



# The Vital Link

Fall 2010, Vol. 30, No. 3

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

## “Ya’ll Come!” to East Tennessee for the 2011 PAUMCS Conference

By Cheryl Thompson, 2011 Site Chairperson

I can’t believe how fast the time is coming upon us for the April 7-10, 2011 PAUMCS Conference. When our committee started planning for everyone to come to East Tennessee, we thought it would never get here and now we are only nine months away from our next PAUMCS Conference.

Make plans to come early or stay late and enjoy the Great Smoky Mountains or shopping in nearby Pigeon Forge outlet malls. We have made arrangements for an optional trip on Wednesday to Dollywood theme park in Pigeon Forge. You will have the opportunity to sign up for this day trip on your registration form. Prices for transportation and admission will be determined by the number interested in going.

I would like to let you know about our speakers for this conference. We have a great line up:

- **Tony Crisp**, City of Maryville Police Chief, will share ways to maintain a safe working environment regardless of office location or size, as well as protection against identity theft.
- **Andy James**, from *United Methodist Reporter*, will present ways in which church offices can utilize the services *United Methodist Reporter* offers as a valuable communications tool within The United Methodist Church.
- **Deborah Yeomans**, attorney at Legal Aid of East Tennessee, will help us understand domestic violence, how it affects those involved, and how we can help.
- **Donna Hankins**, multimedia coordinator for the Holston Conference of The United Methodist Church, will supply us with tips on being “cyber safe” at home and on the job.
- **Reverend Mary Parson**, ordained elder in Holston Conference, will educate us on how to set healthy boundaries on the job to prevent and deal with sexual misconduct.

If you attended the 2010 Annual Conference in Orlando, you may remember that our invitation video featured the Rev. Charles Maynard sharing an



Appalachian folk tale, *Jack and the Wishgiver*, but stopping just short of the “punch line.” Rev. Maynard will join us during our 2011 conference to share “the rest of the story” as well as other traditional stories from our region. To refresh your memory, or enjoy the tale you missed by not coming to Orlando, you can watch the invitational video at:

<http://youtu.be/aC--Iv1DnZ4>.

Besides this great line up of wonderful speakers, you will receive a warm welcome at the airport by volunteers who will assist you in making your way to

our hotel. Whether you choose to walk or take the shuttle, the hotel is less than five minutes away. Southern hospitality continues in our awesome hospitality room, which will be on the fifth floor of the Airport Hilton. Here you can settle into comfortable seating, enjoy a refreshing beverage or tasty snack, and visit with friends, new and old.

At the onsite registration table, you may sign up for activities we have planned for your free time on Saturday. The options include a trip to West Town Mall, Knoxville for shopping; a visit to the Heritage Museum in Townsend, Tennessee; or a tour of Historic Knoxville, including Market Square downtown.

On Friday afternoon, you will receive a box

lunch and board a bus bound for Norris, TN where we will visit the Museum of Appalachia. This 65-acre living museum is home to dozens of authentic log



**Museum of Appalachia in Norris, Tennessee**  
Photo by Tennessee Tourism Department

*(Continued on page 2)*

(Continued from page 1) *Y'all Come!*

structures, a large Display Building, an extensive Craft and Gift (and Antique) Shop, a Restaurant, the Mountain Heritage Room, the popular Appalachian Hall of Fame Building, the People's Building, and over a quarter-million items. John Rice Irwin, Founder/President, Museum of Appalachia, says it was his intention not to develop a cold, formal, lifeless "museum." Rather, he aims for the "lived-in" look, striving for, above all else, authenticity. During your time there you will be treated to authentic bluegrass music and storytelling.

The Beacon School at Holston United Methodist Home for Children, Greeneville, Tennessee, will be our 2011 Mission Project. The school is for children who have trouble succeeding in school or in the community. The staff at the Beacon School works hard at guiding students toward social, behavioral, academic, and emotional well-being. For the 2011 mission project, please consider bringing a contribution of school supplies which include, but are not limited to: copy paper ~ markers ~ colored pencils ~ glue ~ stickers ~ arts and crafts supplies ~ men's softballs ~ women's softballs ~ gift cards to purchase whatever is needed.



And let's not forget the region's natural beauty. You will be arriving at the beginning of the area's annual Dogwood Arts Festival, and are sure to see plenty of beautiful flowers and trees.

You can believe that your time here in East Tennessee will be filled with some great "Southern Hospitality" from Holston Conference's PAUMCS Chapter! We look forward to seeing you April 7-10, 2011.

## Sale of Promotional Items and Beautiful Jewelry Benefits PAUMCS

By Karla Haynes, Finance Chair

Thank you to the many who supported the PAUMCS promotional table through service and in purchasing items last spring. We sold \$2,200.96 at the Orlando conference. This was not all profit as we had some expenses for the purchase of items and also to offset expenses from last year.

Catharine Phillips, our sister in Christ who serves from the CAL-PAC conference, donated several pieces of beautiful, hand-crafted jewelry with all proceeds going to offset Annual Conference expenses. The total sales of Catharine's donated jewelry was \$1,230.00.

The pictures accompanying this article represent two of the items Catharine will be selling in Knoxville, hand-crafted ID lanyards for your PAUMCS name tag or work ID badge. Some lanyards (like in picture 1) are on wire; most are sterling silver chains (as in picture 2) with an adjustable catch on the back to adjust the length. The lanyard lengths range from 29" to 36". Catherine will have some regular necklaces and earrings on sale, however, the majority of items will be lanyards.

If you have suggestions for PAUMCS items you would like to see at the promotional table, please contact me at [karla.haynes@iaumc.org](mailto:karla.haynes@iaumc.org).

Treschere Washington is a valued member of our Finance Committee. We ask that you continue to lift Treschere and her family up in prayer as she faces her future with the courage and the humor we all know and love about her. Her home address is 5613 Ruth Street, Metairie, LA 70003. Treschere underwent surgery on Wednesday, September 8, 2010 and continues her recovery at home.



**1. ID Lanyard with green and white cloisonné disks, pearls and green seed beads.**

Photos courtesy of Catharine Phillips

**2. Adjustable length, red bead and silver chain ID Lanyard.**



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# My Year of Lasts!

By Karen Albro, President

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As we go through 2010 I can feel my time as president of PAUMCS coming to a close. In July I attended my last Certification Class. For those of you who have attended certification you know how quickly the week goes by and you are amazed at all that is accomplished during the time together.

The class of 2010 was a joy to be with at Emory. We laughed, we prayed, we sang (thank you Vincent) and we cried (again, thank you Vincent). The beauty of Vincent's singing will bring tears to your eyes. The class left on Friday, anxious to see their families but also sad to be leaving their new friends.

I know they all hope to be together again in Knoxville for our 2011 annual conference. I hope you are all planning to be in Knoxville and are beginning now to get your requests in to your finance committees for your

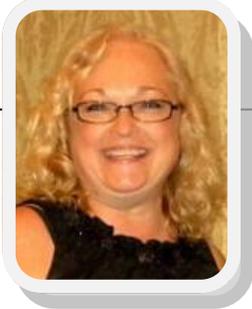
church's 2011 budget. If you have not already you will receive soon the brochure for our Knoxville conference. The site committee and the executive committee have been hard at work planning and preparing for your arrival.

As you know our 2012 annual conference will be in Virginia and we are looking forward to seeing you all in the Old Dominion.

Many of your suggestions and concerns from the evaluations following our Orlando annual conference have been discussed and implemented at both the Knoxville and Virginia conferences. We take your suggestions very seriously and we appreciate you taking the time to complete your evaluation form.

As I said this is my year of lasts! I hope and pray the 2012 annual conference in Virginia will not be my last PAUMCS annual conference. The executive committee has not received an invitation for our annual conference after 2012! Is your chapter ready to host a PAUMCS annual conference? Please be in touch with me or Barbara Kingsley to discuss what it takes to be a host site for a PAUMCS annual conference.

I look forward to seeing you all in Knoxville.



Karen

*“I urge you to live a life worthy of the calling you have received.” Ephesians 4:1b*

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# Where Will We Meet in 2013? It is Up to You!

By Barbara Kingsley, Vice President

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How is it determined where the next PAUMCS Annual Conference will be held? By you! The general meeting area is determined by our chapters.

The process begins with a chapter contacting the National Vice President to express interest in hosting a conference. The Vice President sends the chapter a set of the Conference Guidelines and the responsibilities of the host chapter. Once the chapter has reviewed the guidelines and made the decision to host an Annual Conference, they send a letter of invitation to the National PAUMCS President expressing their interest.

The President brings the invitation to the National Executive Committee who reviews it and gives their approval. If more than one invitation is extended they will be reviewed in the order received.

The specific meeting site is determined by the National Vice President, the local site committee with input from the GCFA meeting planner. This group works together to identify a site that meets our needs for lodging, meals and meeting space at affordable rates, and then negotiates a contract with the venue.

As of this writing, we have sites for 2011 and 2012, but not beyond. It takes a minimum of two years to plan a conference, however, three or more years is better for the site team.

Where will we be meeting in 2013 and beyond? Again, it is up to you!

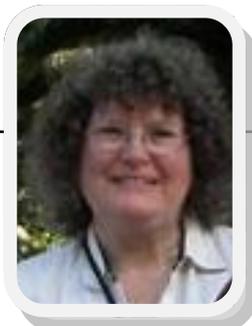
If you belong to a chapter and would like to invite your

PAUMCS colleagues to visit your area, speak to your chapter about hosting a conference.

Contact Barbara Kingsley for the site guidelines, review them, and then write a letter of invitation to Karen Albro, National PAUMCS President.

Chapters, if you have been considering hosting a conference for 2013, the time to act is now. I look forward to hearing from you.

Your National Vice President,



Barbara Kingsley

# Certification - Is it for You?

By Dianne Beam, Administrative Assistant, Lake Norman District UMC, North Carolina

I've been a member of National PAUMCS and our local Chapter for four years. The first year I was a member, I didn't attend any meetings. I first became aware of PAUMCS when I started to "help out" at my church after our secretary resigned. I had recently become unemployed after being laid off as a result of restructuring. I had been an HR Manager for 18 ½ years. It was Charge Conference time and they sponsored a workshop for all pastors and other church staff at a large church in Charlotte, NC. This was my first time to attend a Charge Conference and I was apprehensive. The information provided by the PAUMCS group was great, I learned a lot and was able to apply it immediately.

I eventually attended our Chapter's Fall Retreat and Spring Fun Day where I met lots of great people and learned a lot during the process. As everyone stood up and introduced themselves, a couple of them shared that they were "Certified." I didn't know what that term meant but I did not ask – at first.

A while later I got up the courage to ask about it. I was told it was a weeklong training held each year in Atlanta. I was also told about 35 people from all over the country attend and you learn a lot, but you had to apply early because the class filled up quickly. While I was working at my church I asked the SPRC if I could go, but money was tight and I was told maybe later. Nearly a year and a half ago, I applied for a position at our District office, and I got the job. They loved the fact that I was a member of PAUMCS. As part of my Continuing Education I was allowed to apply for the 2010 PAUMCS Institute, and I got in! Part of the pre-work to attend was to take a Meyers Briggs Type Indicator assessment, the THIRD time I had done MB. What would I learn this time that I did not learn the first two times? How to apply it, that was the missing link that Certification Class provided. We

were given the assessment results, but the instructor taught us how to apply them, and how to use them in our every day jobs.

Upon arrival and meeting the participants for the first time, I knew it was for me. Imagine being in a room full of people just like you, except various ages and various backgrounds, but one thing in common. We all understood what each other's trials and challenges were in our daily jobs. There were men and women from varied backgrounds who were at all levels within our UMC structure; church secretaries, District Office Administrators, Episcopal Assistants and even someone from General Council on Finance and Administration (GCFA). We were a very diverse group – different ages from all across the country. It was wonderful to hear that others deal with the same issues that we deal with. It was great to share solutions and productively learn from one another.

GCFA liaison and Candler's staff brought in knowledge experts to instruct us. Dan Gary, Administrative Council from GCFA led the class on Taxes and the Church. Ken Sloane from United Methodist Communications and Jacqueline Gill from GCFA spoke to us about Dollars and Cents of Office Management and Connectional Giving. Dr. Anne Burkholder from Candler School of Theology spoke to us about Church Polity and Diversity and the Church. Dr. Rebecca Setliff was with us each day and led on our



Myers Briggs results. I must admit that Rebecca (Becky) Setliff was my favorite. Her wit and enthusiasm kept us actively involved and truly interested in what she shared. Even though I had taken the Myers Briggs assessment in the past, this was the first time it was explained how it affected our work and others.

We learned from Dan Gary about "Taxes and the Church" then we went over our Myers Briggs results. The next day we talked about Office Management and Connectional Giving and Working Effectively in Groups – and that was just the first two days.

We also discussed Ethics and Confidentiality, Conflict Resolution, Church Polity, Diversity and the Church and ended the week with a group "project."

During the group project we realized the significance of each person's Myers Briggs results as we learned to interact with persons of different types. Our group had a little bump in trying to get started and get the topic identified. We learned more about ourselves and working with others as a result of the project.

The leaders were great and we were able to ask questions as they went along. We learned so

*(Continued on page 5)*

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# HOW TO...Get Cooperation in Meeting Deadlines

By Michele Bellue, Communications Manager, Gainesville First UMC, Gainesville, GA

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Another deadline is here, and what are you doing? Waiting for everyone to turn in their articles? Many of us find ourselves in this situation, but a little healthy competition could change this to benefit you and your staff. I do the weekly newsletter, The Bridge, for Gainesville First United Methodist Church. I've discovered a fun way to get folks to turn in their articles on time.

Articles are due every Thursday so that I can complete proof copies by Friday and have the finished product to the printer on Monday once we do attendance updates.

Each Tuesday, I send out a "news budget" in an email. It's nothing

fancy. I list the articles I have planned for each area of ministry. I tell everyone to check their areas of ministry and let me know if they need to change, add, or delete anything.

Here's where the fun part begins. When I send out the "news budget" each Tuesday, I list the "Early Bird Award" winner for the week prior. This is the first person to turn in his/her article. Make it fun: "Music Ministry takes the prize for the second week in a row" or "Pastor claims the prize."

If your staff is as competitive as this one, you'll find that people get excited about



turning in their articles early just so they can win the "Early Bird Award." It's only recognition in an email, but the entire staff receives it. Always be positive, and be sure to thank everyone on those good weeks when everyone turns in their articles early or on time. My new saying now is "the Early Bird gets the newsletter done."

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## A Thank You from Cornerstone Family Ministries

Orlando Annual Conference Mission Project

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June 14, 2010

Dear Professional Association of UMC Secretaries:

Thank you for your donation of \$1,020.50 for Cornerstone Family Ministries. We are grateful for the support of the Professional Association of United Methodist Church Secretaries and honored to be present at this year's convention.

It is an exciting time at Cornerstone Family Ministries. Our Rosa Valdez Early Intervention Center recently celebrated its 2010 graduating class. SHARE Florida Food Network, our state-wide food cooperative is weeks away from the launch of the new website, featuring online ordering. For the latest information on our programs, please visit our website: [www.cornerstonefamilyministries.org](http://www.cornerstonefamilyministries.org)

Your generous gift and support make this ministry possible. Again, I thank you for helping by contributing toward the valuable mission of Cornerstone Family Ministries to feed the hungry and nurture the young.

Respectfully,

Stephanie Collins

Development and Grants Manager

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*(Continued from page 4) Certification - Is it for You?*

much and the atmosphere was very opened and relaxed.

The whole experience of Certification Class was so affirming. Cynthia Haralson, also from GCFA and the liaison for PAUMCS, was with us all week, along with Karen Albro, National PAUMCS President. Just their mere presence let us know that they were dedicated to PAUMCS and wanted us all to succeed in our careers. I had met them both at the National PAUMCS Conference (my first time – and I HIGHLY recommend it). They also shared their wit, wisdom and insight with us. Those two, along with Rebecca Setliff, made us laugh even while we worked. It also gave us an opportunity to talk with them and to get to know them better.

If you have thought about Certification, or even if you have not given it a thought, I highly recommend it. I view my position as a calling. Just like our clergy are called, I feel we are called to help further the kingdom in our own ways.

Thanks be to God.

*Now you are the body of Christ, and each one of you is a part of it. And in the church God has appointed first of all apostles, second prophets, third teachers, then workers of miracles, also those having gifts of healing, those able to help others, those with gifts of administration, and those speaking in different kinds of tongues. I Corinthians 12:27-28(NIV)*

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# Financial Link

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## Fund Balances (06/30/10)

|                            |                    |
|----------------------------|--------------------|
| General Fund               | \$78,741.24        |
| Scholarship Fund           | 4,110.10           |
| Promotional Items Fund     | (333.99)           |
| Annual Conference Fund     | (57,727.29)        |
| Endowment Fund             | 36,414.05          |
| <b>Total Funds Balance</b> | <b>\$61,204.11</b> |

## Account Balances (06/30/10)

|                                 |                    |
|---------------------------------|--------------------|
| PAUMCS Savings @ GCFA           | \$13,390.41        |
| Administrative Checking Account | 11,399.65          |
| Endowment Fund Account @GCFA    | 36,414.05          |
| <b>Total Accounts Balance</b>   | <b>\$61,204.11</b> |

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## Donations to the Leslie Bayles Scholarship Fund

*In Honor Of:* Arkansas Chapter of PAUMCS

*Accepting the challenge of the AR Chapter at Annual Conference:*

*In Memory Of:* Eric Gray, son of Libby Gray

*Given By:* Cynthia Parker

Iowa Chapter of PAUMCS

*Given By:* PAUMCS Executive Committee:  
Cheryl Thompson, Elizabeth Feldman,  
Louise Urquhart, Barbara Kingsley,  
Karen Albro, Cynthia Haralson,  
Zanatta Hagan, Rhonda Ramsey,  
Karla Haynes, Betty Barton

*In Memory Of:* Walter Barton, father of Betty Barton

*Given By:* Zanatta Hagan, Rhonda Ramsey,  
Karen Albro, Cynthia Haralson

*The following have made a contribution in loving memory of Bill Rankin:*

|                                    |                        |                                   |
|------------------------------------|------------------------|-----------------------------------|
| Desert Southwest Chapter of PAUMCS | Iowa Chapter of PAUMCS | Margaret Hickman, Old Hickory, TN |
| Cynthia Parker                     | Judy & Terry Woods     | Donna & Don Kitson                |
| Zanatta & Hugh Hagan               | Judie Brown            | Anna Rohde                        |
| Joyce Wilson                       | Barbara Wade           | Lynette DeLaune                   |
| Patti Burgess                      | Treschere Washington   | Judy Gross                        |
| Rhonda Whitley                     | Pat Sanders            | Paula Waldrip                     |
| Polly Gibson                       | Maryville District UMC | Sherry Heath                      |
| Denise Poetter                     | Sherry Nash            | Sheilah Kyburz                    |
| Joan Neill                         | Hazel Christopher      | Carol & Gene Ball                 |
| Lisa Morris                        | Barbara Barth          | Jackie Pettis                     |

Northern Illinois Chapter PAUMCS

PAUMCS Executive Committee: Karen Albro, Rhonda Ramsey, Barbara Kingsley, Karla Haynes,  
Libby Gray, Elizabeth Feldman, Louise Urquhart, Betty Barton, Zanatta Hagan, Cynthia Haralson

National PAUMCS Membership Contribution

# Will You Share Your Gifts?

By Rhonda Ramsey, Nominations Chair

*There are different kinds of gifts, but the same Spirit.  
There are different kinds of service, but the same Lord.  
There are different kinds of working, but the same God  
works all of them in all men.*

– I Corinthians 12:4-6 NIV

The Nominating Committee will begin deliberations in the upcoming months as we seek to fill the following positions within PAUMCS: Vice President, Treasurer in Training, Finance Committee (2), Professional Training and Standards Committee (2), and Communications Committee (1). The Nominations Committee will also have 2 vacancies, which are filled from the floor at the Annual Conference. N o m i n e e s from the floor are required to have attended at least two annual conferences, one of which may include the current conference. Nominees must also be a national PAUMCS member in good standing.

If you have gifts that you feel would benefit the PAUMCS organization, and are interested in serving in one of the positions above, please consider submitting a member profile. To receive a profile, or ask about any of the available positions, please contact me or one of the other committee members listed below.

We hope that you will prayerfully consider sharing your gift with your PAUMCS colleagues.

### Your 2010-2011 PAUMCS Nominating Committee:

- Rhonda Ramsey, [fumcp@charter.net](mailto:fumcp@charter.net)
- Ellen Martin, [emartin@slcumc.org](mailto:emartin@slcumc.org)
- Rhonda Whitley, [rhondawhitley@la-umc.org](mailto:rhondawhitley@la-umc.org)
- Anna Rohde, [aroh@sbcglobal.net](mailto:aroh@sbcglobal.net)
- Fonda Kirkman, [northcentralds@conwaycorp.net](mailto:northcentralds@conwaycorp.net)
- Deb Blackburn, [jeffumc@netins.net](mailto:jeffumc@netins.net)

# CEUs and Scholarship Gifts

By Libby Gray, Professional Training Standards Chair

Your Professional Training Standards Committee has been approving CEU requests from chapters and individuals. If you need approval for CEU credit, please send your request 30 days prior to your event.

The request should include workshop information (brochure), the agenda (listing schedule with time), and the date(s) of the event. Send your request to me at [lgray@arumc.org](mailto:lgray@arumc.org) or fax 501.324.8018.

For more information on the process and requirements for CEUs visit the Continuing Education page of the PAUMCS website: <http://paumcs.org/continuingeducation.html>.

The Leslie Bayles Scholarship Fund was established in 1991 and provides scholarships for our Annual Conference. Leslie Bayles served as a district secretary for a number of years in the Corpus Christi, Texas District Office and held a number of offices in the national PAUMCS organization. She died in 1989 after a struggle with cancer.

The money for scholarships comes from contributions made to the fund. If you would like to make a contribution to this fund, please complete the form below and mail to our treasurer, Zanatta Hagan, 175 Belmont Drive, Suite 7, Dothan, AL 36305-6501.

For more information about this scholarship fund, go to: <http://paumcs.org/scholarship.html>.

### Your 2010-2011 PAUMCS Professional Training Standards Committee:

- Libby Gray
- Kyle Henderson
- Pam Pettit
- Sally West
- Gail Harris
- April Martinez

*I would like to make the following contribution to the Leslie Bayles Scholarship Fund:*

**IN HONOR OF** \_\_\_\_\_

**IN MEMORY OF** \_\_\_\_\_

**PLEASE MAIL ACKNOWLEDGEMENT TO:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**My donation is in the amount of \$** \_\_\_\_\_

**My name is** \_\_\_\_\_

**My address is** \_\_\_\_\_

**Mail this form and contribution to: Zanatta Hagan, 175 Belmont Drive, #7, Dothan, AL 36305-6501**

## Executive Committee 2010-2011

### **Karen Albro, President**

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### **Barbara Kingsley, Vice President**

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### **Louise Urquhart, Recording Secretary**

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### **Zanatta Hagan, Treasurer**

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### **Rhonda Ramsey, Nominating**

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Fax: 865.981.7470  
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### **Cynthia Haralson, GCFA Representative**

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PO Box 340029 Nashville, TN 37203-0029  
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[charalson@GCFA.org](mailto:charalson@GCFA.org) or [paumcs@GCFA.org](mailto:paumcs@GCFA.org)



## *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](http://www.paumcs.org)

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*Knoxville, Tennessee*



**PAUMCS**  
April 7-10, 2011