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THE VITAL LINK

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

*Come to Virginia...
Celebrating the past, building the future...*



PAUMCS

APRIL 12–15, 2012

Richmond, Virginia

Hilton Richmond Hotel and Spa at Short Pump

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**National PAUMCS Members: Register on
or before March 13 and save \$50!**

Registration form and brochure available
at www.paumcs.org

A Word from Your President **BARBARA KINGSLEY** | President

A Time for Renewal, Relaxation, and Fun

This time of year, I dream of warmer months and vacation. When I was a child, summer was a time for fun and to be away from the schedule and rigors of school. As an adult, that has changed. Work spills over into vacation, and indoor and outdoor tasks never seem to end. Summer is also a time of revised schedules, family reunions, and for my family, camping. Although my church and office are a little less busy in the summer months, I still have to ensure things like payroll, newsletters, bulletins, and finances are completed and on time. And I do try to take some time to relax, renew, and have fun.

For many years I have thought of the national PAUMCS annual conference in the same way. It is a time to renew, network, relax, and have fun, and this is exactly how I describe the conference to persons who have not yet attended one. I tell them first about the opportunity to renew, the educational offerings. I then share about the time to network, relax, and have fun. As one attends more conferences, one meets more people each year and begins to set up a system of networking.

If you are a national PAUMCS member and subscribe to Linking Hands, you may have the chance to meet some of the people who have asked questions or offered solutions, putting a face with the name. Once you attend Certification Class, seeing your classmates at conference can be a joy, a reunion. All of this is part of networking.

Even though I have to work very hard to get ready for the PAUMCS annual conference, being away from the everyday routine is calming, just as summer or a vacation can be calming. Don't get me wrong, we are very busy and have a full schedule, but I find the change to be beneficial and relaxing.

One comment consistently made by speakers at conferences is how much fun we have as a

group. We do like to laugh. Different opportunities for free time are also offered. Some are a great way to have fun and unwind, like a shopping trip for those who like to shop or a tour of the city or area in which we meet. Others enjoy staying back at the hotel to relax.

I encourage each of you to consider attending the 30th PAUMCS Annual Conference at the Hilton Richmond Hotel and Spa at Short Pump, April 12 - 15, 2012. A brochure and registration form are available on our PAUMCS web site: www.paumcs.org.

The ultimate relaxation exercise on the job happened while I was preparing this article. My daughter works in the infant room at the day care located in our church. Her four month old son – my grandson – attends with her. During her break one day she stopped in my office, holding sleeping Rhys. He had been struggling to sleep and she didn't want to take him back to the infant room where he might be awakened by the other babies. She left him in his car seat in my office where I could watch him. After a while he woke up so I held him, expecting him to begin fussing and be ready to eat. Instead, he fell back asleep and rested in my arms for another hour. Attempting to get some work done as I held him, I found whenever I tensed a little, Rhys would stir. I concentrated on relaxing to help him sleep, spending my time thinking more than writing. When he woke, he gave me one of his big, whole-face smiles and started to coo. This moment made my day and helped my daughter and Rhys. I can't do it all the time, but once in a while is nice. It reinforced the idea that we all do well with a little relaxation. May you find moments of relaxation, renewal, and fun during your busy day, too.

Your president,



*God didn't do it all in
one day. What makes*

me think I can?

Author Unknown

*Rest is not idleness,
and to lie sometimes*

on the grass under

trees on a summer's

day, listening to the

murmur of the water,

or watching the clouds

float across the sky, is

by no means a waste

of time.

J. Lubbock

*Take rest; a field
that has rested gives*

a bountiful crop.

Ovid

Looking Ahead LISA MORRIS | Vice President

Plans for the 30th PAUMCS Annual Conference in Richmond, Virginia, are well on their way. The site committee works diligently along with the PAUMCS Executive Committee to make each conference a successful event to provide church secretaries and other administrative professionals a supportive base for unity and fellowship as well as to promote individual growth, professional development, continuing education, and spiritual enrichment.

As your PAUMCS Vice President, I work with each site chair and her committee. Currently I am supporting the work of PAUMCS member Bev Amperse and the Arizona Site Committee on the 2013 PAUMCS Annual Conference. The

event is set for April 18-21, 2013, at the Crowne Plaza Phoenix in Arizona.

Thanks to the response and invitations from our PAUMCS Chapters, the PAUMCS Executive Committee has accepted invitations from North Carolina and Georgia PAUMCS Chapters for the 2014 and 2015 PAUMCS Annual Conferences. I am working with Elizabeth Lookabill from North Carolina and Denise Wilson from North Carolina. You will not want to miss out on these future conferences, so be watching for more details in *The Vital Link*.



A Way to Give Back LIBBY GRAY | Professional Training and Standards

Fall is my favorite time of the year, followed by spring, which brings the PAUMCS Annual Conference. This coming year we will be meeting in Richmond, Virginia, April 12-15, 2012.

Many of us are thinking of ways to fund the cost of our attendance. Church budgets have been set and many had to cut expenses, not to mention our own personal budgets.

Over the years, many conference attendees have found help with registration costs by applying for a scholarship through the Leslie Bayles Memorial Scholarship Fund. These funds are received from contributions for memorials and in honor of coworkers, friends, and loved ones. We also collect an offering the last night of each conference to supplement the scholarship fund.

In order to be able to offer the scholarships, we need your help. You may make contributions to the scholarship fund any time during the year. Simply fill out the form below and mail to Zanatta Hagan, PAUMCS Treasurer, 175 Belmont Drive, Suite 7, Dothan, AL 36305.



*When I have money,
I get rid of it quickly,
lest it find a way into
my heart.*

John Wesley

Donation in honor of: _____

Donation in memory of: _____

Amount: \$ _____

Acknowledgment to: Name _____

Address _____

Name of person making donation: _____

Donor's address _____

Financial Link ZANATTA HAGAN | Treasurer

Fund Balances (06/30/11)

General Fund	\$ 96,730.62
Scholarship Fund	4,801.10
Promotional Items Fund	464.69
Annual Conference Fund	(30,963.91)
Endowment Fund	<u>40,157.41</u>
TOTAL FUNDS BALANCE	\$111,189.91

Account Balances (06/30/11)

PAUMCS Savings @ GCFA	\$13,980.41
Administrative Checking Account	57,052.09
Endowment Fund Account @GCFA	<u>40,157.41</u>
TOTAL ACCOUNTS BALANCE	\$111,189.91



Contributions to the **Leslie Bayles Memorial Scholarship Fund** or the **Touching Tomorrow Today Endowment Fund** may be sent at any time to
 Zanatta Hagan
 175 Belmont Drive, Suite 7
 Dothan, AL 36305

Contributions make good gifts all year round, so remember you can touch the heart of someone in a very special way by making a contribution to either of these funds in her or his honor or in memory of someone they cared about deeply. An acknowledgement will be sent to the appropriate person letting them know of your gift.

Join Linking Hands | Prayer Net

Sent each weekday by Terri Pagani, "Linking Hands" is a forum to share job-related questions and tips. Discussions range from choosing the best membership management software to safety on the job to keeping a green office to..... your choice! Visit www.paumcs.org to find out more. You must be a member of national PAUMCS to sign up.

Sherry Heath and Janette Coffelt maintain the PAUMCS "Prayer Net." To receive joys and concerns from United Methodist co-workers around the country, or to share your own prayer requests with your PAUMCS sisters and brothers, contact Sherry (sherry_heath@sbcglobal.net) or Janette (coffeltjan@sbcglobal.net) to join the email prayer chain.

Membership Link **ELIZABETH FELDMAN** | Membership

Why is it so important to join PAUMCS at the national level? Because membership in this organization comes with wonderful benefits! When you renew or become a first time member, you have the opportunity to enjoy some exciting offerings. Linking Hands, an email forum where job-related questions and tips are exchanged, continues to be the most popular offer. Sharing ideas for ministry across the connection can never be a bad idea. So far in 2011, members have shared ways to celebrate the anniversary of their church, offered how they were commemorating the tenth anniversary of September 11, and surveyed others to know whether or not any local churches used an electronic funds transfer provider, just to name a few. I would encourage any non-members reading this issue of *The Vital Link* to seriously consider joining up. Fifty dollars is a great investment in your ministry, and we can provide numerous ways to support you.

I'd also like to remind those certified members that annual dues must be paid in order to keep your certification current.

A number of chapters contacted me this summer about events they were hosting; exciting things happened across the country! Area chapters of PAUMCS are an excellent way to get together between national meetings. If you do not have a chapter in your area, please consider being the catalyst to get one started. One meeting a year is all that is required, but with electronic communication at our fingertips, an area newsletter, blog, Facebook page, or Twitter account can keep you connected. For more ideas, please feel free to contact me: efeldman@woosterumc.org.

Elizabeth

First Impressions of PAUMCS **STEFANY SIMMONS** | Connectional Table

I was first hired as an administrative professional for The United Methodist Church in August of 2008, and was so excited when I learned about PAUMCS. However, because of schedule conflicts I was not able to attend any of the annual conferences until the 2011 conference in Knoxville, Tennessee, last April. While I was there, I gained many new friends and great memories, and I loved getting to see this group in action. For me, it is so exciting to know there is an organization existing solely for the purpose of promoting *"individual growth, professional development, continuing education, and spiritual enrichment."*

Probably my favorite part was getting to put names with faces of many wonderful ladies who I had only "met" by phone or email prior to this conference. As Office Manager for the Connectional Table, I often communicate with other administrative professionals across The United Methodist Church, and it was such a blessing to get to meet those ladies in person.

I was particularly honored to have a really unique experience on my first night in Knoxville. I had just checked in to the hotel and completed registration. Not knowing *anyone*, I began talking with the people who were standing in the vicinity. They invited me to join them for dinner, and of course I agreed. (Why wouldn't I?!) As we were walking out of the hotel we passed by the booth with the PAUMCS Executive Committee baby picture contest on it. As they were talking about those pictures, I suddenly realized I was going to dinner with the PAUMCS Executive Committee... Wow, this wasn't exactly what I expected on my first night! We had a wonderful time visiting over dinner, and seeing what great people they were made me look forward to the conference all the more. Who knows, perhaps that was God's way of beginning to prepare me for a leadership role in this great organization somewhere down the road!

PAUMCS national membership dues are due and payable annually in January, and are effective through December. The rate of annual dues is \$50 for both new and renewing memberships, and \$25 for renewable retired. A membership form is available on our web site: www.paumcs.org.

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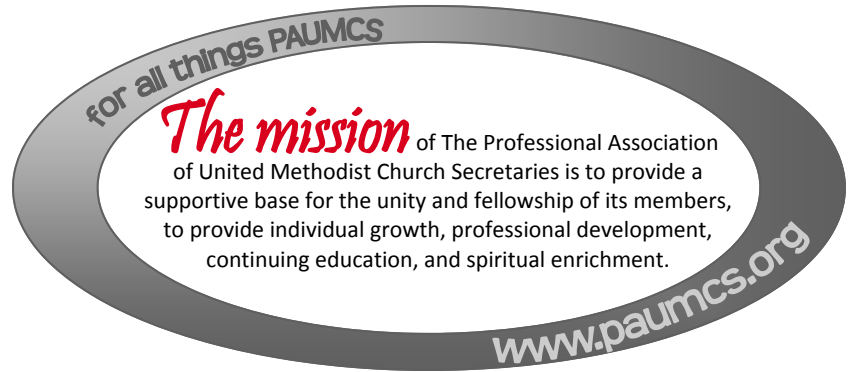
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