A Message from Gail, President Elect

As I write this, I am still reveling in the glow of being elected as your President elect. I thank you for your vote of confidence in me. I think about the changes that are ahead for us as an organization. As we embrace our new name and our new membership committee, I think the changes go hand in hand. The following scripture comes to mind, “There is a time for everything, and a season for every activity under the heavens.” (Ecclesiastes 3:1 NIV)

There is a time for... everything. Beginnings, endings, and change. In what areas of your life are you experiencing change? It might be positive, exciting and celebrated, even easy to adjust to. But change can also be a big deal and can push you way out of your comfort zone. Sometimes it’s difficult and scary, and causes you pain, loss and regret. We experience change all the time—it cannot be avoided, even the difficult kind. Bad things happen and good things happen... So how do we deal with change that we don’t want? Change that’s hard? Painful? Scary? Even... Right?

Our perception of change strongly determines how it affects us. We often see change as loss—we feel sad and want to grieve for what we no longer have. But when we focus on the loss that change brings, we can easily forget to be thankful for the blessings we had. The pain and uncertainty of change doesn’t feel pleasant, but it is good to express your sadness to God and grieve what you’re losing. Take a moment to really consider the changes occurring in your life right now, or perhaps one from the past that you haven’t processed. What have you lost? How does that feel? Tell God, pour out your heart to Him. Sure, He already knows, but it’s not for Him, it’s for you.

Next, shift your focus from what you’ve lost to what you’ve gained. What can you be thankful for? Think about what God has blessed you with, all He has taught you, and how He has transformed you. Even when change brings unwanted loss or an end to something good, there is always something to be grateful for. Don’t get me wrong, thankfulness isn’t a coping mechanism to cover the sting of loss that change can bring. But when our sadness becomes intertwined with thankfulness, it transforms not only our perception of the change, but our experience of it too. Being thankful increases our expectation for what is ahead—it brings hope, keeps our hearts open to Him in the process of transition, and fills us with joy.

I look forward to working with all of you as we embrace change, grow this organization and give thanks for the blessings we’ve been given.

I wish you peace and blessings, Gail Douglas-Boykin
PAUMCS Felt the Spirit in the Windy City

The 35th Annual Conference of the Professional Association of United Methodist Church Secretaries (PAUMCS) was held at the Westin O’Hare Hotel in the windy city, Chicago, Illinois under the theme, “Feel the Spirit in the Windy City.” We are thankful to our host, the Northern Illinois PAUMCS Site Committee. They made us feel right at home!

Those attending the conference worshipped, learned, networked with other church professionals from across the denomination. Some were able to see some sites of Chicago and attend a Chicago Cubs game! We also celebrated those who completed the first 2016 on-line certification class!

We heard from some wonderful speakers such as our keynote speaker, the Reverend Grace Imathiu on Diversity in Ministry, the Reverend Young-Mee Park on Cross Cultural Ministry, the Reverend James Preston on Radical Hospitality, and a session on Office Ergonomics with Seema Bhagwakar. Find their materials and more at: http://cumulus.encore-us.com and enter the code: 1073-0925

The mission focus was Justice for Our Neighbors (JFON), a faith-driven ministry, welcoming immigrants into our churches and communities by providing free, high-quality immigration legal services, education and advocacy.

The members of PAUMCS voted on a new name and logo during their annual business session. The official name is now the Professional Administrators of The United Methodist Connectional Structure. The new logo can be found at www.paumcs.org or on the first page of this Vital Link, at the top.

Next year’s annual conference, “Make a Joyful Noise” will be held April 12-14, 2018 in Nashville, Tennessee at the Nashville Airport Marriott. Watch for more information coming out late summer at PAUMCS.org!

Established in 1982 under the General Council on Finance and Administration (GCFA) of The United Methodist Church, the organization fosters individual growth, professional development, and spiritual enrichment for members from around the world.

Lori L. Sluder, PAUMCS Communications
Financial Link

Josie Hickom, Treasurer Elect

Fund Balances (04/30/17)

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Account Balances (04/30/17)

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<tr>
<td><strong>Total Account Balances</strong></td>
<td><strong>$247,472.45</strong></td>
</tr>
</tbody>
</table>

Justice for our Neighbors Offering (JFON) at the 2017 Conference was $1,113.53.

The Leslie Bayles Memorial Scholarship Offering at the 2017 Conference was $770.00

Professional Training & Standards (PTS) Elect, Barbara Buck

The winds of change are blowing... what a wonderful conference we had in the windy city!!! I am excited be serving in a new position as the Professional Training & Standards (PTS) committee chair and am eager to begin the important work of the committee. I’d like to say a quick “Thank YOU!” to a couple people... Tish Schulteiss...thank you for your leadership and guidance as our president these last few years. It was a joy and a privilege to work with you. To Mary Schramm, as I follow in your footsteps again, I am ever so thankful for the support and wisdom you happily and earnestly share.

I look forward to working with my committee members, Debra Blackburn, Donna Ireland, Amy Johnson, Brenda Lockhart and Wendy Miller. I imagine we will be in conversation regularly between now and our next conference.

I’d like to share some valuable information regarding CEU’s and how those that are certified are expected to maintain their certification. The definition for Continuing Education Unit (CEU) is as follows: One CEU is defined as ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. Business Meetings, Worship Services, breaks, meals, snacks and fellowship/gathering times are not to be considered. Contact hours of less than 10 but not less than 5 will be granted .5 CEU (Example: an 8-hour workshop/seminar would be equal to .5 CEU.)

In order to maintain a PAUMCS Certification, individuals must obtain a CEU every two (2) years, be a member in good standing of PAUMCS (as prescribed in the bylaws -Article III ) and attend the full session of a PAUMCS National Conference at least once every four (4) years.

As ever, more information about membership and maintaining certification can be found on the website www.paumcs.org. May God’s grace and peace be with you all, Barbara
Secretary Elect, Mary Schramm

Thank you so much to the Northern Illinois chapter for hosting a fantastic conference. Kudos, to all of chapter members on a job well done. The Middle Tennessee Chapter is so excited to be hosting the 2018 PAUMCS Conference. We will “Make A Joyful Noise” from April, 12 – 14, 2018. Please start thinking of ways to help pay for next year’s conference. We want you to join us in Nashville.

Below is a brief overview of what was discussed at the Ex. Committee post conference meeting on May 7, 2017.

- Evaluations were reviewed and discussed
- Discussion of the arrangements for the 2018 AC in Nashville. Elvis will join us in 2018.
- Site guideline and Chart of responsibilities for Chapters hosting a conference were reviewed and updated. When it is finished it will be placed on the web site.
- The Executive Team will be hosting the 2019 Conference with a cruise through Educational Opportunities. This will be a cheaper option with possible more families coming.
- At this time we do not have a host chapter or location for 2020 and beyond.
- Vouchers were discussed about scholarships receipts
- There was discussion on Leslie Bayles Memorial scholarship fund procedures. Updates will be posted when finished.
- There was discussion on the Promotional website that the new logo will be available on all online promotional items.
- Referral program was discussed and was a great idea. Will be continued in 2018.
- Membership data base – logo needs to be updated – upgrades for CEU are being made. New members on the membership committee will have administrative access. 241 members of which 212 were renewals 29 new members. We have 17 active chapters.

Greetings PAUMCS Members,

I would like to thank the 2016 Certification Class – the first online class cohort - for their participation at the Chicago Annual Conference in May. If you are from the class of 2016 and were unable to attend the conference, you should receive your certificate and pin in the mail shortly.

At the post conference meeting with the executive committee, we discussed feedback we received from the 2016 class regarding more time to interact with their class at the conference. I am working with the Nashville host committee to ensure that there will be allotted time for the 2016 and 2017 classes to fellowship prior to the conference. If you have any more ideas or suggestions, please feel free to email me at nschuette@gcfa.org.

There is still time to register for the 2017 Online Certification Course. The course is $300, begins on June 1 and will run until August 15. As a reminder, GCFA offers 10 scholarships in the amount of $50 for those who submit a request prior to registering. Scholarship requests can be sent to paumcs@gcfa.org.

⇒ Click here to register for the PAUMCS Online course, or email me for more information.

We are finalizing plans for the 2018 Advanced Certification Course in Nashville. Marketing and promotion will begin in the fall. Registration is in January.

Rhonda Ramsey, PAUMCS Vice President, and I are working closely with Educational Opportunities to develop a program for the 2019 Annual Conference Cruise. We will have more information to share with the connection this summer, including the itinerary, speakers, and price.

Thank you for your continued support in PAUMCS.

Natalie
Report of the Membership Chair Elect

Many of you heard my report at the recent conference in Chicago about the various upgrades and improvements that have been made to our new Membership Database Site. We are grateful to the IT staff at GCFA for their continued support in helping us make this an easily accessible tool for our organization. We are very close to having it work just like we want it to!

Just to be clear, in order to be considered an active member of PAUMCS, there are 2 steps that must be completed: 1) you must log on to the membership site (www.paumcsmembership.org) and renew your membership to create a 2017 membership record, or, for first-time members, create a new membership record. Once the membership record has been created, you must 2) pay your 2017 membership dues of $50. This can be done online by credit/debit card or by check, which is mailed directly to me. Information about both of these options is on the site. Currently, we have almost 250 members for 2017, but there are still a number of members from last year that have not renewed. If you are one of these, or if you know someone who has yet to renew their membership, please encourage them to do so. If they are having trouble doing it online, they can contact me and I will be happy to assist them.

I am very excited to announce that a change to our bylaws was approved at the conference that allowed for the formation of a Membership Committee! The 2 ladies elected to serve on that committee are Libby Craven and Jennifer Hobbs Kendrick. I am excited to welcome them and look forward to their assistance. One of the things we will be focusing on this year is reaching out to the local PAUMCS chapters and helping them in any way possible. In this newsletter, you will see information about the Ohio Chapter and some of the exciting things they have been doing. I hope to make this a regular feature so that we can all share ideas and learn from each other. Chapter presidents are encouraged to send me information and pictures from your chapter.

Don’t forget that you can access your membership record on the database site at any time. You are encouraged to check in periodically to update your personal information and check your CEU records. If you ever need assistance, please don’t hesitate to reach out to me! I hope you will all share information about PAUMCS with others at your church, in your community or in your district. We have many exciting things going on right now and would love to increase our membership.

Denise Wilson  
Membership Chair  
lagrdo@bellsouth.net

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Remember to shop the PAUMCS store!

If you are interested in apparel be sure to check out our online store. The web address is:

https://paumcsstore.qbstores.com/

The store usually has some type of promotion going on so it will be worth your while.
Local Chapter News

What do you do when the local television station rushes into your office and demands a statement on the developing news in your neighborhood? How do you protect your staff? How can you help folks understand giving is a blessing and not an obligation? You would be on your way to answering these questions if you had attended the Spring Meeting of the Ohio PAUMCS in Wooster, Ohio. Rev. Stan Ling, Associate Director of the Council on Development for the West Ohio Conference guided us through the step to change our giving outlook to see how “stuff” and “worrying about stuff” only hinders the blessings we can enjoy. And Kay Panovec, Director of Communications – West Ohio Conference gave us firsthand experience in responding to the news media complete with the newsman and camera and persistent reporter in our faces! Very good information in this media driven, cell phone, video and changing culture we live in today.

Ohio PAUMCS offers two opportunities a year - a Spring Meeting and a Fall Conference held around West and East Ohio to engage and equip the staff of a local church. Programs vary from spiritual growth and working with difficult people to communication skills and how to navigate social media. Watch your emails for invitations to join us. You will be glad you did!

Vicki Miller, President
Ohio PAUMCS
Jesus is Lord! As I sat down to write this article, I thought about the conference in Chicago from where we recently returned, the planning and preparation for the conference in Nashville next year, and what it means to share the ministry of administration.

I view my ministry, professionally and personally, as one that includes administration. Professionally, I am an executive (administrative) assistant. My work involves supporting a clergyman; one that is an internationally sought after speaker, preacher and leader. Because he is in a position of authority in our United Methodist Connection, it is imperative that I am detail-focused and provide administrative assistance with grace. I appreciate all administrators and believe we are gifted with our talent from our Creator.

Personally, I also share my ministry of administration. I volunteer in my local church as a projectionist and take pride in designing slides each week from which we sing, pray, practice liturgies, and view scripture during the sermon. My gift also allows me to teach/lead in my adult Sunday School Class on a rotating basis with four other classmates.

I became certified in 2012 and since then have missed one national conference; last year’s meeting in Wichita, Kansas. I heard how nice the gathering was but compared Chicago’s conference to those in Atlanta (GA), Asheville (NC), and Phoenix (AZ). One aspect of Chicago’s conference that I loved was the amount of time dedicated to focus groups, focusing on our own day to day work with those in the same or similar roles within the church. Since I work for a general agency of The UMC, Discipleship Ministries (DM), it was like having a Girls Night Out with colleagues from GCFA (General Council on Finance and Administration), GBHEM (General Board of Higher Education and Ministry), GCORR (General Commission on Religion and Race), UMCom (United Methodist Communications), and other DM co-workers. Those in conference, district, and local church offices may have had a different opinion but everyone must agree that it was a great plan.

Unfortunately, the general schedule for Nashville’s conference was finalized in January of this year so we will not be breaking into focus groups in 2018. We do hope to work in role-specific groups during a few meals for face to face networking. This will work well, too, since one common thing I have heard was the fact we did not all use the questions set by the meeting planners in Chicago; we took advantage of being together to share our challenges and blessings of our work. I know, though, that the executive committee is requesting focus groups for 2019.

The 2018 Site Committee is planning other special activities. For example, we will celebrate communion on each of the three days of the conference, and each day will have a different musical focus. You know, the ministry of music is not unlike the ministry of administration; we are passionate for those things in life that bring us closer to God. I hope you will attend the conference in 2018; we have plans to make it unforgettable. See y’all next year!
Did you know? You can be in the know!!

PAUMCS has many different opportunities to help you to **be in the know**. There are many ways that we communicate with you to help you to have the best opportunity to work together and to share information. Here’s how:

**PAUMCS.org** - The website is full of information and details on the many different areas of PAUMCS as well as resources and now the host of the PAUMCS store! Can’t find what you are looking for there? Contact LoriSluder@holston.org

**The Vital Link** newsletter is published quarterly and sent to members via e-mail in late January, May, and September. Prior to Annual Conference there will also be a special edition of the Vital Link that covers Annual Conference news. It is a compendium of upcoming events, news, information, and other content of interest and value to members. Lori Sluder is the editor.

**E-Links** - In addition to our newsletters we send out weekly news, announcements, concerns, etc. These will go out on Tuesdays each week if we have items to send.

**Linking Hands** - are sent out on an as requested basis. This e-mail is a forum to share a job-related question or tip. Discussions range from choosing the best membership management software to safety on the job to keeping a green office to.........your choice! Have a question or want to share a new office tip, send them to PAUMCSlinkingHands@gmail.com

**PAUMCS Prayer Link** - Sherry Heath and Janet Coffelt maintain the PAUMCS Prayer Link. E-mail Sherry (sherry_heath@sbcglobal.net) or Janet (coffeltjan@sbcglobal.net) to be kept updated on, or share your own, joys and concerns of and with your United Methodist co-workers throughout the great connection. PAUMCS membership is not necessary.

**FACEBOOK** - If you are on Facebook check out the PAUMCS page. Another great place to be in the know or to share information out to the PAUMCS community! Search PAUMCS on Facebook and join us there!

**FLICKER** - New and under-construction. Check out our new photo page on Flicker. You might just find yourself there!

*Communications Coordinator, Lori Sluder*

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**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.