, why?” The father had a book to send his son that he hoped would help save the marriage. The son agrees. The dad tells him you must do everything in the book.

Day one tells him to resolve to say nothing negative to your spouse. (Feel free to insert child, co-worker, store clerk, etc.) Day two, do at least one unexpected gesture as an act of kindness.

I am not going through all forty days. For one reason, they do not list all forty, and for another you will not want to read the book if I give it all away. However, I do find the two days listed as very important for any relationship. Think about going one day without saying anything negative to anyone. Can you do it? What is an act of kindness? Sometimes just a smile to a stranger on the street can be enough to lift someone’s spirit.

What is on your “to read shelf?” If reading is not your thing, remember the only book your really need that has the answers you’re looking for is the Bible.

Grace,

“Be quick to listen, slow to speak and slow to become angry.” *James 1: 19*

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A Few Fun Facts About Orlando

- » **Before there was Disney, there was also a considerable amount of cattle ranching in Central Florida. You can still see cattle grazing along certain stretches of the 417 GreeneWay Expressway.**
- » **The official nickname for the city of Orlando is “The City Beautiful,” although it is also known as “O Town.”**
- » **There are now 20,000 to 25,000 vacation homes, villas, and rental properties in Central Florida — mostly located near the theme parks.**

Orlando, Here We Come!

By Debbie Stouffer, Site Chairperson for the 2010 Florida Conference



Are you packed yet? The skies are clear and blue, the clouds are very puffy now, and the temperatures will be cooler when you arrive in April. Yes, it's only October; however, time is flying fast and the Florida host team has been hard at work planning all the details so that you will learn a lot and have a great time at the 2010 PAUMCS Annual Conference in Orlando.

As we think of all the busy seasons which will be coming prior to the conference — Advent and Christmas, Lent and Easter — and everything else in between, by the time you get to Orlando you will be ready to de-stress during Barbara Bruce's seminar on "Keeping Your Mind, Body, and Soul Healthy in the Workplace." Barbara will offer tips on maintaining mental and physical health while dealing with a hectic work schedule and a busy personal life.

Vicki Wallace will present the latest update on "Rethink Church" efforts around the country. Vicki is director of InfoServe — what better way to get the most current news — right from the hub of information within The United Methodist Church.

In case you haven't already heard, Beanie Rankin has added an extra workshop to her presentation. Through, "Effective Cyber Communication" Beanie will offer suggestions on how to professionally represent yourself and your church via E-mail. This workshop is an addition to Beanie's "We Count Every Member and Every Member Counts" seminar in which she will enlighten those in attendance regarding changes to United Methodist membership guidelines.

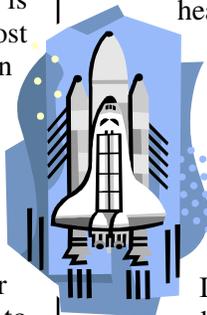
You are guaranteed to get an uplift emotionally and mentally from the aforementioned seminars and workshops. In addition to the times of learning, there will be many opportunities for fun and enjoyment. The Friday evening banquet at Sea World Orlando will include the Zonko Stilt Band and all kinds of characters and animals which will provide a variety of entertainment. For Saturday free-time, there are nearby places a-plenty to visit — malls, gifts stores, restaurants, miniature golf courses, and museums like Ripley's Believe it or Not, etc. (visit www.orlandoinfo.com for more information).

With all this in mind, you might want to come early or stay later to enjoy the Disney Theme Parks, Universal Studios, and various other Orlando sights. Attending the 2010 PAUMCS Annual Conference in Orlando might also afford a great time to add on a family vacation that you've always wanted. Gather up all the

church administrative professionals you know — and maybe a family member or two — join us in Orlando, April 15 - 18, 2010 — and all of you will be able to "Let Your Light Shine." For additional information regarding the Wyndham Orlando Resort, go to www.wyndham.com/hotels/MCOWD/main.wnt.

Optional Added Attraction — Kennedy Space Center

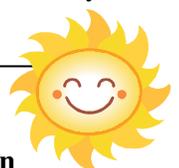
For those who want to arrive a few days early for the Orlando Conference, the Florida Site Committee has arranged for a trip to NASA Kennedy Space Center to take place on Wednesday, April 14, 2010. Each year, millions of visitors from across the world make the trek to this hub of technology and discovery where many of mankind's greatest accomplishments take place. Located on an island wildlife refuge eight times the size of Manhattan, the Kennedy Space Center launch headquarters is just a short drive from Orlando.



At Kennedy Space Center Visitor Complex, you get the unique chance to tour, up close, NASA's launch and landing facilities, experience interactive simulators, enjoy live shows, and have jaw-dropping encounters with massive rockets. Plus, you can even meet a member of NASA's Astronaut Corps. It's all what you can expect from an inspiring day at Kennedy Space Center in Florida.

Current Kennedy Space Center admission prices are: \$38 adult/\$28 child (ages 3 - 11) plus tax (subject to change). Bus transportation available from Wyndham Orlando Resort to Kennedy is \$25 per person/round trip. If enough people sign up, a group rate will be negotiated. For further information about the Space Center, visit www.kennedyspacecenter.com.

As you can see, the Orlando Conference affords you a great continuing education event, complimented by warmth from the Southern sun, the beautiful setting of the Wyndham Orlando Resort, and attractions that will further educate and delight you. If you've not already done so, mark your calendars now, and we'll see you in April!



An Orlando Weather Tidbit . . .

The average temperature in April in Orlando, Florida, is a high of 83° with a low of 59°. On an average, April sees the lowest amount of rainfall of any month throughout the year!

Help! I Want To Attend The Conference!

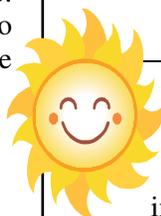
The PAUMCS Annual Conference in Orlando this coming April has many church professionals considering methods of funding their attendance. Church budgets are currently being set, and a lot are finding it necessary to tighten the belt. Personal budgets are feeling the pinch, too. With those thoughts in mind, consider the following suggestions of ways which may help to defray the cost of being part of a PAUMCS Annual Conference — keep in mind that not all of these may fit your church or office . . .

- » The first objective in “making your case” for receiving funding for your attendance at the PAUMCS Annual Conference is to explain the benefits you will receive and, in turn, those which your church will receive through your participation. This includes not only the educational value you will receive but also the motivational attitude you will gain. Those who have attended conferences in the past know that we are not just sitting there listening to boring speakers — so be sure to note that you are participating, not just merely attending!
- » For the local church secretary, the first step is to meet with the pastor. Provide him or her with benefits of the PAUMCS Conference. If the pastor is on your side, the groundwork is set for additional requests for financial assistance.
- » Meeting with the Staff/Pastor Parish Relations Committee is the next important step. You must have the support of the members of that committee behind you. If continuing education funds are not currently part of your employment package, now is the time to make a plea for them.
- » The members of the Finance Committee also need to see the importance of your participation in the PAUMCS Annual Conference. This committee has the final say about the budget. In addition, your Finance Committee might offer suggestions or give its approval for a special “love” offering for your benefit.
- » Requesting a scholarship from your District or Conference office might yield some funding. Write a letter or make a personal visit and provide a presentation regarding the beneficial value of PAUMCS.
- » Think of all the groups within your church — women’s, men’s, Sunday School classes, etc. One or more of these might be willing to make a contribution, take a special offering, or do a fundraising project on your behalf.
- » If you’re a good baker, an artist, a craft-maker, or the like, ask permission to sell your wares during an event at your church — or elsewhere.
- » Save your spare change — it adds up! Keep a jar at home for family and friends, and put one on your desk at the office (empty it often if your office is easily accessed by others).
- » No matter what you do or who you talk with, be sure to do it with a positive, affirming attitude. Know your facts, state the benefits, and be sure to point out that you are attending a continuing education event and not merely going on a “joy ride.”

It is hoped that some of these tips and pointers will be of some value. Some have already been shared via “E-Link” and “Linking Hands.” Thus, with some hard work, continuous efforts, some prayers, — and God’s blessings — we’ll see you in April!

PAUMCS Scholarships

By Libby Gray
PTS Chairperson



Scholarships to attend PAUMCS annual conference are granted on an individual need basis and limited to monies available through the Leslie Bayles Memorial Scholarship Fund. Scholarships are processed in the order in which they are received. This is done in order to give the applicant, if awarded a scholarship, time to make the necessary travel reservations to attend the annual conference.

Of course, preference is given to members of the National Association (a benefit of membership). Full scholarship requests have the requirement for the applicant to be a member of the National Association (dues paid before application can be approved). Other applicants are considered for half-scholarships, if funds are available.

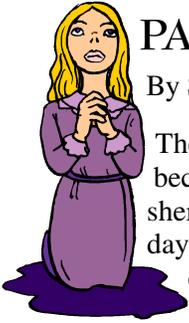
The deadline for application is March 1 (which coincides with early registration deadline) and is set as a cutoff only in the event that scholarship funds have not been exhausted by that time.

Reminder: persons seeking scholarships should make that indication on the registration form at the time it is submitted or contact Libby Gray at lgray@arumc.org.

Did you know?

Approximately 50 million persons visit Orlando every year for business and pleasure. Of those, 48 million are domestic visitors. Approximately 53 percent of international visitors are from Western Europe followed by 24 percent from Canada, 11 percent from South America, and 4 percent from Asia.

News and Information From Some Vital Links



PAUMCS Prayer Net

By Sherry Heath, Prayer Net Co-coordinator

The Prayer Net continues to offer support and connections to PAUMCS members. Anyone wishing to become part of the Prayer Net may contact Janette Coffelt at coffeltjan@sbcglobal.net or Sherry Heath at sherry_heath@sbcglobal.net to be signed up. Requests are randomly sent — sometimes more than once a day and often with a day or two between. The requests may be for healing, job loss or search, house selling, or just support through a difficult time. We are connected via our denomination, our love of Christ, and our willingness to go to our knees for our brothers and sisters.

“Linking Hands”

By Terri Pagani, “Linking Hands” Coordinator

As I began to write this article, I looked back through past issues of *The Vital Link* for ideas. In doing so, I realized just how we’ve grown and how valuable it is to share our challenges and ideas. We’ve covered many topics — from the serious to the silly — and everything in between. Recent topics have ranged from safety in the office to new bulk mail regulations to dealing with pushy people to odor-control solutions.

Would you like to be part of this connectional email support group of over 800 members? Joining is simple — just E-mail me (pagani5@comcast.net) with the E-mail address you want to use, a daytime phone number (used if/when E-mail bounces) and your city/state. That’s it! I will gladly add you to the distribution list.

On another note, if you leave your position and no longer wish/need to receive “Linking Hands,” please let me know. If someone is filling the position, ask if she/he would like to receive “Linking Hands” and if so, let me know the new person’s information. Sharing information about “Linking Hands” (and PAUMCS) is always encouraged!

Thank you for this ministry opportunity. The blessings have been abundant!



PAUMCS Membership

By Elizabeth Feldman, Membership Secretary

It is not too early to pay your 2010 dues. Often it is frugal and efficient to pay the next year’s dues in this year’s budget. Perhaps this is true for you. The membership form is available on the website (paumcs.org). We ask that you fill one out *every* year. If you find the 2009 form still on the web, please just change 2009 to 2010. The information requested is the same and dues are the same - \$50 for new and renewing members and \$25 for retired status members. We currently have 521 members of PAUMCS. Membership dues make up the operating budget and we are pleased that an increase in dues is not necessary at this time when many churches and individuals are feeling such a pinch. Secretaries – with whichever name your position has – are a Vital Link between staff, clergy and congregation. PAUMCS can be a stabilizing factor in your ministry. There is advice, comfort, and empathy, just an email away. Your colleagues are here for you. Come join us!

A Vital Link In The Church . . . And In The Community

By Eileen Thomas, Communications Chairperson

I frequently communicate with a young woman from our community through E-mail and the telephone in order to do some business for my church. Recently, I received an E-mail from her. When I saw the familiar address pop up on my computer screen, I was wondering what she might be contacting me for at this time. Upon reading her E-mail, I found it was to ask that I might pray for her. She is currently dealing with a health issue and, so far, very few persons know about it. She put her faith, trust, and confidence in me in asking for my prayers. It was then that I thought: how wonderful a connection to be part of the church and to have someone I have never come face to face with ask for my prayers because she sensed I was someone who could help ease her burden. If I have ever felt like a vital link, it was certainly that day.



PAUMCS Facts & Figures — and Other Things!

Financial Link

By Zanatta Hagan, Treasurer

Fund Balances (06/30/09)

General Fund	\$ 68,270.03
Scholarship Fund	1,810.00
Promotional Items Fund	(891.63)
Annual Conference Fund	(35,702.29)
Endowment Fund	32,595.34

Total Funds Balance **\$ 66,081.45**

Account Balances (03/31/09)

PAUMCS Savings at GCFA	\$ 13,349.89
Administrative Checking Account	20,136.22
Endowment Fund Account at GCFA	32,595.34

Total Accounts Balance **\$ 66,081.45**

Contributions to the Endowment Fund were given . . .

In Memory Of:

Colleen Olah, Karen Albro's mother

By: Ginger Alexander
Georgia Chapter PAUMCS
Zanatta Hagan
Cynthia Haralson
PAUMCS

In Honor Of:

Beanie Rankin

By: Desert Southwest Chapter PAUMCS

In Honor Of:

Sally West

By: Desert Southwest Chapter PAUMCS

Contributions to the Leslie Bayles Scholarship Fund were given . . .

In Memory Of:

Colleen Olah, Karen Albro's mother

By: Kathy Lachman
Terri Pagani
Jackie Pettis
Pat Sanders

In Memory Of:

Glen Barton, Michele Millet's father

By: Zanatta Hagan

Thanks For Your Help!

By Ginger Alexander, Finance Chairperson



Thank you so much to Jackie Pettis, Margie Tarrago, Pat Sanders, Rhonda Ramsey, Lin Tranter, Karen Albro, Connie Christopher, Cynthia Haralson, Ginger Alexander, Zanatta Hagan, and Karen Kastor for responding to our request for funds to help the Iowa Chapter with postage. The total cost of postage to mail the T-shirts was \$299.16. We were able to help defray that cost by \$115.00.

Straight From The Pastor's Mouth

We just finished celebrating Clergy Appreciation Month, and most of us have ideas about what we appreciate in our pastors. But, what do they appreciate most about their secretaries and administrative assistants? Here are a couple of responses to that question:

As I think about my experience with secretaries/administrative assistants over the years, one of the things I have most appreciated is what I call the "gentle reminders" of things coming up. I have a tendency to look at things "one day at a time." As all of us well know, sometimes we need to see the bigger picture. I have worked well with those secretaries/administrative assistants who help me see the bigger picture.

~ Reverend Jay E. Jones
Wesley United Methodist Church
Bloomsburg, Pennsylvania

Just hiring a new administrative assistant, and going through that process, made me consider this a lot. I look for the following: competent in ability to work with people, even who may be challenging, and be compassionate; competent in being effective and efficient in completing tasks and anticipating areas of need; ability to see his or her job as a calling and ministry, and find God in the midst of it all; who is able to laugh and have fun in their ministry setting.

~ Reverend Mira A. Hewlett
Allison United Methodist Church
Carlisle, Pennsylvania

Due to space limitation in this issue, additional replies to this question will continue next month. In the meantime, be sure to do all that you can to be appreciated for what you bring to your particular church position.

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Even More

Comments, Questions, Answers!

By Barbara Kingsley, Vice President

As part of the last two issues of *The Vital Link*, this column has been included because of the many important comments given on the evaluation sheets from the Des Moines Conference. The Executive Committee thought it of value to share and address those of the deepest concern. Several were addressed in the spring and summer issues of *The Vital Link*, and the following were thought to be of worth to share in this, the fall issue.

Comment: Registration at Conference

Response: The majority of the comments about registration at the Des Moines Conference were very positive. Thank you once again to the members of the Des Moines Site Committee for their hard work, smiles, and willingness to go the extra mile.

Comment: Seminar, Vendor, Meeting, and Meal Locations — please make sure that locations for all activities are included on the printed schedule.

Response: We will make every effort to include locations on the printed schedule for Orlando. However, because of the size of the facility, we may not know exactly in which rooms the vendors or Thursday meetings will be until we arrive. If these are not listed on the schedule, we will do whatever we can to display clear signage.

Comment: The folder, instead of the notebook, was greatly appreciated; however the CD was not explained until the business meeting.

We plan to continue using the folder, therefore minimizing the amount of pages printed. The Executive Committee will look at your comments to see what information you feel should, or should not be, included in the folder. Since this was the first year using the CD, we are looking carefully at your comments to see where improvements can be made. We will be sure to include an explanation of the CD at a general session where all should be present. Remember, this is for you to take home, not necessarily to be used during the conference.



Did you know, Orlando has an impressive lineup of world-class performing arts:



- » Orlando Opera
- » Orlando Ballet
- » Orlando-UCF Shakespeare Festival
- » Bach Festival Society
- » The Orlando Philharmonic Orchestra
- » SunTrust Broadway in Orlando



PAUMCS
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 Bloomsburg, Pennsylvania 17815-1709

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RETURN SERVICE REQUESTED

Prayer Of Thanksgiving

This newsletter sent with a prayer for . . .

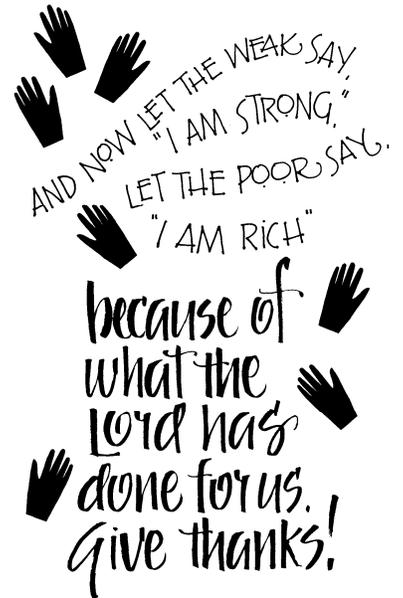
Most Gracious God,
 we thank You for the beauty of the earth
 — the sky and sea and all that lies between.
 Keep us ever mindful of all that You provide
 each and every day
 — the food we eat and the water we drink.
 We thank You for love of family and friends
 — in return, help us to love those
 who would not otherwise be loved.
 We praise You, Lord, for all You have given us!
 Alleluia! Amen!



The PAUMCS Mission Statement

The mission of
 The Professional Association of United Methodist Church Secretaries
 is to provide
 a supportive base for the unity and fellowship of members
 in order to provide
 individual growth, professional development, continuing education,
 and spiritual enrichment.

For additional information about PAUMCS,
 visit the website: www.paumcs.org



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